



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

Dear Council Member,

You are hereby summoned to attend the **Annual Meeting** and the **Mayor Making Ceremony** at **7pm on Tuesday 10th May 2022**, at Fishguard Town Hall.

This will be followed by a brief meeting of the full council to progress urgent business.

The meeting will be a multi locational meeting and anyone wishing to attend can do so in person. If you wish to attend virtually, please contact the Town Clerk for a meeting link.

Cath

Cath. Bannister
Town Clerk/Responsible Financial Officer

Due to this meeting being the Annual Meeting and Mayor Making Ceremony, there will be no public participation.
This part of the Town Councils Agenda will resume in June.

AGENDA:

- 1. DECLARATION TO OFFICE OF ALL COUNCILLORS UNDER THE NEWLY FORMED TOWN COUNCIL: TOWN CLERK**

All Councillors will be required to make a declaration to office after being formally elected, by way of an uncontested election on 5th May 2022, in order to serve in the new Council term.
- 2. NOMINATION OF INCOMING CHAIRMAN AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**

Cllr. McCarney is the only nominated Councillor for the role of Chairman to the Town Council. The Town Councillors will need to vote in support of Cllr. McCarney. The newly elected Chairman will then make a declaration to office.
- 3. NOMINATION OF INCOMING VICE CHAIRMAN: TOWN CLERK**

The Town Council will need to vote on their choice of Vice Chairman. Cllr. Shaw is the only nominated Councillor for the role of Vice Chairman to the Town Council. The Town Councillors will need to vote in support of Cllr. Shaw. The Vice Chairman does not make a further declaration.
- 4. INCOMING MAYORS SPEECH: CLLR McCARNEY**

The incoming Chairman, will outline her intentions for the forthcoming year in office and will announce her chosen charities.
- 5. OUTGOING MAYORS SPEECH: CLLR. STOKES**

Cllr. Stokes will make her outgoing speech and announce the amounts raised for her two chosen charities.
- 6. APPOINTMENT OF THE MAYORS GUARDS: TOWN CLERK**

The Town Clerk will appoint the Mayors Guards to Cllr. Ryan.
Sea Cadets:
Able Cadet Alfie Bean
Able Cadet Haf Phillips
Cllr. McCarney will make a brief welcome speech to the Cadets.
- 7. MAYORS CHAPLAIN: TOWN CLERK**

The Mayors Chaplain will lead the Town Councillors and those present, in prayer.
- 8. APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR. McCARNEY**

Cllr. McCarney will form new committees for the Town Council for the period 2022/23. These will be:

 1. Finance Committee
 2. Planning Committee
 3. Governance Committee
 4. Events Committee
 5. HR Committee

Each Committee requires a Chair, a Vice Chair and at least three other members. Please confirm your membership to the various committees, to the Clerk on the evening. The new Chair and Vice Chair are to be elected at the inaugural meetings of the new committees.
- 9. DELEGATE AUTHORITY TO INDIVIDUAL COMMITTEES: CLLR. McCARNEY**

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 and it is not 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 of the Annual accounts.

Committee Minutes will be circulated on a monthly basis along with the Full Council Agenda

- 10. APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. McCARNEY**
The Town Council is represented at external committees, by Town Councillors. These are to be re-affirmed or nominated and confirmed on the evening.
 1. One Voice Wales Area Committee
 2. Additional Community Governor at Ysgol Wdig
 3. Representative on the North Pembrokeshire Trade and Tourism Ltd.
 4. Representative on the Ancient Connections Project
 5. Representative on the Tapestry Trust
 - 11. RESPONSIBLE FINANCIAL OFFICER: CLLR. McCARNEY**
To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2022/23
 - 12. RE-AFFIRM BANKING DETAILS: CLLR. McCARNEY**
The Town Council banks with HSBC. The Town Council has three current authorised signatories. A new mandate will be applied for once the Finance Committee is established. The Clerk/RFO has authority to prepare all payments on behalf of the Town Council. Town Council payments are made by BACS transfer or by Debit card payment.
 - 13. CONFIRM DIRECT DEBITS: CLLR. McCARNEY**
The following Direct Debit payments are paid monthly and need re-affirming every two years:
WebAdept – Website maintenance - £117.50
PCC Room Rental - £500
OneCom phone and fibre rental – slightly varies, but usually about £76.00 a month.
 - 14. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2022/23: CLLR. McCARNEY**
To confirm Financial Regulations for the period 2022/23.
 - 15. TO AGREE THE STANDING ORDERS FOR THE PERIOD 2022/23: CLLR. McCARNEY**
To confirm standing orders, subject to them being read with the provisions of the Local Government and Elections (Wales) Act 2021 for the period 2022/23.
 - 16. TO AGREE THE INSURANCE POLICY: CLLR McCARNEY**
The insurance policy is due for renewal in June.
To record that the policy has been adopted. The policy is due for renewal on 1.6.19 with the existing terms and conditions. The renewal fee is £665.16
- The Town Council will now hold a brief Town Council meeting.**
- 17. APOLOGIES: CLLR McCARNEY**
To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.
 - 18. MEMBER INTEREST: CLLR. McCARNEY**
To formally record any personal or pecuniary interests that a Town Councillor may have in regards to any of the listed agenda items.
 - 19. MINUTES OF THE PREVIOUS MEETING: CLLR. McCARNEY**
To record the minutes of the previous meeting held on 1.3.22, as a true and accurate record of the meeting.
 - 20. FINANCIAL REGULATIONS ADDITION. CLLR. McCARNEY**
The Financial Regulations have been updated as at section 1.16 (p.5) which refers to how payments are made and authorised. Does Council agree to this additional procedure.

- 21. SIGN OFF OF THE NEW TOWN COUNCIL WEBSITE: CLLR. McCARNEY**
Is the Town Council happy for the re-designed website to be signed off and published.
- 22. URGENT MATTERS: CLLR. McCARNEY**
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 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.