



# 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  
email: [clerk@fishguardgoodwick-tc.gov.wales](mailto:clerk@fishguardgoodwick-tc.gov.wales)

Dear Council Member,

The **MINUTES** of the **Annual Meeting** and  
the **Mayor Making Ceremony** held at **7pm** on **Tuesday 2<sup>nd</sup> May 2023**.  
The meeting was held in the Town Hall meeting room and was multilocational.

This was 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 was no public participation.

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

## **MINUTES:**

### **1. NOMINATION OF CHAIRMAN/MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**

Cllr. McCarney was the only nominated Councillor for the role of Chairman/Mayor to the Town Council. The Town Councillors voted unanimously in support of Cllr. McCarney, Proposer Cllr Stokes, seconded Cllr Ryan.

The newly elected Chairman then signed a declaration to office.

### **2. NOMINATION OF VICE CHAIRMAN/DEPUTY MAYOR: Cllr McCarney**

Cllr. Shaw was the only nominated Councillor for the role of Vice Chairman/Deputy Mayor to the Town Council. The Town Councillors voted unanimously in support of Cllr. Shaw.

Proposer Cllr Elcock, seconded Cllr Hughes.

### **3. APOLOGIES:**

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

Present: Cllrs McCarney, Ryan, Shaw, Hughes, Morgan, Tyrrell, Gwynn, Stokes, Elcock and Murphy.

Apologies received: Cllr Allison work commitments.

### **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.

It was agreed to accept the minutes as a true and accurate record. Proposed Cllr Morgan, seconded Cllr Shaw.

5. **MAYORS SPEECH: CLLR McCARNEY**

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

Cllr McCarney thanked the Town Council for their support in her first year and looked forward to a continuing good working relationship in the coming year. Cllr McCarney announced that her chosen charity for the coming year was the Fishguard Thunderbolts.

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 welcomed Toby and Finley, and she also presented them with Mayor Cadet badges for their uniforms.

7. **MAYORS CHAPLAIN: Cllr McCarney**

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

Reverend Brown sent his apologies that he was unable to attend.

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: Chair Cllr McCarney, Vice Chair Cllr Shaw. Other members Cllrs Morgan, Gwynn, and Ryan.

Planning Committee: Chair Cllr Tyrrell, Vice Chair Cllr McCarney. Other members Cllrs Shaw, Morgan, and Murphy.

Governance Committee: Chair Cllr McCarney, Vice Chair Cllr Shaw. Other members Cllrs Murphy, Hughes, and Tyrrell.

Events Committee: Chair Cllr Ryan, Vice Chair Cllr Tyrrell. Other members Cllrs Shaw, Elcock, Hughes, Murphy and McCarney.

HR Committee: Members are Cllrs Shaw, Morgan, Murphy, Ryan and McCarney.

The above committee memberships were proposed by Cllr Morgan and seconded by Cllr Elcock.

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 of the HR committee are to be elected at the inaugural meeting of the new committee.

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.

Due to the wrong documents being sent out Clerk to bring to the next Full Council meeting.

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: Cllr McCarney

2. Representative on the North Pembrokeshire Trade and Tourism Ltd: Cllr Tyrrell.

3. Representative on the Tapestry Trust: Cllr McCarney.

4. Goodwick Senior Citizens: Cllr Stokes

The nominated representatives will report back to the council in councillor updates at Full Council meetings. Proposed Cllr Stokes, seconded Cllr Hughes.

**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.

It was agreed to re-affirm the banking details, and it was also agreed for the Clerk/RFO to apply for a debit card to enable payments to be made on behalf of the council when no other payment options are available.

**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.

It was agreed to continue with the monthly direct debits. It was also decided that the Clerk check the contracts for the renewal dates of Webadept and OneCom, with a view to look for alternative cheaper alternatives. Proposed Cllr Tyrrell, seconded Cllr Elcock.

**13. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2023/24: CLLR. McCARNEY**

To confirm Financial Regulations for the period 2023/24.

It was agreed for the Clerk to update the Financial Regulations and to take to the Finance Committee. Proposed Cllr Stokes, seconded Cllr Shaw.

**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.

It was agreed to review the Standing Orders after the model update currently being undertaken by One Voice Wales has been completed.

**15. TO AGREE THE ASSET REGISTER AS CORRECT:**

To agree the Asset Register as accurate and up to date.

It was queried how some items have been valued at £1 on the Asset register, and it was suggested these values should be reviewed for insurance purposes. It was agreed that Cllr Stokes would try and get a recommendation for valuing certain items. Proposed Cllr Shaw, seconded Cllr Morgan.

**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.

It was agreed to renew the existing insurance policy. Proposed Cllr Shaw, seconded Cllr Stokes.

**Time meeting closed:** 8.15pm

**Signed:** ..... **Date:** .....

**Position:** .....

**MINUTE REF:** AM23/05