



**Fishguard & Goodwick Town Council
Cyngor Tref Abergwaun ac Wdig**

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister

Tel: 01348 874406

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Dear Council Member,

You are hereby summoned to attend the

**Annual Meeting and Mayor Making Ceremony
at 7pm on Tuesday 4th May 2021.**

Due to COVID-19 Restrictions, the meeting will be held virtually, hosted via StarLeaf.

A new Chairman will be elected at the start of the meeting.

Cath Bannister

Town Clerk and Responsible Financial Officer

ANNUAL MEETING AGENDA:

1. NOMINATION OF CHAIRMAN / MAYOR AND SIGNING OF ACCEPTANCE TO OFFICE: TOWN CLERK

The Clerk will ask Councillors, to confirm their chosen candidate, namely Cllr. Jackie Stokes, for the role of Town Mayor for 2021/22.

The newly elected Mayor, will then make a formal Acceptance of Office.

2. NOMINATION OF VICE CHAIRMAN / DEPUTY MAYOR: TOWN CLERK

The Clerk will ask Councillors, to vote for their chosen candidate, namely Cllr. Sharon McCarney. The Clerk will then confirm the outcome of the vote.

The Deputy Mayor does not make an Acceptance to Office.

3. APOLOGIES: ELECTED CHAIRMAN

To formally record apologies for absence and to record the attendance of Town Councillors present

4. DECLARATIONS OF INTEREST: ELECTED CHAIRMAN

To formally record any personal or pecuniary interest that a Town Councillor may have in any of the Agenda items.

5. MINUTES OF THE LAST MEETING: ELECTED CHAIRMAN

To approve the minutes of the meeting held on 8.4.21 as a true and accurate record of the meeting.

6. INCOMING CHAIRMAN / MAYORS SPEECH: ELECTED CHAIRMAN

The newly elected Chairman / Mayor, will make a welcome speech to the Council.

7. APPOINTMENT OF TOWN COUNCIL COMMITTEES: ELECTED CHAIRMAN

The new Chairman, will form new committees for the Town Council for the period 2021/22 and will ask for representatives for each committee.

These will be:

1. Finance Committee
2. Governance Committee
3. Planning Committee
4. Events Committee
5. Human Resources (HR) Committee

Please indicate, by raising you hand, if you wish to join a particular committee. The new Chair and Vice Chair for each committee, are to be elected at the inaugural meeting of each of the newly formed committees.

8. DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: ELECTED CHAIRMAN

Committees can have budgets allocated to them.

Each committee will be responsible for making decisions and carrying those decisions forwards.

Full Town Council Approval of any motions from those committees, is generally not required, providing the decision does not take that committee over its budget or it is acting outside of its delegated authority.

Certain financial decisions will automatically be referred to the full Town Council, for example, amendments and updates to Standing orders and Financial Regulations, the Precept request

and approval for, and of, the Annual accounts.

Committee minutes will be made available to all Councillors before the next full council meeting.

The Town Council will need to accept the following Terms of Reference:

Finance Committee

Planning Committee

Events Committee

Governance Committee

The HR Terms of Reference is newly formed and as such, one needs to be written.

9. APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: ELECTED CHAIRMAN

The Town Council is represented at external committees, by Town Councillors. These are to be reaffirmed, or, nominated and confirmed on the evening.

1. The Cruise Ships Committee - elect
2. One Voice Wales Area Committee - reaffirm
3. Ancient Connections Project - reaffirm
4. Additional Community Governor at Ysgol Wdig - reaffirm

10. RESPONSIBLE FINANCIAL OFFICER: ELECTED CHAIRMAN

To reaffirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2021/22

11. REAFFIRM THE BANKING MANDATE AND PRACTICES: ELECTED CHAIRMAN

The Town Council currently banks with HSBC.

The Town Council has a good relationship with the bank and no issues have been identified.

The Town Council has four current authorised signatories.

The Clerk/RFO has authority to make all payments.

Town Council payments are done by BACS transfer.

The Town Council has a debit card in the name of the Town Clerk, in order to maintain cash-flow and purchases that cannot be made by BACS transfer.

12. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2021/22: ELECTED CHAIRMAN

To agree that Financial Regulations are adopted for the period 2021/22

13. TO AGREE THE STANDING ORDERS FOR THE PERIOD 2021/22: ELECTED CHAIRMAN

To agree that Standing Orders are adopted for the period 2021/22.

14. TO AGREE THE INSURANCE POLICY: ELECTED CHAIRMAN

The insurance policy is due for renewal on May 31st. The Finance Committee have reviewed the renewals policy, along with a further quote obtained by the Clerk and have opted to continue with BHIB as their preferred policyholder.

15. DATES OF FUTURE MEETINGS: ELECTED CHAIRMAN

The meetings of the full council will commence at 7pm on the following dates.

1st June 2021

6th July 2021

7th September 2021

5th October 2021

16. URGENT MATTERS: ELECTED CHAIRMAN

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Town Clerk and the Chairman will need to be advised before the start of the meeting. Please be advised that no resolution can be reached on non-agenda items but they can be discussed and deferred to the relevant committee for further discussion or taken to the next full town council meeting as an agenda item.