



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** Town Council Meeting
held virtually, under COVID-19 Regulations (Wales)
at 7pm on **Tuesday 1st June 2021**

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

Cllr. Jackie Stokes – *J. Stokes*

Cath Bannister, Town Clerk – *C. Bannister*

MINUTES

PUBLIC SESSION: CLLR. STOKES

The public session offers members of the public, the opportunity to comment on items on this agenda or those previously requested and agreed.

The public will be limited to two minutes per comment or question.

The Mayor will update those present, with regards to previous actions and ideas proposed by the public during this session, should there be any.

This session will also allow County Councillors to update the Town Council and those members of the public present, on matters of interest and for the Pembrokeshire County Council Liaison Officer to update the Town Council.

PUBLIC PRESENT:

Jeremy Martineau read out a synopsis of the grant application that was submitted to PCC last month. The details of the grant application had previously been circulated to all Cllrs.

COUNTY COUNCILLORS PRESENT:

No County Councillors present.

PRESENTATION BY SAM DENTTEN, DEPUTY CHIEF OFFICER FOR HYWEL DDA

Sam gave a brief overview of the role of the board, a patient watchdog body. They like to receive feedback both negative and positive and good bad experiences by patients. They meet regularly with representatives from Welsh Govt. to feedback. They ensure that changes happen. They support people wanting to make a complaint.

There are appx. 32,000 people now waiting for surgery throughout Wales, due to the pandemic. Clinics are slowly re-opening.

There was a general discussion with regards to youth and adult mental health services.

Cllr. Stokes thanked Sam for his very informative presentation.

STANDING ORDERS TO BE ADOPTED

80/21 APOLOGIES: CLLR. STOKES

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

Apologies were received from Cllr. Shaw - illness

Those Cllrs. present were:

Cllrs. Sturman, McCarney, Owen, Perkins, Price, Porter, Price, Mason, Ryan, Murphy and Stokes.

Those Cllr. absent were: Cllrs. Davies, Thickitt and Gwynn.

81/21 DECLARATIONS OF INTEREST: CLLR. STOKES

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed below:

There were no declarations of interest made.

82/21 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES

To record the previous meeting minutes, held on 4.5.21, as a true and accurate record of the meeting.

It was resolved at accept the minutes of the meeting held on 4.5.21 as a true and accurate record of the meeting.

83/21 CLERKS REPORT: TOWN CLERK

Follow up actions taken by the Clerk from the last meeting.

On the evening:

Defibrillators – x 2 need installing.	Cllr. Thickitt had volunteered to install and Cllr. Murphy will assist him.
Face to Face Committee meetings	We will be trialling some face to face meetings as there are much smaller numbers. Full Council meetings will remain online for a while, until an update is received from OVW.
HMRC Tax Codes and PAYE	If you have an issue with your tax code, please contact HMRC direct.

84/21 REPORTS: CLLR. STOKES.

The following committee minutes have previously been circulated to all Town Councillors. If there are any questions with regards to their content, can they be addressed here.

- Planning Committee
- Finance Committee
- Governance Committee
- Events Committee

There were no comments made in respect of the previously circulated committee minutes.

85/21 TOWN COUNCILLOR UPDATE SESSION: ALL

An opportunity for Town Councillors to update the Town Council with regards to what

has happened, what is happening and if anything needs attention, within the community that they represent.

Cllr. Perkins – an update on 5 recent Zoom meetings:

1. Fishguard and Goodwick Shares Vision
2. PCC citizen led Recovery meeting
3. OVW – Back to community life
4. Ports Past and Present
5. UK Community Renewal Project.

Full details will be circulated separately to all Cllrs. and will be attached at the end of these minutes.

Cllr. Porter – proposed winter car parking charges. She had looked on PCC website to see if there was anything to confirm the charges reported in the press. She was unable to find anything. She will continue with her investigations.

Cllr. Stokes – the banner designs for the main square area are not yet confirmed. She was unable to offer a proposed completion date but the matter is being progressed.

86/21 FINANCIAL ACCOUNTS FOR THE PERIOD 1.4.20 TO 31.3.21: CLLR. STOKES

The internal auditor has now checked the Town Council accounts. They are ready for the external audit and require signing off by the RFO and the Chairman.
Please discuss

There were no questions raised with regards to the presented financial accounts. It was resolved to accept the accounts as a true record of the Town Council expenditure. The Asset register was amended and updated as at minute reference 90/21

87/21 PREVIOUSLY AUTHORISED INVOICES: CLLR. STOKES

Due to the Full Council not holding an ordinary meeting since the beginning of April as no ordinary business is conducted at the Annual meeting, the Finance Committee authorised the following invoices:

1. **TOWN COUNCIL BROADBAND: CLLR MASON**
The Town Council has their broadband and telephone supplied to Onecom and pay £68.65 a month. For a further £3 a month, the broadband can be upgraded to fibre link.
Please discuss.

