



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 21st November 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, Hughes, Shaw, Murphy and Morgan.

Apologies: None received, everybody present.

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 17.10.23 as a true and accurate record of the meeting.

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

4. **Clerks report.**

On the evening: Nothing to report.

5. **Data Protection Policy:**

To review the Track change version of the Data Protection Policy, updated by the Clerk, prior to consideration by the Full Town Council.

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

6. **Health & Safety Policy:**

To review the existing and Track change version of the Health & Safety policy.

It was resolved that the Health & Safety Policy should be presented at the next Full Council meeting, with the recommendation that it be adopted. It was also resolved that there should be an agenda item to consider options regarding the lone working arrangements highlighted in the policy. Proposed Cllr Hughes, seconded Cllr Morgan, unanimous.

7. Training Plan:

In accordance with Standing orders 5j(xi) review of current training plan prior to adoption by Full Council.

The policy was reviewed, and it was felt by the committee that it would benefit from being re-written. Cllr Hughes offered to take on this task and would bring back to the Governance Committee at the January meeting. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

Date of next meeting: 16th January 2024

Meeting Closed: 7.24pm

Meeting Ref: G/23-11

Signed:

Date:

Position: