



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

Dear Council Member,

The **MINUTES** of the Full Council meeting
of the Fishguard & Goodwick Town Council held at 7:00pm on Tuesday 6th June 2023
The meeting 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.

Alex Harding & Jana Davidson: To give short presentation and take questions on the cruise ship 'The World' that is visiting Fishguard & Goodwick for the first time. A short presentation was given on the Cruise ship programme in general, the Fishguard Bay Welcome given to passengers, and to the positive feedback received from passengers on the welcome they receive from the communities of Fishguard & Goodwick.

Public present.

On the evening: Jeremy Martineau

County councillors present.

On the evening:

Cllr Gwynn: Updated on previous query regarding the Flexibus signs that had appeared on the pavements. Planning permission was not required as it was a marketing campaign. It was noted the signs have now been removed.

Further updated on the Goodwick surgery sign that has still not been removed. PCC agreed in March to remove the sign, the matter is still being chased.

Cllr Ryan: Updated the council on an event being held by Paul Sartori on 21st July, 1-3pm. Will email the Clerk the details for circulation.

Also updated regarding the Christmas lights in Lower Town, has contacted PCC regarding the costs that will be incurred following the lamp post replacement, is still awaiting a response.

Also reported that Fishguard & Goodwick are to be part of a pilot new regeneration framework being introduced.

Co-Option of new Town Councillors: Co-Option of Ben Levy to Fishguard NE Ward, and Jana Davidson to Fishguard NW Ward.

Jana Davidson read and signed the declaration of acceptance of office.

Ben Levy was unable to attend.

STANDING ORDERS TO BE ADOPTED

1. Apologies.

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

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

Absent without apology: Cllr Allison

2. Declarations of interest.

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

Cllrs Stokes, Shaw and Morgan all declared a personal interest with regard to item 18 on the agenda.

3. Minutes of the previous meeting

To approve the minutes of the previous meeting, held on Tuesday 2nd May 2023, 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.

4. Clerks report.

On the evening

-New Planter filling: despite trying and being unable to source a second quote as requested, Clerk has authorised Fishguard Garden Centre to proceed, this is in line with Standing Orders.

-Governance & Events Committees: have switched meeting times to Events 6.30pm and Governance 7pm. Day & location are unchanged.

-Defibrillator Training: Clerk reminded council of the offer of a free training course.

-Annual Report: Clerk has established there is a requirement for an Annual Report and is currently working on a draft for consideration.

-Fishguard Road Layout: Updated on communication with Chris Davies from Atkins following the meeting on 20th April with him and Daniel Evans from PCC. Request for Clerk to contact Chris Davies for the council to receive a copy of the feedback sent to the Welsh Government following that meeting. Clerk to action.

-Contract Renewal Dates: Following the request at the Annual Meeting, Clerk confirmed the renewal date for Webadept is 1st December 2023, and the council is no longer in contract with OneCom.

-Thank you: Aberjazz thanked the Town Council for the £1500 grant, Fishguard Flyers thanked the Town Council for the £500 grant. Chris Peake sent thanks for being voted as 'Citizen of the Year', he was surprised and delighted.

5. Councillor Update

On the evening

Cllr Stokes: Advised the council that she had a new version of the proposed new Town Map and requested anyone interested stay behind after the meeting to view it. Also updated on the task of contacting Scoltan Manor regarding Asset valuations, has emailed but is still awaiting a response.

Cllr Elcock: Has been in contact with Becky Scott (PCC Asset Manager) regarding the proposed Asset transfer of land for an Amphitheatre. Updated that it has been agreed to reduce the size of the land area proposed as requested by the Town Council.

Cllr McCarney: Advised the council she had attended an initial meeting/drop-in session of the new Trecwn Green Energy Hub Community Liaison Group (CLG). Supporting document to explain will be sent to all councillors, Clerk to action. Also proposed was a workflow management plan for councillors. After meetings the Clerk will update a councillor action plan as needed, this will be circulated by the Clerk to all as soon as possible. This action plan will be revisited each month as an agenda item at Full Council meetings.

6. Budget update and review - Clerk

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

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

Finance 15.05.2023

Events 16.05.2023

Question received regarding the proposed last Invasion Event. Cllr Ryan clarified that the intention of the council would be to show support for the existing event in the town, not running its own.