It was resolved to upgrade to fibre at a further cost of £3 a month.
2. **PLANTERS ROUND THE CANNON: CLLR. STOKES**
For a one off payment of £770 (incl. of VAT) plus delivery, the Town Council could have an extra six planters around the cannon in the square.
Please discuss

It was resolved to purchase the planters. This will not change the cost of the Planting Agreement as it is a one off cost.
3. **PURCHASE OF A FLAG FOR FRONTLINE WORKERS DAY: CLLR. MASON**
Can the Town Council Events committee, purchase a flag for the proposed frontline workers day in July? Cost £49
Please discuss.

It was resolved for the Events Committee to purchase the flag via the Clerk.

The above three items require full council approval. Please discuss.

It was resolved to accept and authorise the above payments.

88/21 PAYMENTS THAT NEED RETROSPECTIVE AUTHORISATION: CLLR. STOKES

The invoice detailed below was received after the Finance Committee Agenda had been circulated. It has been reviewed by the Finance Committee and authorised for payment, but because it was not listed on the Finance Agenda, the Clerk made the payment under s.6.4 of the current Financial Regulations. The invoice now needs retrospective authorisation from full Council. In order for continuity to be maintained, the Insurance Policy has to be paid. It was due for renewal on 1.6.21. It was agreed at the Annual Meeting, item reference 77/21, to continue with our current insurers BHIB. Please discuss.

BHIB Insurance Renewal – £600.76

It was resolved to authorise the above payment in full.

89/21 SECT. 137 (4) (A) LOCAL GOVERNMENT ACT 1972 EXPENDITURE FOR THE PREVIOUS FINANCIAL YEAR: CLLR. STOKES

The Town Council was permitted to spend £8.32 per elector under s.137 (subject to available funds) between 1.4.20 and 31.3.21. There were 4,382 electors registered with PCC, making £36,458.24 available under s.137. The Town Council had allocated £12,266.54 under this allowance during the time. Please discuss.

All Councillors were updated and record of their acknowledgement was made by way of a resolution.

90/21 ASSET REGISTER INVENTORY: CLLR. STOKES

Can the Town Council please discuss what assets the Town Council owns, so a full, up to date list can be compiled. The Clerk will circulate the current recorded list separately. Please discuss.

The Assets owned by the Town Council were discussed and agreed. The Clerk will update the AGAR accordingly. It was resolved to accept

91/21 FINANCIAL REGULATIONS: CLLR. STOKES

The revised model Financial Regulations are now ready for adoption by the Town Council. Please discuss.

This matter was deferred to the next meeting due to the majority of Cllrs. not having read the circulated copy.

92/21 STANDING ORDERS: CLLR. STOKES

The revised model Standing Orders are now ready for adoption by the Town Council. Please discuss.

This matter was deferred to the next meeting due to the majority of Cllrs. not having read the circulated copy.

93/21 REPLACEMENT INFORMATION BOARD FOR SOLO FLIGHT: CLLR. STOKES

The board needs replacing on the plaque at a cost of £62, plus any repairs required. Can the Town Council authorise payment for this? Please discuss.

It was resolved to purchase a new information board to go alongside of the plaque.

94/21 RISK ASSESSMENT FOR THE CANNON ON THE SQUARE FOR THE NEW YEARS EVE CELEBRATIONS 2021: CLLR. STOKES

Is the cannon on the square a risk to revellers at the New Years Eve party in the square? Should it be behind barriers to stop people climbing on it in order to gain a better view and for health and safety reasons? Please discuss

It was proposed and seconded that no risk assessment, or barriers were required. It was counter proposed and seconded that further enquiries are made with regards to liability insurance.

It was resolved by way of a vote of show of hands, that the Clerk will make further enquiries with regards to liability and report back at the next meeting for a decision to be made.

95/21 BUDGET FOR FISHGUARD IN BLOOM: CLLR. STOKES

The Events committee are asking for a budget allocation of £200 towards awards for the 2021 Fishguard in Bloom event. Please discuss

It was proposed and seconded that the above grant be approved. The Clerk advised the Chair that the proposer and seconder were both members of the Events Committee and it could be viewed as a conflict of interests. The Clerk suggested non-members propose and second the funding.

It was resolved, by non-members of the committee, that a £200 budget for the Fishguard in Bloom event be allocated.

