



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

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The **MINUTES** of the **Town Council Mayor Making Ceremony** and the **Annual Meeting** of the Fishguard and Goodwick Town Council held virtually, under COVID-19 Regulations (Wales)

at 7pm on **Tuesday 10th May 2022**

The Mayor, Cllr. Sharon McCarney, was in the Chair

Cllr. Sharon McCarney –

Cath Bannister, Town Clerk – *C. Bannister*

MINUTES: MAYOR MAKING AND ANNUAL MEETING

Cath

Cath. Bannister

Town Clerk/Responsible Financial Officer

Due to this meeting being the Annual Meeting and Mayor Making Ceremony, there was no public participation.

This part of the Town Councils Agenda will resume in June.

AGENDA:

The meeting was opened by the outgoing Chair, Cllr. Jackie Stokes who welcomed everyone to the meeting.

46/22 DECLARATION TO OFFICE OF ALL COUNCILLORS UNDER THE NEWLY FORMED TOWN COUNCIL: TOWN CLERK

All Councillors will be required to make a declaration to office after being formally elected, by way of an uncontested election on 5th May 2022, in order to serve in the new Council term.

Declarations were made by:

Cllrs. McCarney, Shaw, Stokes, Murphy, Gwynn, and Ryan. Cllr. Sturman attended virtually and will call into the Clerks office to sign.

47/22 NOMINATION OF INCOMING CHAIRMAN AND THE ACCEPTANCE OF OFFICE: CLLR. STOKES

Cllr. McCarney is the only nominated Councillor for the role of Chairman to the Town Council. The Town Councillors will need to vote in support of Cllr. McCarney
The newly elected Chairman will then make a declaration to office.

Cllr. McCarney was unanimously voted in as the Chairman to the Town Council and made her Declaration to Office at the end of the meeting.

48/22 NOMINATION OF INCOMING VICE CHAIRMAN: CLLR. McCARNEY

The Town Council will need to vote on their choice of Vice Chairman.

Cllr. Shaw is the only nominated Councillor for the role of Vice Chairman to the Town Council. The Town Councillors will need to vote in support of Cllr. Shaw.

Cllr. Shaw was unanimously voted in as Vice Chairman to the Town Council.

49/22 INCOMING MAYORS SPEECH: CLLR McCARNEY

The incoming Chairman, will outline their intentions for the forthcoming year in office and will announce their chosen charities.

Cllr. McCarney thanked everyone for their unlimited support. She said that she was looking forward to helping the local communities becoming a brighter place to be.

50/22 OUTGOING MAYORS SPEECH: CLLR. STOKES

Cllr. Stokes will make her outgoing speech and announce the amounts raised for her two chosen charities.

Cllr. Stokes made her outgoing speech. She thanked everyone for their continued support during her last two years as Mayor through these difficult times. She stated that she had enjoyed her time in office. She thanked the Clerk and her Deputy Mayor, Cllr. McCarney.

51/22 APPOINTMENT OF THE MAYORS GUARDS: TOWN CLERK

The Mayor appointed her Mayors Guards.

Sea Cadets:

Able Cadet Alfie Bean

Able Cadet Haf Phillips

Cllr. McCarney made a brief welcome speech to the Cadets.

The meeting was briefly halted for a photo. opportunity before the Cadets left the meeting to attend a VIP Ceremony at their Headquarters.

52/22 MAYORS CHAPLAIN: TOWN CLERK

The Mayors Chaplain will lead the Town Councillors and those present, in prayer.

The Reverend Christopher Brown had accepted the role of Mayors Chaplain but was unable to attend the meeting due to working commitments.

53/22 APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR. McCARNEY

Cllr. McCarney will form new committees for the Town Council for the period 2022/23. These will be:

1. Finance Committee
2. Planning Committee
3. Governance Committee
4. Events Committee
5. HR Committee

It was resolved to continue with the above committee's with members as follows:

Finance: Cllrs. McCarney, Shaw, Ryan, Gwynn and Stokes

Planning: Cllrs. McCarney, Shaw and Sturman

Governance: McCarney, Stokes and Sturman

Events: Cllrs. McCarney, Shaw, Murphy and Ryan

HR: Cllrs. McCarney, Stokes and Murphy

54/22 DELEGATE AUTHORITY TO INDIVIDUAL COMMITTEES: CLLR. McCARNEY

Committees can have budgets allocated to them. Each committee will be responsible for making decisions and carrying those decisions forwards.

