Fishguard & Goodwick Town Council
Town Hall
Market Square, Fishguard SA65 9HE

Tel: 01348 874406
Email: clerk@fishguardgood-tc.gov.wales

Dear Council Member,

You are hereby summoned to attend the HR Committee Meeting
of the Fishguard and Goodwick Town Council, at 6**:30pm on Tuesday 4th October 2022**.
The meeting will be held at the Town Hall.
The meeting will be a multi locational meeting and anyone wishing to attend, may do so in person. If you wish to attend virtually, please contact the Town Clerk for a meeting link.

Clerk: ……*Rachel Thomson*……
Rachel Thomson

Cllr. Stokes will be in the Chair

HR Agenda

Apologies
To formally record apologies for absence and to record the attendance of Town Councillors.

Declarations of interest
An opportunity for Councillors to declare a personal or pecuniary interest in any of the items listed below.

Minutes of the previous meeting
To approve the minutes of the previous meeting, held on 01.08.22, as a true and accurate record of the meeting.

1. **Clerk to attend to finalise terms & conditions of employment**
   To discuss and agree terms and conditions with respect to working week and annual leave

Dates and times of future meetings
As per terms of reference next meeting will be scheduled as necessary.