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 21st February 2022**,
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 15.11.21, as a true and accurate record of the meeting.

4.0 MATTERS RELATING TO THE TOWN CLERK: CLLR. STOKES
At this point of the Agenda, the Chairman will move the following resolution:
That under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public are to be excluded from the meeting for the duration of this particular Agenda item, on the basis that the information to be disclosed, would be prejudicial to the public interest by reason of the confidential nature of the business to be conducted.

1. To confirm the Town Clerks Salary for the period 2021/22 - Pay Award Pending
2. To confirm the Town Clerks Annual Holiday Entitlement
3. To confirm the frequency of 121 meetings
4. To set a date for a staff appraisal

5.0 REVIEW OF HR TERMS OF REFERENCE: CLLR. STOKES
Please review the Terms of Reference for the HR Committee which have been circulated separately.

6.0 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.

21st March 2022
18th April 2022

7.0 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.