



# 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](mailto:clerk@fishguardgoodwick-tc.gov.wales)

The **MINUTES** of the Town Council Meeting which was held virtually,  
under current COVID-19 Regulations (Wales) at 7pm on **Tuesday 1<sup>st</sup> March 2022**

The Mayor, Cllr. Jackie Stokes, was in the Chair

Cllr. Jackie Stokes – *J. Stokes*

Cath Bannister, Town Clerk – *C. Bannister*

## **MINUTES**

### **PUBLIC SESSION: CLLR. STOKES**

The public session offers members of the public, the opportunity to comment on items on this agenda or those previously requested and agreed.

The public will be limited to two minutes per comment or question.

The Mayor will update those present, with regards to previous actions and ideas proposed by the public during this session, should there be any.

This session will also allow County Councillors to update the Town Council and those members of the public present, on matters of interest and for the Pembrokeshire County Council Liaison Officer to update the Town Council.

### **PUBLIC PRESENT:**

There were two members of the public present.

Jeremy Martineau thanked the Objectives working group for their invitation to join their group and to get involved with discussions.

### **COUNTY COUNCILLORS PRESENT:**

County Councillor Davies:

Cllr. Davies enquired about the progress of the requested Asset Transfer of land on the Penslade. Both Cllr. Davies and Stokes will independently contact PCC for a further update as information has been very slow in coming through.

Cllr. Davies updated the Town Council with regards to the available land at the end of Fford Yr Efail. There are plans for a community hub, including NHS Services, that are currently being investigated. Cllr. Stokes had already met with the Health Board and confirmed that this area, along with others, is currently under discussion.

### **POLICE PRESENT: INSPECTOR PALIN AND PC HARRIES:**

There were no Police Officers present on the evening.

## STANDING ORDERS WERE ADOPTED

### 31/22 APOLOGIES: CLLR. STOKES

To formally record apologies for absence and to record the attendance of those Town Councillors present:

Apologies: Cllr. Thickitt – working, Cllr. Sturman – illness, Cllr. Price – illness.  
Those Cllrs. present were: Cllrs. Stokes, McCarney, Stokes, Perkins, Owen, Shaw, Purphy, Gwynn, Mason, Porter and Ryan.  
Those Cllrs. who were absent without notice: None

### 32/22 DECLARATIONS OF INTEREST: CLLR. STOKES

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed below:

No declarations of interest were made.

### 33/22 MINUTES OF THE PREVIOUS MEETINGS: CLLR. STOKES

To record the minutes of a previous meeting, held on 1.2.22, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 1.2.22, as a true and accurate record of the meeting.

### 34/22 CLERKS REPORT: TOWN CLERK

Follow up actions taken by the Clerk from the last meeting and information updates.

The Clerk discussed the upcoming elections.	The Clerk advised Cllrs. that the pre-election period, formerly known as Purdah, will commence on 18 <sup>th</sup> March. The application process will close at 4pm on 5.4.22 when nominated persons will be listed ASAP after that date. During this period, there will be no beneficial treatment for Councillors, but they will continue to act as Councillors and to receive information equivalent to that of a member of the public. The services of the Clerk, other than for everyday business, should not be sought. All official Council events should be avoided.
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### 35/22 REPORTS: CLLR. STOKES.

The following committee minutes have previously been circulated to all Town Councillors. If there are any questions with regards to their content, can they be addressed here.

Planning Committee  
Finance Committee  
Governance Committee  
Events Committee  
HR Committee

There were no comments made with regard to the above minutes.

### 36/22 TOWN COUNCILLOR UPDATE SESSION: ALL

An opportunity for Town Councillors to update the Town Council with regards to what has happened, what is happening and if anything needs attention, within the communities that they represent.

Cllr. McCarney – advised the Town Council that she had been approached by the Soroptimists with a view to the Town Council caretaking the Chairman's Collar due to the group closing. This would be mounted with a view to it being displayed in the Town Councils meeting room, but should the group reform, it would be reclaimed. Councillors agreed and the Clerk and Cllr. McCarney will progress.

Cllr. Perkins - updated regarding the Ancient Connections project. They are working closely

with a newly appointed Pilgrimage Officer in creating a route along the coastal path. He advised all Councillors to get involved and to read the briefings sent out on a regular basis. Cllr. Perkins - mentioned the changed proposed for the County and strongly advised that a written response is made by the Town Council.

Cllr. Shaw had received a call from a gentleman who wished to donate his father's naval war medals to the Town Council but for them to be framed and kept on display at Stena. This was supported. Cllr. Shaw will progress.

Cllr. Shaw mentioned the Last Invasion military march scheduled for June and encouraged all to take part.

Cllr. Porter asked that all Councillors get involved with the online voting recently emailed out. Cllr. Porter also said we should be promoting the free Ambassador training that is being offered by Ancient Connections, which would be of benefit to the local retail and accommodation trade. Cllr. Porter also encouraged Cllrs. to join in on the mapping of the route by walking with the Pilgrimage Officer.

Cllr. Murphy had spoken to a group hosting a yachting event that the Fishguard Bay Yacht Club had declined to host due to the entrants numbers being too many to manage. He will progress and report back.

Cllr. Murphy had issued a Freedom of Information request to Dyfed Powys Police with regard to the number of oversized lorries traveling through Lower Town. The request was declined due to the volume of work involved, so he had issued an appeal. This was declined, so he had pressed the matter with the ICO. He will report back with an update.

