Fishguard & Goodwick Town Council
Town Hall
Market Square, Fishguard SA65 9HE
Clerk: Rachel Thomson
Tel: 01348 874406
Email: clerk@fishguardgoodwick-tc.gov.wales

Dear Council Member,

You are hereby summoned to attend the HR Committee Meeting of Fishguard and Goodwick Town Council, at **6.00pm on Tuesday 18th June 2023**. The meeting will be held at the Town Hall.

This meeting is not open to the public as personnel details of an employee will be discussed (LGA 1972 s12A)

The meeting will be a multi locational meeting and any member of the HR Committee wishing to attend, may do so in person. If you wish to attend virtually, please contact the Town Clerk for a meeting link.

Clerk: ……*Rachel Thomson*……
Rachel Thomson

Cllr. Shaw will be in the Chair

HR Agenda

1. **Election of Chair and Vice Chair:**
   To elect a Chair and Vice Chair of the HR Committee.

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

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

4. **Minutes of the previous meeting**
   To approve the minutes of the previous meeting, held on 24.10.23, as a true and accurate record of the meeting.

5. **To Review the current working arrangements of the Clerk:**
   Review the current working arrangements of the Clerk and consider the Clerk's request for hybrid working arrangements. Proposal of:
   Flexible option to work from home Monday to Wednesday 9.30 – 12.30.
   Office hours for public: Monday to Wednesday 1-4 and Thursday 10-4.
   Discuss and resolve a recommendation to present to Full Council.

Dates and times of future meetings
As per terms of reference next meeting will be scheduled as necessary.