



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 5<sup>th</sup> December 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.

**Mid and West Wales Fire & Rescue service:** Consultation for the service draft 2040 plan. Andy Davies Divisional Commander/Western Division gave a presentation and took questions on the current consultation for the service draft plan 2040. It was agreed he would send paper copies to the Clerk for wider dissemination of the consultation to the public.

#### **Public present.**

On the evening:

MOP Mel Wilmot spoke regarding her wish to develop the telephone kiosk in Lower Town into a place for Art. The request to adopt must come from a local authority, so she is asking for support from the Town Council. The request was very well received and supported by councillors and the matter will be put onto the next meeting of the Full Council to resolve to adopt the telephone kiosk.

Jeremy Martineau from North Pembrokeshire Trade & Tourism provided an update.

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

On the evening:

Cllr Ryan – No update

#### **STANDING ORDERS WERE ADOPTED**

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

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

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

Apologies received: Cllr Gwynn

Absent without apology: Cllr Elcock.

2. **Declarations of interest.**

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

Cllrs Shaw, Murphy and Allison: personal interest item 20.

3. **Minutes of the previous meeting**

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

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

4. **Clerks report.**

On the evening:

1: Clerk confirmed the Round Table have now provided bank details and their grant has been paid.

2: Aberjazz have sent their thanks for the grant and continued generous support from the Town Council for the annual festival.

3: Goodwick dog order: A meeting has been arranged with PCC to discuss options.

4: Floral Arrangements 2024: The advert has been extended as no response, 1 application now received and will be considered in January.

5: Co-option: Have received 3 applications for 2 vacancies. Clerk will contact all for more information, this will be circulated to all prior to the January meeting.

5. **Councillor Update**

On the evening

Cllr Morgan: 1) Funding for environmental improvements. The main issues are shortage of potential projects and sustainability. Suggests the public should be consulted. Further update January 2024.

2) Regeneration: Big demand for public consultation. Is the best way to contract out rather than in house consultation? Will update January.

3) Transport for Wales: Cancellations at 15%, this is 15 x published. Local transport groups have set up *Pembrokeshire rail oversight forum* of which Cllr Morgan is Chair.

Cllr Hughes: Has attended an online session on Smart Towns initiative, a project using in town infrastructure to gather data. Update to follow in January.

Cllr Allison: 1) Proposed Last Invasion Event: has been in contact with Napoleonic organisation that would be happy to attend at reduced cost.

2) Uniforms: costings ongoing due to lack of hats, update January 2024.

Cllr Tyrrell: 1) Regeneration & Town Centre working groups are struggling to meet so ongoing.

2) Dog order: current order has been void for some time. Confirmed meeting in Jan with PCC to discuss options.

Cllr Murphy: Attended recent Police event in Pembrokeshire. Some interesting presentations including demonstration of drone usage, this is more widespread than thought.

6. **Councillor Action List Update:**

Update on live Action List.

The task list was updated and will be circulated.

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

The most recent budget has been circulated, are there any questions or comments  
The above was noted with no questions raised.

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

Finance 20.11.2023

Planning 27.11.2023

Governance 21.11.2023 and 17.10.23

Events 21.11.2023

The above were all noted with no questions raised.

**9. Fishguard Library Financial Contribution request:**

Following the presentation in November (TC/23-11) from the PCC Library Services, discuss and resolve to support one of the 3 options outlined for the support of library services from April 2024.

It was resolved to support option 3: a fixed sum of £14,500 per annum for 5 years, to protect all 3 services, the Friday opening, the Thursday early evening opening, and opening the library on the 5 Bank Holidays each year. Proposed Cllr Allison, seconded Cllr Davidson, majority in favour.

**10. Data Protection Policy:**

To review the Track Change version of the Data Protection Policy updated by the Clerk. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to accept the changes and adopt the final version.

It was resolved to accept the changes and adopt the Data Protection Policy. Proposed Cllr Murphy, seconded Cllr Allison, unanimous.

**11. Health and Safety Policy:**

To review the Track Change version of the Health and Safety Policy updated by the Clerk. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to accept the changes and adopt the final version.

It was resolved to accept the changes and adopt the Health & Safety policy. Proposed Cllr Murphy, seconded Cllr Hughes, unanimous.

**12. Clerk Lone working arrangements:**

The review of the Health & Safety policy by the Governance Committee raised concerns regarding the lone working arrangements in the Clerk's office, also the lack of a dedicated Clerk mobile phone. Discuss options and resolve appropriate action.

It was resolved that the Governance Committee should address the need for a Lone working policy, this would be put on the agenda January 2024. Proposed Cllr Shaw, seconded Cllr Allison, unanimous.

