



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Rachel Thomson
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Dear Council Member,

The **MINUTES** of the **Annual Meeting** and
the **Mayor Making Ceremony** at **7pm on Tuesday 7th May 2024**.
The meeting was held in the Town Hall meeting room and was multilocational.

This was followed by a meeting of the full council to progress urgent business.

Rachel Thomson

Rachel Thomson
Town Clerk/Responsible Financial Officer

Due to this meeting being the Annual Meeting and Mayor Making Ceremony, there was no public participation.

This part of the Town Councils Agenda will resume in June.

MINUTES:

1. NOMINATION OF CHAIR/MAYOR AND THE ACCEPTANCE OF OFFICE:

The outgoing Chair, Cllr McCarney will make a thank you speech and present certificates of appreciation to the outgoing Mayors Guards.

Cllr McCarney thanked the Town Councillors and Clerk for their support during her tenure, she then thanked the Mayors Cadets for their support and presented them with Certificates of Appreciation.

Cllr. Shaw is the only nominated Councillor for the role of Chair/Mayor to the Town Council.

The Town Councillors will need to vote in support of Cllr. Shaw.

The newly elected Chair will then make a declaration to office.

The Town Council voted unanimously in support of Cllr Shaw as the new Chair/Mayor, he then read out and signed his declaration to office.

2. NOMINATION OF VICE CHAIR/DEPUTY MAYOR: CLLR SHAW

The Town Council will need to vote on their choice of Vice Chair/Deputy Mayor.

There are two councillors nominated for the role of Vice Chair/Deputy Mayor to the Town Council. the two councillors are Cllr Brian Murphy and Cllr Adrian Tyrrell. The Town

Councillors will need to vote in support of their choice to the role of Vice Chair/Deputy Mayor.

The majority of the Town Council elected Cllr Tyrrell for the position of Vice Chair/Deputy

Mayor, who then read out and signed his declaration to office.

3. CO-OPTION OF NEW TOWN COUNCILLOR: CLLR SHAW

Co-option of Marc Evans as a new Town Councillor for Goodwick.

Marc Evans was co-opted to the role of Town Councillor and he read out and signed his declaration to office. The new Chair then welcomed Cllr Evans to the Town Council.

4. APOLOGIES:

To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.

Present: Cllrs McCarney, Morgan, Ryan, Hughes, Alison, Murphy, Shaw, Tyrrell, Evans, Gwynn, O Davidson, Churchill and Elcock.

Absent without apology: Cllr J Davidson.

5. MINUTES OF THE PREVIOUS MEETING: CLLR SHAW

Resolve to accept the minutes of the previous meeting held on 02.04.24, as a true and accurate record of the meeting.

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

6. MAYORS SPEECH: CLLR SHAW

The Chairman will outline their intentions for the forthcoming year in office and will announce their chosen charities.

Cllr Shaw announced his two charities for the upcoming Civic year as POINT and Cylch Meithrin Abergwaun.

7. APPOINTMENT OF THE MAYORS' GUARDS: CLLR SHAW

The Town Clerk will appoint the Mayors Guards to Cllr. Shaw.

Sea Cadets: Able Cadet Oliver Bean and Able Cadet Angharad John

Cllr. Shaw will make a brief welcome speech to the incoming Mayors Guards.

Cllr Shaw welcomed the cadets selected as the Mayors Guards for this Civic Year and is looking forward to having them join him at events.

8. MAYORS CHAPLAIN: CLLR SHAW

The Mayors Chaplain will lead the Town Councillors and those present, in prayer.

Jeremy Martineau gave a prayer for the Chair/Mayor and the Town Council for the upcoming Civic Year.

Standing Orders were adopted at 7.15pm

9. AN OPPORTUNITY TO ASK QUESTIONS REGARDING THE COMMITTEE MEETINGS HELD LAST MONTH:

Finance 15.04.2024

Planning 08.04.2024

Events 16.04.2024

Governance No meeting held in April

There were no comments noted.

10. APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR SHAW

Cllr. Shaw will form new committees for the Town Council for the period 2024/25.

These will be:

Finance Committee

Planning Committee

Governance Committee

Events Committee

HR Committee

Each Committee requires a Chair, a Vice Chair and at least three other members. Please confirm your membership to the various committees, to the Clerk on the evening.

The new Chair and Vice Chair are to be elected at the inaugural meetings of the new committees.

Membership of each committee was confirmed with the Clerk, the Chair and Vice Chair of these committees will be agreed at the inaugural meeting of the new committees.

11. APPROVAL OF TERMS OF REFERENCE FOR COMMITTEES: CLLR SHAW

Resolve to adopt the Terms of reference for the committees.

It was resolved to adopt the Terms of Reference for each of the committees. Proposed Cllr Hughes, seconded Cllr Morgan.

12. APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR SHAW

The Town Council is represented at external committees, by Town Councillors. Resolve for these to be re-affirmed or nominated and confirmed.

1. One Voice Wales Area Committee
2. Representative on the North Pembrokeshire Trade and Tourism Ltd.
3. Representative on the Tapestry Trust

One Voice Wales: Cllr Shaw and The Clerk

North Pembrokeshire Trade and Tourism: Cllr McCarney.

Tapestry Trust: Cllr Tyrrell.

It was resolved that the above councillors would represent the Town Council on the respective organisations.

13. RE-AFFIRM BANKING DETAILS: CLLR SHAW

The Town Council banks with HSBC. The Town Council has four current authorised signatories. The Clerk/RFO has authority to prepare all payments on behalf of the Town Council.