Governance 16.05.2023

Question regarding the expected new model of Standing Orders from OVW. Clerk advised this has now been received, and a first draft of Standing Orders is with the Chair for comment.

8. Annual Accounts 31st March 2023

To review and accept the Annual Accounts following the internal audit.

On review 2 errors were noted in the accounts and Annual Return prepared by the Internal Auditor. It was agreed that the clerk would arrange for them to be corrected, and a meeting arranged to approve the Annual Return within the required timescale.

9. Financial Regulations Review:

To review and adopt the draft Financial Regulations prepared by the Clerk.

After reviewing, it was agreed the Clerk would make the required amendments and present for approval at the next Full Council meeting.

10. Terms of Reference Review:

To review and adopt the Terms of reference for the Committees prepared by the Clerk.

After reviewing, it was agreed the Clerk would make the required amendments and present for approval at the next Full Council meeting.

11. Grant Policy:

To review and adopt the Grant Policy, updated by the Clerk.

Following discussion, a further addition will be added to the Grant policy, this will be presented to the next Governance meeting for final review before adoption at the next Full Council meeting.

12. Road Layout:

To discuss and resolve action plan on future of the Town Square banner poles.

Should this go out for public consultation?

After discussion, it was decided a more in-depth discussion was needed. It will be put on the next available Full Council agenda. The Clerk was asked to contact Chris Davies from Atkins to request a copy of his feedback to the Welsh Government following his meeting with Town Councillors on 20th April.

13. Communication Policy:

Following the Town Council decision on 4th April, discuss and agree way forward on production of a communication policy for the council.

It was proposed that the preparation of a communication Policy would be put on the agenda for the next meeting of the Governance Committee. Cllr Tyrrell to prepare a briefing for this meeting. Proposed Cllr Stokes, seconded Cllr Hughes.

14. Pembrokeshire Lido Project:

Following on from his presentation to the council at the April meeting, Michael Allen has requested a letter of support for the project from the council. Discuss and agree. It was proposed a letter of support for the project be sent on behalf of the Town Council. Proposed Cllr Stokes, seconded Cllr Tyrrell. Majority in favour, Clerk to action

15. Virement of budget:

Following a decision by the Events committee, to agree a virement of the budgeted £500 from 'St David's Day Parade' to 'Last Invasion Event'.

Proposal agreed, Proposed Cllr Murphy, seconded Cllr Shaw.

16. Transfer of funds:

To agree internal bank transfer (virement) of £25,000 from the current bank account to the reserves bank account.

Proposal agreed. Proposed Cllr Murphy, seconded Cllr Shaw.

17. Events Budget Request:

The Events committee request a budget of £4,350 (as per the Annual Budget), for all the upcoming events 2023-24. Individual budgets will be adhered to unless specific request for approval obtained from the full Town Council.

Proposal agreed. Proposed Cllr Elcock, seconded Cllr Morgan.

18. Last Invasion Trust: Cllr Jackie Stokes

Will the council allow the Last Invasion Trust to use the Town Council WiFi for their card readers.

Cllr Stokes explained the request for a secure server for the card reader during visits from cruise passengers. Cllrs Stokes, Shaw and Morgan left the room. The proposal was agreed, Proposed Cllr Murphy, seconded Cllr Tyrrell.

19. The Great Big Pembrokeshire Clean Up: Cllr Gwynn

To discuss if the council wishes to be involved in, and potentially organise an event for 'The Great Big Pembrokeshire Clean Up' on Sunday 11th June.

It was felt it was too short notice to arrange on this occasion, the date also clashed with the Challenge Wales Event. It was agreed that the idea of a regular Community Litter Pick be discussed at the next Full Council meeting, and the purchase of a stock of litter pickers be considered at the next meeting of the Finance Committee.

20. Goodwick Moor carpark:

To discuss and to decide whether to proceed with obtaining costs for toilet/waste facilities in or near Goodwick carpark.

Due to lack of time it was decided that this item be put on the next Full Council meeting agenda for consideration.

Date of next meeting: Tuesday 4th July -Time meeting closed: 9.05pm

Signed: **Date:**

Position: