



Fishguard & Goodwick Town Council  
Cyngor Tref Abergwaun ac Wdig  
Town Hall, Market Square, Fishguard SA65 9HE  
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE  
Clerk/Clerc: 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 2<sup>nd</sup> July 2024  
The meeting was held in the Town Hall meeting room and was multilocational.

Cllr. Shaw was in the Chair

Clerk: ...*Rachel Thomson*  
Rachel Thomson

## Minutes

### PUBLIC SESSION - CLLR. SHAW

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.

**Presentation:** Myles Pepper spoke to the Town Council on the cultural links between Fishguard & Goodwick and Rosslare, describing various musical and literary events involving collaboration.

#### Public present.

On the evening: There was a representative from North Pembrokeshire trade & Tourism.

#### County councillors present.

On the evening: Cllr Ryan – No County Council matters to report.

### STANDING ORDERS WERE ADOPTED at 7.07pm

#### 1. Apologies.

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

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

Absent without apology: Cllr Gwynn.

#### 2. Declarations of interest.

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

Cllr Hughes and Cllr J Davidson declared a personal interest in Item 12 on the agenda.

**3. Minutes of the previous meeting**

To approve the minutes of the previous meeting, held on Tuesday 4<sup>th</sup> June 2024, 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 McCarney.

**4. Clerks report.**

1) It was agreed at the previous meeting to send a letter to SWTRA to enquire about seating possibilities on Fishguard Square. The Clerk updated the Council that this letter had been forwarded to Welsh Government for a response as the enquiry was policy rather than operational.

2) The Clerk updated the Council that the Enhancing Pembrokeshire grant application for the Bathing Water Project had been successful.

**5. Councillor Update**

Cllr Shaw: 1) Reminded Cllrs about the arrangement for the Mayor's Civic service on Saturday.

2) Brought to the Town Council's attention the ABBAGWAUN Festival on the weekend 5-7 July.

Cllr Morgan: Referenced the public engagement sessions being held by Transport for Wales on the T5 bus route, noting that there are no sessions scheduled for Fishguard or Goodwick.

Cllr Murphy: 1) Informed the Council that PCC have been removing diseased trees in Goodwick but will be replanting in the same location.

2) Updated the Council that Paul Davies MS is still willing to support the Town Council regarding traffic issues in Lower Town. The Clerk confirmed that this is due to be addressed after the General election.

**6. Councillor Action List Update:**

Update on live Action List: This was reviewed and updated.

**7. Working Group Update:**

TC&RWG: See item 21 on the agenda.

Twinning WG: See item 13 on the agenda.

**8. Budget update and review - Clerk**

The most recent Receipts & Payments report has been circulated, are there any questions or comments.

No questions or comments were noted.

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

Finance 17.06.2024

Planning 10.06.2024

Governance 18.06.2024

Events 18.06.2024

No questions or comments were noted.

**10. Christmas Lights Contract:**

Review the submitted proposals for the Christmas Light contract for the coming three years. Discuss and resolve which of the contracts the Town Council should proceed with.

After comparison of the submitted proposals, the Town Council resolved to proceed with the contract with LITE, in association with Centregreat; this includes an additional light on West Street subject to Town Council agreement of the costings of installing the necessary equipment to the lamp post. Proposed Cllr McCarney,

seconded Cllr Morgan, unanimous.

**11. Grant Application:**

Fishguard Festival of Music: £1,500.

This application has been reviewed at the recent Finance Committee with the recommendation it be supported for the full amount.

It was resolved to support this application for the full amount requested of £1,500.

Proposed Cllr McCarney, seconded Cllr Tyrrell, unanimous.

**12. Grant Application:**

Fishguard & Goodwick Community Events Association – NYE Party: £1,500.

This application has been reviewed by the Finance Committee with the recommendation it be supported for the full amount.

Cllrs Hughes and J Davidson left the meeting whilst this item was discussed. It was resolved to support this application for the full amount requested of £1,500.

Proposed Cllr McCarney, seconded Cllr O Davidson, unanimous.

**13. Rosslare Twinning: Cllr Shaw**

Resolve that Fishguard & Goodwick Town Council formally invite Rosslare Municipal District to begin to investigate the viability of twinning between the two towns, to be actioned by the Clerk.

It was resolved to proceed with the first stage of investigating the viability of twinning between the towns of Fishguard and Goodwick with Rosslare Municipal District.

Proposed Cllr McCarney, seconded Cllr Morgan, unanimous.

**14. Last Invasion Re-enactment: Cllr Tyrrell.**

Review the circulated proposal and costings for the Last Invasion Re-enactment proposed for July 2025. Discuss and resolve to support this project and agree a budget that the Town Council will support.

After some discussion it was proposed that the current project and associated costings could not be supported by the Town Council at this time, and that links should be made on the matter with outside bodies, with the option of revisiting the subject with a new proposal and costings at the September meeting of the Town Council. Proposed Cllr J Davidson, seconded Cllr Murphy, majority supported this motion.

