Fishguard & Goodwick Town Council
Town Hall
Market Square, Fishguard SA65 9HE
Clerk: Rachel Thomson
Tel: 01348 874406
Email: clerk@fishguardgoodwick-tc.gov.wales

Dear Council Member,

Minutes of the HR Committee Meeting
of the Fishguard and Goodwick Town Council, held at 6**:30pm on Tuesday 4th October 2022**. at the Town Hall, Fishguard

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

Cllr. Stokes was in the Chair

**HR Minutes**

Present were Cllrs Stokes, McCarney Shaw, and Cllr Ryan attended online

**Apologies**
Cllr Morgan – On holiday
Cllr Murphy – At conference

**Declarations of interest**
None declared

**Minutes of the previous meeting**
It was resolved to accept the minutes of the previous meeting, held on 01.08.22, as a true and accurate record of the meeting. Proposer Cllr McCarney

1. **Clerk to attend to finalise terms & conditions of employment**
   4 day week Monday to Thursday, 25 hours was agreed
   Hours of work 9.30-4.15/4.45 – flexible lunch
   Agreed salary to be paid monthly , extra hours to be added monthly to payroll, with occasional toil if requested.
   When Town Hall closed by PCC – clerk to be paid
   The above were proposed by Cllr McCarney and seconded by Cllr Shaw
   Leave entitlement – Town Clerk to contact One Voice Wales to clarify.
   Pension – Cllr Stokes will look into options and report at next meeting

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

Meeting closed 6.52pm

Signed by:

Name: …… Date: ……

Position: …….