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 **HR Committee Meeting**
of the **Fishguard and Goodwick Town Council**,
at **2pm** on **Monday 15th November 2021**,
The meeting will be held virtually via ZOOM

Cllr. Stokes will be in the Chair.

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

HR AGENDA:

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

2.0 DECLARATIONS OF INTEREST: CLLR. STOKES.
An opportunity for Councillors to declare a personal or pecuniary interest in any of the items listed below.

3.0 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES
To approve the minutes of the previous meeting, held on 19.7.21, as a true and accurate record of the meeting.

4.0 UNDERSTANDING BASIC WORKING PRACTICES: CLLR. STOKES
The Town Council needs to make sure that the everyday responsibilities of the Clerk, are discussed, agreed and understood by all. This will include holiday entitlement, hours worked and overtime claimed. Please discuss.

5.0 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 each month. The start time for all meetings, will be at the discretion of the Chair.
13th December 2021
17th January 2022
21st February 2022

6.0 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.