Cllr. Stokes had been approached to ask if the Town Council will purchase cash collection boxes to be left in shops and café's locally. There was a long discussion and it was agreed that if it can be done, Cllrs. will support. The Clerk will progress.

### **37/22 GOVERNANCE DOCUMENTS FOR CONFIRMATION: CLLR. STOKES**

The following documents have been reviewed and updated where necessary:

Each document will need a proposer and a seconder.

HR Terms of Reference – Resolved to accept.

Governance Terms of Reference - Resolved to accept.

Events Terms of Reference - Resolved to accept.

Finance Terms of Reference - Resolved to accept.

Planning Terms of Reference - Resolved to accept.

Standing Orders - Resolved to accept.

Financial Regulations - Resolved to accept.

Reserves Policy – After a paragraph was discussed, the policy will be bought back to the next meeting after an update has been made.

### **38/22 RETURNING TO FACE TO FACE AND MULTI-LOCATIONAL MEETINGS: CLLR. STOKES**

Where are we now with regards to getting back round the meeting table? Cllr. Stokes will update you.

There has been some progress and all equipment has been purchased. The Chair will progress and get the meetings ready as soon as possible.

**39/22 OBJECTIVES WORKING GROUP FEEDBACK – CLLR. McCARNEY**

Feedback from the latest working group session.

The notes from the meeting, will be posted at the end of these minutes.

**40/22 FISHGUARD AND GOODWICK PLAYGROUNDS: CLLR. STOKES**

The Pembrokeshire County Council has approached the Town Council with a view to the Town Council taking over the costs of the playground inspections and public liability insurance for the following playgrounds:

Goodwick Moor, Lower Town, Lota Parc. If the Town Council were to enter a three year agreement, the total costs would come in at:

£1,884.00 for year 1,

£1,923.00 for year 2

£1,962.00 for year 3.

Please discuss.

The matter was discussed in depth. It was resolved to support the request, providing the Service Level Agreement states that the Town Council will not be responsible for replacing equipment. The Clerk will progress.

**41/22 FINANCIAL VIRES: RFO**

In order to resolve overspends on specific budgets, the RFO is looking to the Full Council to agree to the below vires, in order to bring cost codes back into budget before year end on 31.3.22. Will Full Council support these?

1. Loctudi £1,500 and Mayors Civic Ceremony £1,500 to Grant Applications which is currently £1,283 over budget.
2. Floral Displays £2,000 to Office Rent which is currently £666 overspent
3. St. David's Day Parade £500 and Floral Displays £1,100 to Ancient Connections which has a nil balance.
4. Banners £150 to Stationary which is £100.00 over budget

It was resolved to approve all the above.

**42/22 GRANT FUNDING APPLICATION FOR THE FISHGUARD FOLK FESTIVAL: CLLR. STOKES**

The Fishguard Folk Festival have submitted a grant application for £1,064.40 to help them in planning their event (application circulated separately).

Please discuss.

There was a long discussion with regards to this application.

Initially a proposal was made and eventually seconded, but no further support for this amount was made.

A further proposal of £700 was made but this received no seconder.

It was suggested that Cllrs. vote to see if the Town Council should support the application at all. This was resolved with a vote of 9 for and one against.

It was resolved to award the Fishguard Folk Festival £500.

**43/22 CORRESPONDENCE SENT/RECEIVED: CLLR STOKES**

All received correspondence is emailed out upon receipt, wherever possible.

1. None received that hasn't been previously circulated

#### **44/22 DATES OF THE NEXT MEETINGS: CLLR. STOKES**

It is proposed that all meetings are scheduled to start at 7pm, unless otherwise agreed:

5<sup>th</sup> April 2022

10<sup>th</sup> May 2022 – Annual Meeting and subject to election process

6<sup>th</sup> June 2022

4<sup>th</sup> July 2022

#### **45/22 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 Town Clerk will need to be advised before the start of the meeting.

*Please be aware 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.*

There being no further business to discuss, the meeting was closed at 8:47pm.

Objectives Working Group notes:

Fishguard & Goodwick Town Council Objectives Group

Meeting on 10/02/2022

Present Cllrs Jackie Stokes, Sharon McCarney, Rachel Owen, Nicola Gwynne, and Brian Murphy. Jeremy Martineau as guest.

##### **Update from previous meeting**

Two objectives were presented to Full Council on 02/02/2022. These were Town Maps and E – Newsletter which were both accepted.

##### **Bilingual Website**

After confirmation that a bilingual website is not a legal requirement this was not put to Full Council pending further discussion at the next meeting.

##### **Amphitheatre**

We have received a copy of the boundary map from PCC which has been queried.

##### **Evening bus**

Brian had tried to contact Aled Richards of Richard's Brothers but was still waiting for a reply. It was suggested that the bus company could be in the process of being sold so this will be put on hold until our next meeting.

##### **Wildflowers on the By-pass Roundabouts**

Sharon has emailed SWTRA to ask for permission and had received a reply on 04/02/22 explaining that the request had been forwarded to the WG who would reply in 15 working days.

##### **List of suggested objectives from Jeremy**

- Housing needs
- Food poverty
- Outdoor market stalls
- Benches
- Back entrance of the market hall – NPTT and County Cllr M Pepper would like to see changes to this space
- Cruise Ship Welcome

All the above suggestions will be discussed in detail at our next meeting.

The next meeting will be held on Wednesday 09/03/2022.

The meeting closed at 20.20pm