



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

email: clerk@fishguardgoodwick-tc.gov.wales

The **MINUTES** of the **Town Council Mayor Making Ceremony** and the **Annual Meeting** of the Fishguard and Goodwick Town Council held virtually, under COVID-19 Regulations
(Wales)

at 7pm on **Tuesday 4th May 2021**

The Mayor, Cllr. Jackie Stokes, was in the Chair

Cllr. Jackie Stokes – *J. Stokes*

Cath Bannister, Town Clerk – *C. Bannister*

MAYOR MAKING AND ANNUAL MEETING MINUTES:

The meeting was opened by the current Chairman of the Town Council, Cllr. Jackie Stokes, who welcomed everyone to the Town Council's Annual Meeting and Mayor Making Ceremony.

64/21 NOMINATION OF CHAIRMAN / MAYOR AND SIGNING OF ACCEPTANCE TO OFFICE: TOWN CLERK

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

The Town Councillors voted unanimously to accept Cllr. Jackie Stokes as the Chairman / Mayor for the forthcoming term of office from today until May 2022.

Cllr. Stokes then read and signed her formal acceptance to office and held it up to the camera for the Town Councillors to view.

65/21 NOMINATION OF VICE CHAIRMAN / DEPUTY MAYOR: TOWN CLERK

The Clerk asked Councillors, to vote for their chosen candidate, namely Cllr. Sharon McCarney.

The Clerk then confirmed the outcome of the vote.

The Town Councillors voted unanimously to accept Cllr. Sharon McCarney as the Vice Chairman / Deputy Mayor for the forthcoming term of office from today until May 2022.

66/21 APOLOGIES: CLLR. STOKES

To formally record apologies for absence and to record the attendance and none attendance of Town Councillors.

Apologies were received from Cllr. Ryan for illness.

Those Cllrs. present were:

Cllrs. Stokes, McCarney, Shaw, Murphy, Perkins, Owen, Sturman, Porter, Price, Davies, Gwynn, Thickitt and Stokes

Those Cllrs. absent were: Cllr. Mason – probable work commitments

67/21 DECLARATIONS OF INTEREST: CLLR. STOKES

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

No declarations of interest were made.

68/21 MINUTES OF THE LAST MEETING: CLLR. STOKES

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

It was noted that as at item number 48/21, that Cllr. Gwynn was present at the previous meeting held on 8.4.21, as she was omitted from the councillors present list

It was also noted that as at item number 53/21, Cllr. Porter reported car parking issues to SWTR and not to PCC as reported.

Those matters accepted, it was resolved to accept the minutes of the meeting from 8.4.21, as a true record of the meeting.

69/21 INCOMING CHAIRMAN / MAYORS SPEECH: CLLR. STOKES

Cllr. Stokes made her welcome speech to the Council:

Cllr. Stokes thanked the Town Clerk and her Deputy Mayor for their support and advice over the last year. Cllr. Stokes added that the Town Council was bright and buoyant and that she was very pleased to be leading the Town Councillors for another year and thanked everyone for their continued support.

70/21 APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR. STOKES

Cllr. Stokes has formed her new committees for the Town Council for the period 2021/22. She asked for representatives for each committee.

Those that volunteered were:

1. Finance Committee – Cllrs. McCarney, Stokes, Thickitt, Davies and Ryan
2. Governance Committee – Cllrs. Stokes, McCarney, Sturman, Thickitt and Ryan.
3. Planning Committee – Cllrs. Stokes, McCarney, Perkins, Price, Porter, and Ryan.
4. Events Committee – Cllrs. Stokes, McCarney, Owen, Murphy, Shaw and Ryan.
5. Human Resources (HR) Committee – Cllr. Stokes, McCarney, Thickitt, Sturman and Murphy.

It was unanimously resolved to form the above five committees with the stated members.

71/21 DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: CLLR. STOKES

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 are made available to all Councillors before the next full council meeting.

The Town Council accepted 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.

It was unanimously resolved to delegate authority to each of the committee's, subject to their Terms of Reference.

72/21 APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. STOKES

The Town Council is represented at external committees, by Town Councillors. The representatives were confirmed on the evening.

1. The Cruise Ships Committee (Fishguard Friendly Faces) – Cllr. Perkins
2. One Voice Wales Area Committee – Cllr. Stokes
3. Ancient Connections Project – Cllr. Porter
4. Additional Community Governor at Ysgol Wdig – Cllr. McCarney

It was unanimously resolved for the above representatives to represent the Town Council on the above outside committee's.

73/21 RESPONSIBLE FINANCIAL OFFICER: CLLR. STOKES

To reaffirm the Town Clerk as the Responsible Financial Officer (RFO) for the Fishguard and Goodwick Town Council for the accounting period 2021/22

It was unanimously resolved to reaffirm the Town Clerk, Mrs. Catherine Bannister, as the RFO for the forthcoming accounting period 2021/22

74/21 RE-AFFIRM THE BANKING MANDATE AND BANKING PRACTICES: CLLR. STOKES

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.

It was unanimously resolved to retain the current banking mandate with HSBC.

75/21 TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2021/22: CLLR. STOKES

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

It was resolved to adopt the current Financial Regulations for the period 2021/22

76/21 TO AGREE THE STANDING ORDERS FOR THE PERIOD 2021/22: CLLR. STOKES

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

It was resolved to adopt current Standing Orders for the period 2021/22

77/21 TO AGREE THE INSURANCE POLICY: CLLR. STOKES

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.

It was unanimously resolved to accept the current insurance policy and for the Town Council to remain with the current insurers when the renewal is due on 1.6.21

78/21 DATES OF FUTURE MEETINGS: CLLR. STOKES

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

79/21 URGENT MATTERS: CLLR. STOKES

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.

There being no further business to discuss, the meeting was closed at 7:30pm