96/21 Wi-Fi DOCUMENTATION APPROVAL: CLLR. STOKES

The final draft of the WiFi instructions for proposed users was discussed again. This is a guide for event organisers to use the data recovered by the WiFi system, to send out flyers promoting local events.

It was resolved to accept the above instructional guide. Cllr. Stokes will progress.

97/21 PLANNING AID WALES TRAINING COURSE: CLLR. STOKES

Planning Aid Wales are holding a training course. Cllr. Perkins would like the Town Council to be represented. The cost is £50 per person. Please discuss.

The course had already taken place and Cllr. Perkins had attended and paid at his own cost. It was established that as Chair of the Planning Committee, this course was essential for Cllr. Perkins. It was resolved that the Town Council will reimburse Cllr. Perkins from the training budget. Cllr. Perkins will provide the Clerk with the joining instructions and payment details and she will arrange a reimbursement.

98/21 PREVIEW OF NEWLY DESIGNED WEBSITE: CLLR. STOKES

Cllr. Stokes would like your thoughts on the newly designed website to date, before any further changes are made.

The Councillors were delighted with the look of the new website draft and it was resolved for the remainder of the work to be progressed.

99/21 CORRESPONDENCE RECEIVED: CLLR STOKES

All correspondence is emailed out upon receipt, wherever possible.

No correspondence received.

100/21 DATES OF THE NEXT MEETINGS: CLLR. STOKES

It is proposed that all meetings are scheduled to start at 7pm, unless otherwise agreed:

6th July 2021

7th September 2021

5th October 2021

2nd November 2021

101/21 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 Chair and the Town Clerk will need to be advised before the start of the meeting.

Please be aware 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.

Encs. below

Details of Cllr. Perkins report.

EHP/ABW/Misc.2021

28th May 2021

Mrs C Bannister
Town Clerk
Fishguard & Goodwick Town Council
Town Hall

Email: clerk@fishguardgoodwick-tc.gov.wales

Re: Fishguard Town Council.

During May Councillor Edward Perkins has attended the following zoom meetings.

1) 11th May - Fishguard and Goodwick Share Vision meeting organised by South West Partnership made up of Transport for Wales, Great Western, Pembrokeshire County Council.

The purpose of the meeting to join together organisations and the community to ask the question why are you here, and to see what can be done for the community. Among those present Sinead Henehan Pembrokeshire County Council working as the link for enabling communities and supporting councils and communities.

Listed strengths of the community:

1. Invasion Tapestry.
2. Scenery National Park.
3. Sea and Port facilities.
4. History.
5. Theatre Gwaun.
6. Sports - Activities.
7. Events – Festivals, etc.
8. The swimming pool.

Contributions were made on behalf of point, explaining their activity, North Pembrokeshire Tourism and Trade, (by Jeremy Martineau) explaining the current UK Government Recovery Fund and the application for £430,000 on behalf of North Pembrokeshire Trade and Tourism.

Current Rail Transport consultation with 9 trains a day scheduled for Fishguard and Goodwick. Further comment about extending the car park at the station and the use for the area of land currently beyond the car park and within Transport for Wales ownership. With the addition of extra trains the requirement will rise for a shuttle bus service from the station and harbour to the town centre.

Also mentioned possible arrangements for property asset transfer with future discussions to take place. Currently 45 nationalities and 200 businesses in the town and surrounding area.

Future meeting to be arranged.

2) Details of Pembrokeshire County Council citizens Led Recovery Meeting emphasising on better working together. Chairman by Councillor Phil Baker of Pembrokeshire County Council. To-date there had been 3 meetings with 123 people attending, 25 town and community councils represented, plus Youth Assembly, Pembrokeshire Coast National Park, One Voice Wales, Planed, Pembrokeshire Association of Voluntary Services and staff members Pembrokeshire County Council.

Aims of the meetings, improved communication, build trust and collaboration, less bureaucracy and all parties working on the same side.

Four particular themes adopted, a strong will to work together, appropriate support, good communication, solutions and good practice.

Two speakers Iwan Thomas of Planed and Lyn Cadwallader of One Voice Wales.

Iwan Thomas emphasised the themes of collaboration, and the vibrant Pembroke Community with 90 projects involved in the last 12 months. Planed's job to listen and provide support for councils, outline reasons why, what can be done and funding available, what support actually wanted and work with various partners.

Lyn Cadwallader referred to the pre-Covid proposals given to Welsh Government which had only modest response. However, Covid experience has changed work for local government and One Voice Wales together with other agencies involved in putting forward an application for financial assistance for a full-time person for Pembrokeshire Projects. The role of this work to involve asset transfer, engagement and promoting the role of town and area councils, digital information development, developing links with councils and other partners, identifying capital grant money available, localised training and consideration of taking on none statutory services.

