



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 Governance Committee meeting of the Fishguard & Goodwick Town Council at 7pm on Tuesday 20th June 2023.
The meeting was multilocational.

Cllr. McCarney was in the Chair

Clerk: ...*Rachel Thomson*

Rachel Thomson

Minutes

STANDING ORDERS WERE ADOPTED

1. **Apologies.**

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

Present: Cllrs McCarney, Shaw, Hughes, Tyrrell and Murphy.

Apology received: Cllr Morgan.

2. **Declarations of interest.**

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

None declared.

3. **Minutes of the previous meeting**

To approve the minutes of the previous meeting, held on 16.05.23 as a true and accurate record of the meeting.

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

To approve the minutes of the meeting of 11.04.23 as there were not enough attendees present to do so at the last meeting.

It is not possible to accept the minutes at a Governance meeting due to members leaving the committee at the Annual Meeting, not leaving a quorate that were present on 11.04.23. It was agreed to present the minutes for approval at the next meeting of the Full Council, so previous committee members can approve them.

4. **Clerks report.**

On the evening.

The Clerk advised the Committee that Draft Standing Orders and Annual Report had been prepared and are currently being checked by the Clerk and Chair. It is hoped that they can be presented to the Full Council at the 4th July meeting for consideration.

5. **Review of Grants Policy.**

To continue review of the Grant application policy which has been further amended following the recent Full Town Council meeting (06.06.2023), prior to a final review by the Full Town Council.

Further amendments were identified and it was proposed that the policy be brought back to the next Governance meeting. Proposed Cllr Shaw, seconded Cllr Hughes.

6. **Version Control**

To discuss and agree way forward for version control on Town Council policies. Decide on numbering system for Draft documents and agree version for final adopted policies. After discussion, it was proposed that, going forward, a version control system be applied to policies. It was proposed that the Clerk implement a numbering system for draft policies, and once the policy has been adopted it will be referred to by the month and year of adoption with FINAL, eg *Grant Policy June 2023 FINAL*. Proposed Cllr Tyrrell, seconded Cllr Hughes.

7. **Communication Policy**

To discuss development of a communication policy for the Town Council. Cllr Tyrrell to present ideas. Consider review and development of the existing Social Media policy, this is based on the OVW Model policy.

After discussion, it was agreed that there was not the need for a separate Communication Officer as this falls under the duties of the Clerk. It was proposed that a written communication guidance document would be helpful to assist in the processing of communication coming into the council. Proposed Cllr Hughes, seconded Cllr Murphy. Cllr Tyrrell has offered to draft this document and to present it at the next Governance meeting for consideration.

Date of next meeting: 18th July 2023 7pm

Meeting Closed: 7.26pm

Meeting Ref: G/23/06

Signed: Date:

Position: