



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 February 2024
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.

Public present.

On the evening: No public present.

County councillors present.

On the evening:

Cllr Gwynn - advised the council a letter raising concerns about changes in the local bus services had been received from a local group. Having raised the matter with PCC who has advised of some inaccuracies in the letter.

Cllr Ryan – no county councillor matters to report.

STANDING ORDERS WERE ADOPTED

1. Apologies.

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

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

Apologies received: Cllrs Churchill and J Davidson.

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 Tuesday 9th January 2024, as a true and accurate record of the meeting.

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

4. Clerks report.

On the evening:

Thank you received: Cards have been received from 2 local organisations expressing their thanks for the grants they have received from the Town Council. These are the New Year's Eve Committee, and Goodwick senior Citizens Committee.

Flagpole: One of the flagpoles on the Goodwick Parrog that has been at an angle since it was installed, is now repaired.

Yacht Club Defibrillator: It has been noted that the box holding the device is in a very poor condition due to its exposed location. The Clerk enquired if there was an interest to look at the costs to replace, and it was requested that she make enquiries and bring to a future meeting as an agenda item.

Letter: Clerk confirmed receipt of letter outlined by Cllr Gwynn County Councillor updates, it was agreed that it would be sent to all councillors.

5. Councillor Update On the evening

Cllr Morgan: 1) Train Service – updated on a significant improvement for the last month. Unsure of reason but cancellations down from 10 to 4%.

2) Nutrient Management Forum – attended an online meeting regarding pollution from farming, which discussed local rivers. Cllr Morgan raised concerns about the River Gwaun as it is showing nutrient pollution.

Cllr Allison: 1) Artifacts in Tenby Museum – still awaiting update on further action.

2) Uniforms: Re-confirmed quotes received but still issues surrounding obtaining hats.

Cllr Hughes: 1) Following a recent conversation with visitors to Fishguard, commented to the Council an apparent disconnect between the 2 ends of Fishguard Town centre.

2) Advised recent good response from PCC when reporting road signage problems via the PCC website.

Cllr Shaw: 1) Reminded Council of the Annual Last Invasion Parade organised by the Last Invasion Trust, will be held on 24th February 2024. The parade will commence at 11am, followed at 12.30 by an unveiling of a purple plaque at the Town Hall.

2) Newsletter – has requested all councillors provide a photo to be placed on the back of the new Newsletter.

Cllr Elcock: 1) Amphitheatre – Has begun developing a consultation letter.

Cllr Tyrrell: 1) Following Town centre working group meeting it was reported to PCC about the litter problems. Response from PCC was that there are litter picks every morning by PCC staff.

2) Also following the working group meeting, reported to PCC there were difficulties for residents crossing the road, and an enquiry regarding a possible crossing near Parc Y Shwt – awaiting response.

Cllr Murphy: Also identified the litter issues and felt further action needed. Cllr Gwynn as county Councillor agreed to take this task on to improve PCC litter pick commitment.

Cllr Ryan: Following Cllr Morgan's update, raised concerns that interest in run off issues in Lower Town could impact on proposed council house development. Cllr Morgan agreed to source more information.

6. Councillor Action List Update:

Update on live Action List.

The task list was reviewed and the Clerk will action and send the updated list to all Cllrs.

7. Budget update and review - Clerk

The most recent budget has been circulated, are there any questions or comments
No concerns were noted.

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

Finance	15.01.2024
Planning	No meeting in January
Governance	16.01.2024
Events	16.01.2024

No concerns were noted.

9. Community Bathing water project 2024:

Following communication from PCC regarding budgetary constraints and having established it is not a statutory function of PCC, resolve if the council should apply for the Enhancing Pembrokeshire Grant to continue the Community Bathing Water 2024 project managed by PCC.

It was resolved to apply for the Enhancing Pembrokeshire Grant to enable the Community Bathing Water project to continue in 2024. Clerk to action. Proposed Cllr Morgan, seconded Cllr Hughes, unanimous.

10. Flagpole Maintenance:

Efforts were made to gather more than one quote. Consider the quote provided by Port Engineering Ltd and resolve to proceed with either repairing the one broken flagpole or to proceed with servicing all 13 flagpoles as quoted.

It was resolved to proceed with the servicing of all 13 flagpoles as quoted. Clerk to action, and to confirm compliance with any regulations for raising and lowering of flagpoles. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

11. Christmas Lights Tender:

The current 3 year contract has ended. Resolve that the Clerk should proceed with the tender process for 2024 onwards and prepare a letter of invite and supporting documents.

It was resolved the Clerk proceed with the tender process as outlined. Proposed Cllr Allison, seconded Cllr Shaw, unanimous.

12. Internal Audit Internal Auditor: Clerk

To resolve to continue to employ the services of Ashmole & Co who acted for the Town Council last year, to carry out the Internal Audit as required for the year end 31st March 2024. They have provided a quote of circa £1,500 plus Vat.

It was resolved to continue to employ the services of Ashmole & co for the Internal Audit. Proposed Cllr Shaw, seconded Cllr Allison unanimous.

13. SLCC Membership annual renewal:

Discuss and resolve if the Town Council should pay for the renewal of SLCC membership for the Clerk at a cost of £229, giving access to advice, conferences and reduced costs for training courses.

It was resolved to renew this membership at a cost of £229. Proposed Cllr Shaw, seconded Cllr Murphy, unanimous.

14. Trecwn Community Liaison Group CLG:

Two representatives are invited to attend these meetings. Cllr McCarney as Chair intends to attend the next proposed meeting on 21st February. Resolve a second

person to attend on behalf of the Town Council and report back.

It was resolved that Cllr Shaw would be the second Town Council Representative on the Trecwn CLG. Proposed Cllr Allsion, seconded Cllr Murphy, unanimous.

15. Training Plan review:

Review the updated version of the Training Plan prepared by Cllr Hughes. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to accept the changes and adopt the Final version. Resolve to adopt.

It was resolved to accept the changes following the review of the Training Plan and adopt the final version. Proposed Cllr Murphy, seconded Cllr Allison, unanimous.

16. Individual training plans for each councillor:

As recommended by the Governance Committee, resolve that individual Training Plans be prepared by the Clerk for each councillor, these would be confidential and purely for individual councillor's reference.

It was resolved that the Clerk would prepare individual training plans for each councillor which would remain confidential and serve as a reminder and reference. Proposed Cllr Hughes, seconded Cllr Tyrrell, unanimous.

17. Lone Working Policy:

Review the Lone Working policy prepared by the Clerk. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to adopt this policy. Resolve to adopt.

It was resolved to adopt this policy. Proposed Cllr Shaw, seconded Cllr Elcock, unanimous.

18. Co-Option policy:

Review the co-option policy prepared by the Clerk. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to adopt this policy. Resolve to adopt.

It was resolved to adopt this policy. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

19. Banners on Fishguard Square – Cllr Tyrrell:

The Town Centre working group would like the Town Council to discuss and resolve whether or not to erect the banners on the town square in 2024.

There was a proposal NOT to put up the banners this year. Proposer Cllr Tyrrell, seconded Cllr Allison. The majority of the Council voted against this motion, so it was resolved the banners would be erected for 2024 season.

20. Contract for banners on Fishguard Square:

Depending on the outcome of item 19, resolve to continue to use ETTS to provide this service, at the same price and agreement as last year.

It was resolved to continue to use the services of ETTS for the putting up and taking down of the banners for the 2024 season. Proposed Cllr Shaw, seconded Cllr Hughes, unanimous.

21. Town Map:

It was resolved in February 2022 to consider the production of a Town Map, and former councillor Jackie Stokes pursued this and has previously presented a version of the map to the council for feedback. Discuss and resolve if the idea of a Town Map should be pursued or resolve not to continue with this project.

It was resolved NOT to pursue the idea of a physical Town Map, but to investigate the suggestion of a digital map, and that the Town Centre working group would take on this task. Proposed Cllr Allsion, seconded Cllr Murphy, unanimous.

22. Goodwick/Parrog playpark - To purchase and erect a dog exemption sign on the gate of the playpark: Cllr Tyrrell

Discuss and agree wording, and resolve to proceed with this initiative, costings to be approved by the Finance Committee.

It was resolved to proceed with a dog exemption sign for both Goodwick playpark and Lota playpark, following the design of the sign for Lower Town playpark. Clerk to action, and costings to be considered by the Finance Committee. Proposed Cllr Tyrrell, seconded Cllr Allison, unanimous.

23. Dog restriction signs on the Goodwick Parrog Cllr Tyrrell:

Discuss and resolve if some/all of the signs should be left in place as a deterrent, as the original dog order is now void and no penalties can be enforced as a result.

It was resolved to leave the void dog order signs in place as a deterrent to dog owners. Proposed Cllr Tyrrell, seconded Cllr Allison, majority in favour.

24. New pedestrian crossing in Goodwick:

Complaints have been received regarding the poor lighting at this crossing, resulting in poor night time visibility of people crossing. Cllr Gwynn has already notified PCC who have passed the matter on to SWTRA. Discuss and resolve if the Town Council should write to SWTRA on this matter and requesting appropriate lighting be installed on safety grounds.

It was resolved the Clerk would send a letter to SWTRA on behalf of the Town Council outlining the concerns over the lighting of the new pedestrian crossing in Goodwick. Proposed Cllr Allison, seconded Cllr Hughes, unanimous.

25. Town centre and Regeneration Working Groups:

Resolve to merge the two working groups into one, retaining members from both, and resolve that outside parties (non-councillors) be invited to participate

It was resolved to merge the 2 working groups, retaining the members from both. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

26. Town Centre & Regeneration Working Group (TC&R WG):

Resolve to agree The Terms of Reference for this newly combined working group. As the Clerk did not send out the proposed Terms of reference with the other supporting documentation, this item will now first be reviewed by the Governance Committee.

27. Regeneration project:

Resolve that members from the TC&R WG arrange to meet with PCC regeneration team, with the aim of developing a plan for Fishguard & Goodwick to include a questionnaire for residents and businesses.

It was resolved that the Clerk would contact the PCC Regeneration Team to start discussions and to arrange a meeting with the Working Group. Proposed Cllr Morgan, seconded Cllr Allison, unanimous.

28. Scribe annual renewal:

Discuss and resolve if the Town Council wish to renew the subscription with Scribe, the accounts software used by the council, at a cost of £538.20 plus Vat.

It was resolved to renew the contract with Scribe Accounting Software for another year. Proposed Cllr Allison, seconded Cllr Murphy, unanimous.

Date of next meeting: Tuesday 5th March 2024

Time meeting closed: 8.46pm

Signed:

Date:

Position:

Ref: Tc/24-02

