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,

The Minutes of the Human Resources (HR) Committee Meeting held virtually, hosted by ZOOM, on **Monday 21st February 2022** at 6pm.

Cllr. Stokes was in the Chair.

Mrs. Cath Bannister
C. Bannister
Town Clerk

HR MINUTES:

1/22 APOLOGIES: CLLR. STOKES
To formally record apologies for absence and to record the attendance of Town Councillors.

Apologies: None
Cllrs. Present: Cllr. Stokes, McCarney, Thickitt, Ryan and Murphy
Absent: None

2/22 DECLARATIONS OF INTEREST: CLLR. STOKES.
An opportunity for Councillors to declare a personal or pecuniary interest in any of the items listed below.

There were no declarations of interest made

3/22 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.

It was resolved to accept the minutes of the meeting held on 15.11.21, as a true and accurate record of the meeting.

4/22 MATTERS RELATING TO THE TOWN CLERK: CLLR. STOKES
At this point of the Agenda, the Chairman moved 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. It was resolved to accept the current salary of the Clerk as in line with NALC/SLCC Guidelines. Pay award pending.
2. It was resolved to accept the current holiday entitlement of the Clerk

3. It was resolved to schedule a 121 every four weeks, but it was advised that a period of 8 weeks, should not elapse without one.
4. It was resolved to hold a staff appraisal in May 2022. Date to be confirmed.

5/22 REVIEW OF HR TERMS OF REFERENCE: CLLR. STOKES

Please review the Terms of Reference for the HR Committee which have been circulated separately.

Subject to a very slight amendment, it was resolved to accept the revised Terms of Reference. The Clerk will progress.

6/22 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.
18th April 2022

8/22 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.

No matters were discussed.

There being no further business to discuss, the meeting was closed at 6:30pm