**13. Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2024:**

To review the Draft Report circulated by the Clerk with the agenda and agree any feedback.

The councillors felt there was no feedback to give on this matter.

**14. PCC Rent Memorandums:**

Discuss and resolve to accept the Clerk sign and return the retrospective Rent memorandums which are in line with the lease of the Town Council offices in the Town Hall.

It was resolved that the Clerk would contact PCC to request invoices for payment and not to sign the retrospective rent memorandums. These would then be considered at the next available Town Council meeting. Proposed Cllr Murphy, seconded Cllr Allison, majority in favour.

**15. Draft Budget and Precept 2024-2025:**

To review the draft Budget for 2024-2025 prepared by the Clerk. This budget has been reviewed by the Finance Committee and recommend the Town Council approve the Budget. Resolve to approve the budget and agree the Precept request 2024-2025.

It was resolved to adopt the budget for 2024-25, proposed Cllr Morgan, seconded

Cllr Shaw, unanimous.

It was also resolved that the precept be kept same as the previous year, at £127,070, in light of the current cost of living situation and that the Town Council currently has good reserves. Proposed Cllr Shaw, seconded Cllr Morgan, unanimous.

**8.57pm – it was resolved to extend Standing Orders. Proposed Cllr Allison, seconded Cllr Morgan, unanimous.**

**16. Grant Application:**

North Pembrokeshire Trade & Tourism – Coast to Coast advert 2024. The grant application has been reviewed by the Finance Committee with the recommendation that the Town Council support it.

The Clerk updated the council that the final revised amount requested on this application is £849. It was resolved to support this application to the amount of £849, proposed Cllr Shaw, seconded Cllr Morgan.

**17. Councillor allowance for councillors resigning mid-term:**

Following discussion at the Finance meeting (F/23-11/9): Resolve that councillors resigning during the year should be able to receive the pro rata figure for the councillor allowance and consumable payment at the time of leaving rather than in the following March, on request by the resigning councillor.

It was resolved that councillors resigning mid term should be able to request pro rata payment of the councillor allowance and consumables payment straight away and not wait until March as previously minuted (TC/23-08).

**18. 2023/24 Local Government Services Pay Agreement:**

Resolve to accept the Local Government Pay Agreement and agree the pay award be implemented and back dated to 1<sup>st</sup> April 2023 as per the agreement.

It was resolved to note and accept the pay agreement and backdate to 1<sup>st</sup> April 2023. Proposed Cllr Tyrrell, seconded Cllr Shaw, unanimous.

**19. Pembrokeshire Community Review:**

Discuss and agree any feedback to this consultation on behalf of Fishguard & Goodwick Town Council.

It was agreed that no feedback to note.

**20. Royal British Legion (RBL):**

Resolve to agree a figure to pay for the 3 wreaths provided by the RBL for Remembrance Sunday (cost to produce £25 each).

It was resolved that last years figure plus 5% be paid for the 3 wreaths, this equates to £278. Proposed Cllr Davidson, seconded Cllr Morgan, unanimous with 3 abstentions (Declaration of interest agenda item 2)

**21. January Town Council meeting:**

Decide if the Full Council meeting scheduled for Tuesday 2<sup>nd</sup> January 2024 should be moved to Tuesday 9<sup>th</sup> January.

It was resolved that the Town Council meeting scheduled for Tuesday 2<sup>nd</sup> January 2024 be moved to Tuesday 9<sup>th</sup> January 2024. Proposed Cllr Murphy, seconded Cllr Davidson, unanimous.

**22. Should Fishguard & Goodwick Town Council consider twinning with Rosslare?: Cllr Shaw**

Resolve whether the Town Council should pursue twinning options with Rosslare.

The cultural and familial links between Fishguard & Goodwick with Rosslare were recognised, and it was resolved that a working group be set up to pursue options.

This would be a separate entity to the Loctudi Twinning Association. Working group members: Cllrs Shaw, Allison, McCarney, Murphy and Morgan. Proposed Cllr Allison,

seconded Cllr Shaw, unanimous.

**23. Banner Poles on Fishguard Square:**

Following a response from SWTRA/Welsh Government to the Clerks letter in August 2023, that in theory some/all of the banner poles could be removed; resolve to form a working party to address how to consult the community on this matter to get a public opinion, prior to a final decision by the Town Council.

It was agreed that the public should be consulted on this subject, and it was resolved that the matter be added to the Regeneration Public Consultation already in the planning stages. Proposed Cllr Tyrrell, seconded Cllr Murphy, unanimous.

**Date of next meeting: 9<sup>th</sup> January 7pm**

**Time meeting closed: 9.20pm**

**Signed:** .....

**Date:** .....

**Position:** .....

**Ref: Tc/23-12**