Paul Harris Pembrokeshire County Council outlined the funding available from the rate levies on second homes, £1.2 million available from the second home tax, providing opportunity for local projects and future activities. The experience of second homes in Cornwall was referred to and confirm that contact with appropriate Cornwall authorities in place.

Jonathan Griffiths outlined the proposals for housing consultations to obtain the opinions of local councils.

David Astins Pembrokeshire County Council.

Question to those attending, should meetings continue?

Answer received, yes.

Pembrokeshire County Council to be a single point of contact. Flexible and simple meetings on a bi-monthly basis at 6.30 p.m.

The meetings would spotlight various topics. Pembrokeshire County Council developing a "have your say platform" and important to identify priority topics prior to 2022 to local elections. Also important digital developments, website, social media, support training, young people and asset transfers.

The question was asked whether the current charter between local authorities and Pembrokeshire County Council was affected by the citizens led recovery programme. The answer was given that the current charter would be reviewed in the light of developments.

3) One Voice Wales meeting 18th May 2021
Back to Community Life.

This meeting had three major speakers, Dominique Bird from Improvement Cymru an organisation to support communities with input from National Health Wales, learning opportunities, resources, emphasis on vulnerable people and collaborative working.

Lyn Cadwallader – He pointed out a variety of matters, some of which were already being developed in various parts of Wales.

Post Covid finances would still be under pressure and statutory requirements dealt with first. Challenges would arise and community engagement, planning, joint working and new roles developed for example, neighbourhood social care and support. Statutory and community organisations to develop new partnerships, build on new relationships, the alternative return to old ways. He emphasised the co-operation of the last 12 months should not be lost. Some of this development would involve a shift from the Welfare State to the Enabling State with the state working with the private sector.

Result in town councils becoming enabling bodies, town partnerships with government, the importance of the Future Generations Act and the Planning and Environment Act. Community planning system to work from the bottom up and not top down. Community led plans to meet local needs. Local vision and needs and priorities, together with preferred funding models, greater emphasis on local energy, local food, local supply chains and local green space.

One Voice Wales had a key role in developing this approach. Councils to develop community plans on a 5/10-year timescale to complement not override adopted policies and in particular to influence local housing policies. Such plans would require:

1. Detailed report of the current situation.
2. Succinct action plans, what needs doing, when, why, by whom and cost.

Hopefully this will develop a Welsh partnership model. He envisaged a much bigger role for councils and there were already a number of examples of such communities and councils.

Reference was made to the Covid-19 community partnership which had met on a weekly basis with the object of getting back community life. In particular, reference was made to anxious, scared and nervous and hesitant members of the public, some of whom had lost confidence, inability to carry out normal tasks. The motto to leave no one behind.

Presentation was made on the Cynon Valley Partnership and development over the Covid period. This was a community response, engaging with the local population, using a back to community life booklet and emphasising the need for community to look after each other, taking responsibility, building from the ground up and listening to the participants how the community at Mountain Ash had reacted over the last 12 months.

4. A Ports Past and Present Meeting held Friday 14th May – Fishguard Port Festival.

This was a very enjoyable zoom meeting concentrating on the Irish Sea connections with Fishguard and the attributes of Fishguard.

Presentations were given by Julie Coggins Chairman of the Tapestry Trustees, Hedydd Hughes from the Fishguard Fort and with a number of participants adding comments and details during the meeting. Over the past few months, I have found this Irish Sea project of considerable interest and enjoyment.

I have been able to add various historical details to the project and in due course, I am sure it will produce substantial connections for our area.

5. UK Community Renewal Project.

This is a project under the North Pembrokeshire Trade and Tourism Group and organised by Jeremy Martineau, Secretary of the Fishguard and District Chamber of Trade. An application has been made to the UK Government Recovery Fund for a total sum of £430,000 based on a variety of projects in the area. These include a number of projects from St. Davids to St. Dogmaels.

The town council and other organisations are being asked to write a letter of support for this project. It is anticipated that the result of the application submitted will be available by July with the project to start in August 2021.

Under One Voice Wales

A further zoom meeting is planned for Thursday 27th May dealing with planning matters including enforcement. There is a £50 fee for attendance and I am prepared to attend. I can also report the result of the meeting to the Pencaer Community Council and it might be appropriate that the £50 fee be jointly paid, £25 each by Fishguard and Goodwick Town Council and Pencaer Community Council. EHP attended and paid the fee himself. Report will be available by next months' planning meeting.