



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: Rachel Thomson
Tel: 01348 874406
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Dear Council Member,

You are hereby summoned to attend the **Annual Meeting** and the **Mayor Making Ceremony** at **7pm on Tuesday 2nd May 2023**. The meeting will be held in the Town Hall meeting room and will be multilocal. Please ask the Clerk if you require an online link.

This will be followed by a brief meeting of the full council to progress urgent business.

Rachel Thomson

Rachel Thomson
Town Clerk/Responsible Financial Officer

Due to this meeting being the Annual Meeting and Mayor Making Ceremony, there will be no public participation.
This part of the Town Councils Agenda will resume in June.

AGENDA:

- 1. NOMINATION OF CHAIRMAN/MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**
Cllr. McCarney is the only nominated Councillor for the role of Chairman/Mayor 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.
- 2. NOMINATION OF VICE CHAIRMAN/DEPUTY MAYOR: Cllr McCarney**
The Town Council will need to vote on their choice of Vice Chairman/Deputy Mayor.
Cllr. Shaw is the only nominated Councillor for the role of Vice Chairman/Deputy Mayor to the Town Council. The Town Councillors will need to vote in support of Cllr. Shaw.
- 3. APOLOGIES:**
To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.
- 4. MINUTES OF THE PREVIOUS MEETING: CLLR. McCARNEY:**
To record the minutes of the previous meeting held on 04.04.23, as a true and accurate record of the meeting.
- 5. MAYORS SPEECH: CLLR McCARNEY**
The Chairman will outline their intentions for the forthcoming year in office and will announce their chosen charities.

6. **APPOINTMENT OF THE MAYORS' GUARDS: CLLR McCarney**

The Town Clerk will appoint the Mayors Guards to Cllr. McCarney.
Sea Cadets: Toby Humphrey and Finley Fells.

Cllr. McCarney will make a brief welcome speech to the Cadets.

7. **MAYORS CHAPLAIN: Cllr McCarney**

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

8. **APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR. McCARNEY**

Cllr. McCarney will form new committees for the Town Council for the period 2023/24.
These will be:

Finance Committee
Planning Committee
Governance Committee
Events Committee
HR Committee

Each Committee requires a Chair, a Vice Chair and at least three other members. Please confirm your membership to the various committees, to the Clerk on the evening.
The new Chair and Vice Chair are to be elected at the inaugural meetings of the new committees.

9. **APPROVAL OF TERMS OF REFERENCE FOR COMMITTEES**

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

10. **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. Representative on the North Pembrokeshire Trade and Tourism Ltd.
3. Representative on the Tapestry Trust
4. Goodwick Senior Citizens

11. **RE-AFFIRM BANKING DETAILS: CLLR. McCARNEY**

The Town Council banks with HSBC. The Town Council has four current authorised signatories. 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. Confirm the Clerk can apply for a debit card to enable card payments.

12. **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: £92.04 a month.

13. **TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2023/24: CLLR. McCARNEY**
To confirm Financial Regulations for the period 2023/24.
14. **TO AGREE THE STANDING ORDERS FOR THE PERIOD 2023/24: 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 2023/24.
15. **TO AGREE THE ASSET REGISTER AS CORRECT:**
To agree the Asset Register as accurate and up to date.
16. **TO AGREE THE INSURANCE POLICY: CLLR McCARNEY**
The insurance policy is due for renewal in June.
To record that the policy has been adopted. The policy is due for renewal on 1.6.23 with the existing terms and conditions. The renewal fee is £722.77.

MINUTE REF: AM23/05