



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 held at 7pm on Tuesday 16th January 2024.
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, Morgan, Hughes and Murphy.

2. **Declarations of interest.**

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

None were declared.

3. **Minutes of the previous meeting**

To approve the minutes of the previous meeting, held on 21.11.23 as a true and accurate record of the meeting.

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

4. **Clerks report.**

On the evening: Nothing to report.

5. **Training Plan:**

In accordance with Standing orders 5j(xi) review of training plan prior to adoption by Full Council. This has been re-written by Cllr Hughes.

It was resolved that following agreed amendments to be actioned by Cllr Hughes, this document should be presented to Full Council with the recommendation it be adopted. It was also agreed that individual Training Plans would be prepared by the Clerk for each councillor, these would be confidential and purely for individual councillor's reference. Proposed Cllr Morgan, seconded Cllr Shaw, unanimous.

6. **Lone Working Policy:**

Following the decision at Full Council (minute ref TC/23-12 item 12), consider the draft Lone Working Policy prepared by the Clerk and resolve to agree any amendments and recommendations.

It was resolved that this policy be presented at the next Full Council meeting with the recommendation it be adopted. It was also resolved that there should be a dedicated council mobile phone to be used by the Clerk for council business, or by a councillor carrying out duties in the Clerk's absence. Clerk to source options. Proposed Cllr

Shaw, seconded Cllr Murphy, unanimous

7. **Co-Option Policy:**

Consider the draft Co-option policy prepared by the Clerk and resolve to agree any amendments.

It was resolved that this policy be presented at the next Full Council meeting with the recommendation it be adopted. Proposed Cllr Shaw, seconded Cllr Murphy, unanimous.

Date of next meeting: Tuesday 20th February 2024.

Meeting Closed: 7.35pm

Meeting Ref: G/24-1

Signed:

Date:

Position: