



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

The **MINUTES** of the Town Council Meeting which was held virtually,
under current COVID-19 Regulations (Wales) at 7pm on **Tuesday 2nd November 2021**

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:

Supt. Evans, Local Area Commander for Pembrokeshire, attended the meeting and presented to the Town Council. His presentation can be found at the bottom of the minutes.

COUNTY COUNCILLORS PRESENT:

None in attendance.

STANDING ORDERS TO BE ADOPTED

139/21 APOLOGIES: CLLR. STOKES

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

Apologies: Cllr. Ryan - illness

Those Cllrs. present were: Cllrs. Stokes, McCarney, Price, Porter, Perkins, Sturman, Gwynn, Murphy, Owen, Shaw and Mason.

Those Cllrs. who were absent without notice: Cllrs. Thickitt and Davies

140/21 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, although Cllr. Perkins asked the Council to note that the applicant for a grant application by the Community Forum as at minute reference , was a relative. It was declared not to be a personal interest.

136/21 MINUTES OF THE PREVIOUS MEETINGS: CLLR. STOKES

To record the minutes of a previous meeting, held on 5.10.21, as a true and accurate record of the meeting.

It was noted that County Cllr. Pepper did indeed pass his apologies along for the meeting on 5.10.21 to the Chairman, but due to IT difficulties, the Chairman was late to the meeting and did not get the opportunity to pass his apologies along. His apologies are now accepted.

The Clerk pointed out that at item 135/21, the Chairman joined the meeting at 7:10pm and not 7:14pm, as recorded.

It was resolved to accept the minutes, subject to the above amendments.

To record the minutes of a previous extra meeting, held on 18.10.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 18.10.21, as a true and accurate record of the meeting.

137/21 CLERKS REPORT: TOWN CLERK

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

On the evening:

<p>A487 Fishguard to Cardigan WelTAG Stage Two - Stakeholder Engagement</p> <p>Emails:</p> <p>GDPR:</p>	<p>Stage 1 response sent in advance of the closing date. 17th November.</p> <p>The WelTAG Stage 1 study undertaken earlier this year looked at the effects of sea level changes as a result of climate change and the impact this is likely to have on transport infrastructure. We identified all the transport infrastructure in Pembrokeshire that was at risk of sea level rise at a 30-year timescale. The study recommended 5 short listed locations to look at in further detail at WelTAG Stage 2 where transport infrastructure have been identified as being at risk from predicted sea level rises. Solva and Lower Town Fishguard are two of the shortlisted locations.</p> <p>The purpose of this workshop is to discuss and gain your views on the possible options that may exist, to protect the identified transport infrastructure against the impacts of predicted sea level changes as a result of climate change. This session will focus on the areas of Solva and Lower Town Fishguard.</p> <p>The Clerk and the Chairman will be attending this workshop.</p> <p>There is an ever increasing amount of emails that need circulating to Cllrs. Do you need me to reduce the number I am forwarding by having a quick read through?</p> <p>Cllr's would like to continue to receive all emails.</p> <p>I will be forwarding details of how, as data controllers, you deal with emails that are forwarded/sent to you. I will accept an email</p>
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<p>Christmas Lights Switch-on Events 19th/20th Nov.</p> <p>Flags for 2022</p>	<p>response with an electronic signature on. You can also call into the office to sign a copy.</p> <p>I will require 4 Cllrs. to help in Goodwick and 4/5 to help in Fishguard. It entails standing by a column with the front plate off and flicking a switch at the end of the countdown. Are there any volunteers? There were a few volunteers. The Clerk will progress.</p> <p>Do I have permission to purchase the flags for the 2022 season? We usually purchase them at this time of the year so that they are accounted for in the current budget. It was resolved to go ahead and purchase the flags for 2022.</p>
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138/21 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 – no meeting called due to no applications received.

Finance Committee

Governance Committee

Events Committee

HR Committee – not quorate

There were no comments with regards to the circulated minutes.

139/21 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. Price asked if he could contact PCC depot and request the memorials in Fishguard and Goodwick be cleaned in preparation for 11th November. It was noted that the cleaning team were sighted at the Fishguard memorial.