Full Town Council Approval of any motions from those committees, is generally not required, providing the decision does not take that committee over its budget and it is not acting outside of its delegated authority.

Certain financial decisions will automatically be referred to the full Town Council, for example, amendments and updates to Standing orders and Financial Regulations, the Precept request and approval of the Annual accounts.

Committee Minutes will be circulated on a monthly basis along with the Full Council Agenda

The above was noted and resolved to continue with the above committees.

55/22 APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. McCARNEY

The Town Council is represented at external committees, by Town Councillors. These are to be re-affirmed or nominated and confirmed on the evening.

1. One Voice Wales Area Committee
2. Additional Community Governor at Ysgol Wdig
3. Representative on the North Pembrokeshire Trade and Tourism Ltd.
4. Representative on the Ancient Connections Project
5. Representative on the Last Invasion Tapestry Trust

The following was resolved:

OVW – Cllr. McCarney and the Town Clerk

Standing orders were dropped at 7:27pm and picked up again at 7:28pm at the request of Cllr. Ryan to allow C. Cllr. Davies to speak.

Additional Community Governor at Ysgol Wdig – Cllr. Shaw

Representative on NPT&T – Cllr. Stokes

Ancient Connections – TBC

Last Invasion Tapestry Trust – Cllr. Stokes

56/22 RESPONSIBLE FINANCIAL OFFICER: CLLR. McCARNEY

To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2022/23

It was resolved to retain the Town Clerk as the RFO

57/22 RE-AFFIRM BANKING DETAILS: CLLR. McCARNEY

The Town Council banks with HSBC. The Town Council has three current authorised signatories. A new mandate will be applied for once the Finance Committee is established.

The Clerk/RFO has authority to prepare all payments on behalf of the Town Council. Town Council payments are made by BACS transfer or by Debit card payment.

It was resolved to accept the banking details.

58/22 CONFIRM DIRECT DEBITS: CLLR. McCARNEY

The following Direct Debit payments are paid monthly and need re-affirming every two years:

WebAdept – Website maintenance - £117.50

PCC Room Rental - £500

OneCom phone and fibre rental – slightly varies, but usually about £76.00 a month.

It was resolved to accept the above direct debits.

59/22 TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2022/23: CLLR. McCARNEY

To confirm Financial Regulations for the period 2022/23.

It was resolved to accept Financial Regulations.

60/22 TO AGREE THE STANDING ORDERS FOR THE PERIOD 2022/23: CLLR. McCARNEY

To confirm standing orders, subject to them being read with the provisions of the Local Government and Elections (Wales) Act 2021 for the period 2022/23.

It was resolved to accept Standing Orders.

61/22 TO AGREE THE INSURANCE POLICY: CLLR McCARNEY

The insurance policy is due for renewal in June.

The current insurance policy is due for renewal on 1.6.19 with the existing terms and conditions. The renewal fee is £665.16

It was resolved to accept the above insurance premium quote and to renew with BHIB.

The Town Council then held a brief Town Council meeting to manage pressing business

62/22 APOLOGIES: CLLR McCARNEY

To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.

Apologies: None Received

Cllrs. Present: Cllrs. McCarney, Shaw, Stokes, Murphy, Ryan and Sturman (who attended virtually).

63/22 MEMBER INTEREST: CLLR. McCARNEY

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

There were no declarations of interest made.

64/22 MINUTES OF THE PREVIOUS MEETING: CLLR. McCARNEY

To record the minutes of the previous meeting held on 1.3.22, as a true and accurate record of the meeting.

It was resolved to accept the minutes from 1.3.22 as a true and accurate record of the meeting.

65/22 FINANCIAL REGULATIONS ADDITION. CLLR. McCARNEY

The Financial Regulations have been updated as at section 1.16 (p.5) which refers to how payments are made and authorised. Does Council agree to this additional procedure.

It was resolved to accept the suggested procedure.

66/22 SIGN OFF OF THE NEW TOWN COUNCIL WEBSITE: CLLR. McCARNEY

Is the Town Council happy for the re-designed website to be signed off and published.

It was resolved to sign off the newly designed website. The Clerk will progress.

67/22 DATE OF THE NEXT MEETINGS:

7th June 2022

5th July 2022

The Town Council does not meet in August.

6th September 2022

4th October 2022

1st November 2022

6th December 2022

3rd January 2023

7th February 2023

7th March 2023

4th April 2023

2nd May 2023 – Annual Meeting

68/22 URGENT MATTERS: CLLR. McCARNEY

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 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 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 7:45pm.