**15. Last Invasion Re-enactment: Cllr Tyrrell**

Resolve to set up a Sub Committee (with delegated spending powers to be confirmed) and agree the members of the Sub Committee to plan and deliver the Last Invasion Re-enactment project in July 2025.

Following the resolution of item 14, this agenda item was not discussed.

**16. Newsletter: Cllr McCarney**

Review the Newsletter prepared by Cllr McCarney and reviewed by the Events Committee. Resolve to proceed with the translation and printing of the Newsletter.

After receiving positive feedback, it was resolved to proceed with the translation and printing of the July newsletter, proposed Cllr Elcock, seconded Cllr O Davidson, unanimous.

**17. Dog Order on the Parrog:**

Following complaints from residents and the PCSO, resolve to remove the existing void dog order signage on the parrog, and discuss if new signs should be placed there instead, based on the draft wordings circulated with the agenda.

It was resolved that the existing dog order signage be removed and also that new signs should be installed, based on option 1 of the draft wordings circulated.

Propose Cllr Churchill, seconded Cllr Allison, unanimous.

**18. Events Budget:**

The Events Committee request a budget of £3,350 (as per the Annual Budget) for all upcoming 2024/25 events. Individual event budgets will be adhered to unless specific request is made to the Full Council.

It was resolved to agree the budget for the Events Committee as requested. Proposed Cllr J Davidson, seconded Cllr McCarney, unanimous.

**19. Play Park Inspections: Cllr Tyrrell**

Following the circulation of the recent play park inspection for Lower Town Play Park, resolve any action to be taken on the items noted in the report.

It was agreed that the Clerk would circulate the Play area Service Level Agreement (SLA) to the Council and that this item would be revisited at the September meeting of the Town Council.

**20. Freedom of Information Request: Cllr Evans**

Resolve if the Town Council should make a Freedom of Information request for the crime figures for Fishguard and Goodwick from 2022 to present day.

It was noted that the information being referred to is already publicly available, and Cllr Murphy would circulate the links to the Councillors, so no resolution was required on this item.

**21. Town Centre Regeneration Public Engagement: Cllr Morgan**

Discuss and resolve if the Town Council should arrange and run public Drop In sessions in the Town Council meeting room, in order to seek the views of local residents on the future development of Fishguard and Goodwick, and to arrange a mailshot to every address to publicise these sessions.

It was resolved that the Town Council TC&RWG should arrange public drop in sessions in the meeting room, and that these be advertised by printing of an A5 flyer to distribute in Fishguard and Goodwick. Proposed Cllr Shaw, seconded Cllr J Davidson, unanimous.

**22. Flag Proposal for Fishguard and Goodwick.**

Review the circulated proposal from a member of the public and resolve if the Town Council should support the idea to pay for the design and production of a unique flag for the towns of Fishguard and Goodwick.

It was resolved that although the Town Council appreciated the proposal from the member of public and in principle like the idea of a Town Flag, they would not proceed with the option presented here, but would like to look at ways to include the Community with any design options. Proposed Cllr Evans, seconded Cllr Allison, unanimous.

**23. Grant Policy:**

Following an error being identified on the existing Grant Policy, resolve to accept the minor changes made by the Clerk.

It was resolved to accept the minor changes as presented. Proposed Cllr Murphy, seconded Cllr Allison, unanimous.

**24. Safeguarding Policy:**

This policy has been reviewed by the Governance Committee with the recommendation to adopt. Review and resolve to adopt this policy.

It was resolved to adopt this policy, proposed Cllr Allison, seconded Cllr Murphy, unanimous.

**25. Bullying and Harassment Policy:**

This policy has been reviewed by the Governance Committee with the recommendation to adopt. Review and resolve to adopt this policy.

It was resolved to adopt this policy, proposed Cllr Allison, seconded Cllr O Davidson,

unanimous.

**26. Flag and Banner Policy:**

This policy has been reviewed by the Governance Committee with the recommendation to adopt. Review and resolve to adopt this policy. It was resolved to adopt this policy, proposed Cllr McCarney, seconded Cllr Morgan, unanimous.

***The next item on the agenda is not open to the public as personnel details of an employee will be discussed (LGA 1972 s12A)***

**27. Working arrangements for the Clerk:**

The HR Committee have reviewed and recommend the Full Council support a request from the Clerk to amend her current working arrangements to flexible working from home three mornings a week (Monday to Wednesday 9.30-12.30), with reduced office hours for the public. Discuss and resolve a response. It was resolved by the majority of the Council that the Clerks working arrangements be amended as noted above, as per section 8.2 in the Contract of Employment.

**Date of next meeting:** Tuesday 3<sup>rd</sup> September 2024

**Time meeting closed:** 9.02pm

**Signed:** .....

**Date:** .....

**Position:** .....

**Ref:** Tc/24-07