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
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Dear Council Member,

The Minutes of the Human Resources (HR) Committee Meeting held virtually, hosted by StarLeaf, on **Monday 21st June 2021** at 6.00pm

Cllr. Stokes was in the Chair.

Cath. Bannister
C. Bannister
Town Clerk/Responsible Financial Officer

HR MINUTES:

9/21 APOLOGIES: CLLR. STOKES
To formally record apologies for absence and to record the attendance of Town Councillors.

Apologies were received from:
Cllr. Thickitt – work commitment and Cllr. Ryan - illness
Those Cllrs. who were present were:
Cllrs. Stokes, McCarney and Murphy

10/21 DECLARATIONS OF INTEREST: CLLR. STOKES
No declarations of interest were declared

11/21 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES
To record the previous meeting minutes, held on 24.5.21, as a true and accurate record of the meeting.

Cllr. McCarney noted that as Agenda item 2/21, the minutes state that she was elected as Chair. This should be amended and recorded as Vice Chair.
After the amendment, It was resolved to accept the minutes of the meeting held on 1.6.21, as a true and accurate record of the meeting.

12/21 TERMS OF REFERENCE: CLLR. STOKES
A terms of reference document needs to be written. Please discuss.

Cllr. Stokes felt it a priority that the Terms of Reference be discussed so that they can be taken to full Council in July.
Matters discussed and to be included were:
Frequency of meetings. Four monthly or as an when identified a need to hold a meeting.
The committee undertake an annual salary review in line with SLCC/NALC
To monitor appraisal reviews and the outcomes

To ensure that all training needs are met for all staff.
To ensure a formal induction process is carried out for new staff
To authorise overtime – via the point of contact
To authorise leave and TOIL – via the point of contact

Cllr. Stokes will prepare a draft and forward it to the Clerk.

13/21 DATES AND TIMES OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held virtually on the third Monday of every third month. If a meeting is identified as being needed in between these dates, agendas will be circulated in line with standing orders.
20th September 2021

14/21 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 Clerk 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.

There being no further business to discuss, the meeting was closed at 6:41pm