Cllr. Murphy asked if there was any interest in the Ship and Anchor as he had seen people looking round. Cllr. Stokes advised him that there were a few interested parties. PCC will update us when they have more information.

Cllr. Stokes updated the Town Council as to why the decision was made to take down the banners. This was due to the very high winds and the attachments not withstanding the force. Alternative fasteners had been sought but not finalised or tested. After a general discussion, it was agreed to keep the banners down and re-site them when the flags are put up early next year.

140/21 TOWN COUNCIL OBJECTIVES 2021 TO 2024: CLLR. STOKES

In order for the Town Council to have clear direction whilst serving local communities, clear objectives need to be agreed that are suitable until 2024. Should a small working party be set up? Please discuss.

The Clerk will circulate a draft idea to assist you on the evening

There was a general discussion. It was resolved to set up a working group. The Clerk will progress this matter.

141/21 HANDYMAN SERVICES TO THE TOWN COUNCIL: CLLR. STOKES

The Town Council agreed at a previous meeting, to use the services of a local Handyman who can assist with small jobs. There is a final shortlist of just one at this time. Can we now confirm the services of the applicant? Please discuss.

It was unanimously agreed and resolved that Tony Howells of Howells Home and Garden Services, be the Town Councils preferred handyman.

The Clerk will liaise with the Chairman or other Cllrs. should immediate work need doing that may be under the £100 thresh-hold and request jobs be done. All work above this amount will be referred to full Council for approval.

142/21 NEW POLICIES READY FOR ADOPTION: CLLR. STOKES

The Governance Committee has been working on and completed, four policy documents that are now ready to be adopted. These are:

Publication Scheme

Virtual meeting policy

Grievance Policy

Disciplinary Policy

Can the Town Council adopt these policies ready for issue?

The policies were discussed one by one.

Publication Scheme - supported

Virtual meeting policy - supported

Grievance Policy - supported

Disciplinary Policy – a conflict of procedure was identified. The policy needs an amendment to be made and will be brought back to full council in December.

It was resolved to accept the publication scheme, the virtual meeting policy and the grievance policy.

The Clerk will progress.

143/21 GRANT APPLICATIONS: CLLR. STOKES

1. Fishguard and Goodwick Community Forum - £495 to produce a booklet that would be handed out to new residents in the area, advising them of the groups/organisations in the locality.

NOT SUPPORTED but a response will be sent, advising them of further information required and inviting them to apply again.

2. North Pembrokeshire Trade and Tourism - £1,000 to assist with the publication of an advert in Coast and Country 2022, promoting eating places in Fishguard and Goodwick.

The amount requested had now been reduced to £800 as further funding had been sought. There was a general, positive discussion. Standing orders were dropped at 8:13pm and re-adopted at 8:19pm, to allow Jeremy Martineau to comment in support of his application and to answer Cllrs. questions.

SUPPORTED

144/21 PLANTERS AROUND THE CANNON ON FISHGUARD SQUARE: CLLR. STOKES

The floral displays have now all gone. The garden centre have offered to place 6 pots that will have winter foliage and spring bulbs/plants that should last until June time. Cost would not exceed £250

It was resolved that the planters and foliage be put in place. The Clerk will progress.

145/21 EVENTS COMMITTEE CHRISTMAS BUDGET: CLLR. STOKES

The Events Committee will require a financial budget to assist with the Christmas Lights switch on events. Can the Town Council support £500.00

It was resolved to support the Events Committee with their work for the two night lights and they were allocated £500.

146/21 WEBSITE UPDATE: CLLR. STOKES

Cllr. Stokes is hoping that she may be in a position to share with the Town Council, the layout and look of the new Town Council website. If for some reason the draft is not ready, this agenda item will be heard again in the December meeting>

The new website design was discussed. Not all Cllrs. had had the opportunity to review the proposed designs. Cllr. Stokes asked everyone review it and send any changes or suggestions to her as soon as possible but within the next two weeks.

147/21 CORRESPONDENCE RECEIVED: CLLR STOKES

All correspondence is emailed out upon receipt, wherever possible.

1. None received that hasn't previously been circulated.

148/21 DATES OF THE NEXT MEETINGS: CLLR. STOKES

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

7th December 2021

4th January 2022

1st February 2022

1st March 2022

149/21 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 8:29pm