



Fishguard & Goodwick Town Council  
Town Hall  
Market Square, Fishguard SA65 9HE  
Clerk: Ms Rachel Thomson  
Tel: 01348 874406  
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Dear Council Member,

The **MINUTES** of the Full Council meeting of the Fishguard and Goodwick Town Council held at 7:00pm on Tuesday 4<sup>th</sup> April 2023 was held in the Town Hall meeting room and was multilocational.

Cllr. McCarney was in the Chair

Clerk: ...*Rachel Thomson*  
Rachel Thomson

### **Minutes**

#### **PUBLIC SESSION - CLLR. McCARNEY**

Before Town Council business commences, the public session offers members of the public, the opportunity to **comment on items on this agenda, or to bring concerns to the Council**. Members of the public will be limited to three minutes for their comments or question. Members of the public can liaise with their local Town and County Councillors at any time, not just at meetings.

**Michael Allen:** representing the new proposed new lido park in Pembrokeshire. Gave a short talk on the background of the original pool, and an update on the project plans. Requesting letter of support from Town Council, this will be considered at the next available Town Council meeting in June.

#### **Public present.**

On the evening: James Hunt

#### **County councillors present.**

On the evening: Cllr Gwynn and Cllr Ryan: NTR

#### **STANDING ORDERS TO BE ADOPTED**

##### **1. Apologies.**

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

Present: Cllrs Murphy, Allison, Hughes, Morgan, Tyrrell, McCarney, Gwynn, Stokes and Cllr Ryan (online).

Apologies received: Cllrs Elcock & Shaw both on holiday.

##### **2. Declarations of interest.**

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

Cllr Gwynn – item 8 personal & prejudicial.

**3. Minutes of the previous meeting**

To approve the minutes of the previous meeting, held on Tuesday 7<sup>th</sup> March 2023, as a true and accurate record of the meeting.

Subject to a couple of noted amendments, it was agreed to accept the minutes as a true and accurate record. Proposed Cllr Gwynn, seconded Cllr Allison.

**4. Clerks report.**

On the evening:

Clerk reported thanks for grants from Fishguard AFC & Goodwick senior citizen committee. Also updated that the signs on the defibrillator box in Stop & Call is in process of being replaced. Clerk advised that positive new contact has been made with Tenby & Saundersfoot Community First Responders, who have offered free defibrillator training if requested by the council.

Update on road layout, responses received from PCC and the person who originally consulted on the original chimney link design. Both have agreed to meet with the council. Clerk to action.

**5. Councillor Update**

On the evening

Cllr Hughes: Raised the subject of lack of facilities for overnight stops by campervans & caravans. It was identified the only recognised acceptable place is the car park behind Tesco in Goodwick, also used by ferry traffic, but there are no facilities. It was agreed that Cllr Stokes would speak to North Pembrokeshire Trade & Tourism for their thoughts and suggestions.

Cllr Tyrrell: Apologised for not having drafted a communication policy as previously offered.

Cllr Murphy: 1) Noted that the flags have been put up as agreed on the parrog.

2) Also updated that the new "What's On" page will be up and running by May, he will be liaising with the Clerk to send out a welcome email to potential users.

3) Also noted the appearance of the new stickers that have appeared in several places on the pavement for the Flexibus. Cllr Gwynn to investigate regarding permission.

Cllr Allison: Attended the recent NPTT networking meeting. Has volunteered to work with Jeremy Martineau on a questionnaire to go out to every business.

Cllr McCarney: 1) Mayor Charity Quiz night 28.04.23 at the Royal Oak 8pm.

2) Requested update re surgery sign in Goodwick – Cllr Gwynn advised had requested removal of the pedestrian sign, still waiting.

3) Loctudi visit: 18.04.23 Royal Oak 5pm – Town Council reception

4 Events committee: King Coronation – Bank holiday Monday 08.05.23, it is proposed to take part in the "Helping Hand" initiative by holding a community litter pick in various locations. Cllr Ryan coordinating, who reported should have update by the end of the week.

**6. Budget update and review - Clerk**

The most recent budget has been circulated, are there any questions or comments  
No questions or comments.

**7. An opportunity to ask questions regarding the committee meetings held last month**

Finance 20.03.2023

Events 21.03.2023

Governance 21.03.2023

No questions or comments

**8. Grant Applications**

Aberjazz Festival August 2023: £1,500

Full budget for festival has been received as requested at last meeting.

It was agreed to support the Grant application for the full amount of £1500.

Proposed Cllr Allison, seconded Cllr Stokes.

**9. Open Spaces & Paths membership: Cllr Gwynn**

To discuss and agree whether the Town Council should take membership of Open Spaces and Paths.

Cllr Gwynn outlined some of the benefits of being a member, in resources and guidance, and also showing support for the organisation. It was agreed to take membership at £45 for the Town Council for a year, with any future membership being reviewed after 12 months. Proposed Cllr Stokes, seconded by Cllr Hughes. Cllr Morgan offered to take the lead on the membership.

**10. Communication Policy: Cllr Gwynn**

To discuss whether it would be appropriate for the council to adopt a communication policy, in relation to all aspects of internal and external, written and digital.

It was agreed that a communication policy should be produced to focus on workflow management, and processing of information into the office. Proposed Cllr Tyrrell, seconded Cllr Morgan.

**11. Flag & Banner Policy: Cllr Stokes**

To approve Flag and Banner Policy, as reviewed and recommended by the Governance committee.

The policy was adopted subject to one small amendment. Proposed Cllr Stokes, seconded Cllr Gwynn.

**12. Coronation Bookmark: Cllr McCarney**

To discuss the suggestion from the Events committee, to purchase a commemorative bookmark for all the children of Fishguard & Goodwick, to mark the Kings Coronation. Proposal of purchase of 1300 bookmarks at cost of £650. A concept visual has been circulated with the agenda.

It was proposed to request the bookmark be bi-lingual, if not possible it was agreed to go with the existing design in green at a cost of £650 for 1300. Proposed Cllr Allison, seconded Cllr Murphy.

**13. Banners and Flags: Clerk**

The following invoices have been received with future payment date scheduled following authorisation.

Cardi Banners	New Banners required	£720.00
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Hampshire Flags:	New Flags required	£732.22
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It was agreed to make the payments. Proposed Cllr Stokes, seconded Cllr Morgan.

**14. Town Council Planters: Cllr Stokes**

Is the council willing to set a budget for soil filling the remaining 12 planters that are almost ready. Estimated cost £600

Nick from Fishguard Garden Centre has provided a quote to fill the planters with appropriate materials at cost price. An estimate of £50 per planter, total £600. It was noted that as over £500 a second quote is required. It was agreed that the Clerk would source a alternative quote. It was proposed to accept whichever was the lowest quote, proposed Cllr Allison, seconded Cllr Morgan.

**STANDING ORDERS SUSPENDED 9.00PM**

**15. Clerk Contract of Employment: Cllr Stokes**

To agree Clerk contract of employment, as prepared by the HR committee.  
Subject to minor amendments that don't effect the contract content, it was agreed to approve the Clerk's contract of employment, and also the pay rise which will be back dated to when pay review was agreed. Proposed Cllr Allison, seconded Cllr Morgan

**16. Clerk Pension: Cllr Stokes**

To approve the recommendation of the HR committee for the council to make a 5% contribution to the Nest pension scheme of the Clerk.  
It was agreed to approve the council's 5% contribution to the Nest pension of the Clerk.

**Date of next meeting:** 2<sup>nd</sup> May 2023

**Time meeting closed:** 9.31pm

**Signed:** .....

**Date:** .....

**Position:** .....