Town Council payments are made by BACS transfer or by Debit Card payment.

Resolve to adopt these arrangements.

It was resolved to adopt the current banking arrangements. Proposed Cllr McCarney, seconded Cllr Ryan, unanimous.

14. CONFIRM DIRECT DEBITS: CLLR. SHAW

The following Direct Debit payments are paid monthly and need re-affirming every two years:

WebAdept: Website maintenance: £117.50

PCC Room Rental: £806.59 (to be reviewed July 2024)

OneCom phone and fibre rental: £34.97 a month.

Resolve to confirm these arrangements.

It was resolved to confirm these arrangements. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

15. TO CONFIRM REMUNERATION ARRANGEMENTS FOR THE CHAIR/MAYOR AND VICE CHAIR/DEPUTY MAYOR: CLLR SHAW

Resolve to confirm annual remuneration payments of £1,500 for the Chair/Mayor and £500 for the Vice Chair/Deputy Mayor, to be paid in three instalments in line with the receipt of the precept.

It was resolved to confirm the annual remuneration of £1,500 for the Mayor and £500 for the Deputy Mayor, to be paid in three instalments in line with receipt of the precept. Proposed Cllr Morgan, seconded Cllr Allison, unanimous.

16. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2024/25: CLLR SHAW

Resolve to confirm Financial Regulations for the period 2024/25, noting the model Financial Regulations are currently under review and so will be revisited once published.

It was resolved to adopt the current Financial Regulations pending receipt of the new model regulations. Proposed Cllr McCarney, seconded Cllr Hughes, unanimous.

17. TO AGREE THE STANDING ORDERS FOR THE PERIOD 2024/25: CLLR SHAW

Resolve to confirm standing orders, subject to them being read with the provisions of the Local Government and Elections (Wales) Act 2021 for the period 2024/25.

It was resolved to adopt the Standing Orders for the period 2024-25. Proposed Cllr Allison, seconded Cllr Tyrrell, unanimous.

18. TO AGREE THE ASSET REGISTER AS CORRECT: CLLR SHAW

Resolve to agree the Asset Register as accurate and up to date.

It was resolved to agree the Asset Register. Propose Cllr McCarney, seconded Cllr Churchill, unanimous/

19. FULL COUNCIL MEETING DATES FOR THE NEXT CIVIC YEAR:

4TH June 2024
9th July 2024
3rd September 2024
1st October 2024
5th November 2024
3rd December 2024
7th January 2025
4th February 2025
4th March 2025
1st April 2025

The above dates were noted.

20. TO AGREE THE INSURANCE POLICY: CLLR SHAW:

The insurance policy is due for renewal in June.

Review the two quotes obtained by the Clerk, and resolve which policy to proceed with, either for one year or a three year 'Long Term Arrangement' offered by both suppliers.

It was resolved to proceed with the quote from Zurich Insurance for the three-year Long-Term Arrangement. Proposed Cllr Allison seconded Cllr McCarney, unanimous.

21. CLERK UPDATE:

1)The Clerk updated the council that Fishguard Football Club had sent their thanks for the grant awarded by the Town Council.

2) The Internal Audit has been completed, this will be presented to the Finance Committee for review prior to being presented to the Full Council for approval.

3) The Clerk has completed the ILCA – CILCA qualification and thanked the council for enabling her to do this course.

22. DECLARATIONS OF INTEREST:

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

Agenda Item 24: Cllrs Shaw, Murphy and Allison declared a Personal Interest.

Agenda Item 26: Cllr Allison declared a personal interest.

23. GRANT APPLICATION:

Fishguard & Goodwick Young Persons Trust (POINT) - £1,100.

This application has been reviewed by the Finance Committee with the recommendation it be supported for the full amount. Discuss and resolve a decision.

It was resolved to support this grant application for the full amount requested, £1,100

24. PURCHASING OF FLAGS FOR THE PARROG, AND 3 MEMORIAL FLAGS FOR D DAY REMEMBRANCE:

Resolve to purchase a full set of flags for the summer season, and to consider replacing the Ukraine flag with the RNLI in recognition of 200th anniversary; and in addition, to purchase the 3 flags circulated with the agenda to fly on D Day weekend, as per quote provided.

It was resolved to purchase a full set of flags for the summer season, to replace the Ukraine flag with RNLI, and in addition to purchase 3 flags to fly on D Day weekend 6th June.

Proposed Cllr McCarney, seconded Cllr Morgan.

25. BATHING WATER PROJECT/ENHANCING PEMBROKESHIRE GRANT:

Resolve that the Town Council will support this project by agreeing to the financial commitment of 20% match funding which would be the sum of £220.

It was resolved to support the bathing water project by committing the 20% match funding.

Proposed Cllr Allison, seconded Cllr McCarney, unanimous.

26. LOWER TOWN TELEPHONE BOX:

This item is being revisited following an earlier Town Council meeting (Ref TC/24-01).

Resolve that the Town Council will adopt the Lower Town Telephone Kiosk and then transfer custodianship to Fishguard Arts Society to develop a 'Place for Art' in the kiosk.

It was resolved that the Town Council would adopt the Lower Town Telephone Kiosk and

transfer custodianship to the Fishguard Arts Society who would then be fully responsible for the Telephone Kiosk. Proposed Cllr Ryan, seconded Cllr McCarney.

MEETING CLOSED: 7.52pm

SIGNED:

DATE:

MINUTE REF: AM/24-05