



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 7th November 2023
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.

Pembrokeshire County Council Library services: Presentation to provide update on library services, in advance of contract renewal 2024.

Anita and Tracey from Pembrokeshire County Council gave a presentation on the library service provision in Fishguard and the upcoming renewal of the contract with the Town Council which has financially supported this service in recent years. Thanks were given for the financial support to date, and detail of the proposed support for the upcoming 5 years was outlined. The Town council will discuss and decide on this proposal at the Full Town Council meeting in December

Public present.

On the evening:

County councillors present.

On the evening: Cllr Ryan and Cllr Gwynn

STANDING ORDERS WERE ADOPTED

1. Apologies.

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

Present: Cllrs Shaw, Hughes, Stokes, Morgan, Tyrrell, Elcock, Gwynn and Cllr Ryan (online).

Apologies received: Cllrs Davidson, McCarney and Allison.

Absent without apology: Cllr Murphy

2. Declarations of interest.

An opportunity for Councillors to declare a personal or pecuniary interest in any of the items listed below – No interests were declared.

3. Minutes of the previous meeting

To approve the minutes of the previous meeting, held on Tuesday 10th October 2023, as a true and accurate record of the meeting.

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

4. Clerks report.

On the evening:

1 – Defibrillator located at the Yacht Club has now been transferred on the Circuit website to the care of the Town Council.

2 – Following the last Town Council meeting, it was agreed the Clerk would send a letter to SWTRA about the long standing traffic issues in Lower Town. No response as yet, but Paul Davies MS who was copied in, has responded very positively, and has offered to write to Deputy minister on behalf of the council. Clerk to action following agreement.

3 – John Cleal painting – this is now in the care of the Town Council, at the wish of the family. The painting will be displayed in the council meeting room, and the family will be invited to a formal handover. Photo's of the previous Mayors will be placed in a presentation album, and photo's of recent and present Mayors will be displayed.

4 – External Audit is completed, and the Town Council has received an 'unqualified' opinion, this is a good result, with no matters of concern, and no further matters to draw to the council's attention.

5 – Independent remuneration panel has advised (following advice from HMRC) that the councillor allowance of £156 should be treated as homeworking arrangements and therefore not subject to PAYE.

5. Councillor Update

On the evening

Cllr Hughes: advised the council that the Sea cadets now have a defibrillator at the unit in Lower Town, donated by Irish Ferries. The Sea Cadets are the guardian on the Circuit website.

Cllr Stokes: advised the council that she intends to stand down as a councillor on health grounds.

Cllr Morgan: 1) advised the council that he and Cllr McCarney recently met with PCC regarding SPF funding, levelling up and greening projects.

2) Attended OVW course 'Creating a Community Place Plan' – Provided lot of valuable information regarding regeneration ideas.

Cllr Shaw: Updated the council on arrangements for Remembrance activities for the weekend

6. Councillor Action List Update:

Update on live Action List.

the task list was looked at and updated

7. Budget update and review - Clerk

The most recent budget has been circulated, are there any questions or comments no comments or queries raised.

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

Finance 24.10.2023

Planning 09.10.2023

Governance 17.10.2023

Events 17.10.2023

It was noted that due to an error, the Governance minutes were not circulated with the agenda, they will be circulated with the December agenda.

9. Communication Guidance:

To review the Track change version of the Communication Guidance updated by the Clerk. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to accept the changes and adopt the Final version.

It was resolved to accept the changes and adopt the final version. Proposed Cllr Stokes, seconded Cllr Tyrrell, unanimous.

10. Standing Orders:

To review the Track change version of the Standing Orders, updated by the Clerk, following new guidance received from OVW. The Governance Committee have previously reviewed this document and recommend the Full Council resolve to accept the changes and adopt the Final version.

It was resolved to accept the changes and adopt the final version. Proposed Cllr Morgan, seconded Cllr Hughes, unanimous.

11. Goodwick Beach Dog Control Order:

To discuss and resolve to re-write the dog control order for Goodwick Beach so that it is in line with the current signage.

It was resolved to rewrite the dog order and also to re-word the penalty signage regarding the penalty. It was proposed that Cllr Tyrrell would bring a draft document to the December Town Council meeting. Proposed Cllr Morgan, seconded Cllr Stokes, unanimous.

12. Regeneration of Fishguard and Goodwick:

To discuss and resolve if there is a need for a Community/public consultation on this subject, and to agree content for a draft consultation document to be presented at the full Town Council meeting in December.

Agreement that there should be a consultation in the New Year, and that the data should be quantitative for easier analysis. Discussion around use of an external company to assist, with recognition that this can be expensive. It was resolved that Cllr Morgan would gather information and present an update at the January Town Council meeting. Proposed Cllr Elcock, seconded Cllr Gwynn.

13. Website provider: Cllr Stokes

The contract with the current provider is due to expire in December 2023. Cllr Stokes has looked at existing contract and to provide alternative options. Resolve whether to stay with existing provider, or consider alternative quote from NexMedia.

Cllr Stokes presented the 2 quotes, explaining that a third had been received but too late to be considered. After discussion it was resolved to remain with the existing provider, Webadep, for a further 12 months following good service, this will be revisited on renewal. Proposed Cllr Elcock, seconded Cllr Hughes, majority in favour.

14. Co-Option notices:

Should the Town Council post co-option notices on the Town Council Facebook page. Discuss and resolve.

It was resolved that the co-option notices should be posted on the Town Council Facebook page. Proposed Cllr Tyrrell, seconded Cllr Morgan, unanimous.

15. Events email address:

Resolve to cancel the dedicated Events email address and to update with the clerks email address on the website.

It was resolved to cancel the email address and to replace with the Clerk. Proposed Cllr Elcock, seconded Cllr Stokes, unanimous.

16. Shredder:

To resolve that the Clerk should purchase a new crosscut shredder for the office, for better secure waste disposal under GDPR, as the current shredder is not up to standard. Number of options circulated.

It was agreed that the Clerk should look at non-Amazon options and present to the next meeting of the Finance Committee.

17. Floral Arrangements for Fishguard and Goodwick:

Is it preferable to continue using Fishguard Garden Centre to install and manage the annual floral displays in Fishguard, Goodwick and Lower Town, rather than putting the contract out to tender. Discuss and resolve.

It was agreed that even though it had proved unsuccessful in previous years, the contract should be advertised for 2024, in line with the council Financial Regulations. It was proposed that this process should be carried out in a speedy manner, bearing in mind the need for any provider to budget and plan for planting in the New Year. It was resolved that a deadline be given that enabled the council to make a decision at the next Full Council meeting in December. Proposed Cllr Morgan seconded Cllr Hughes, unanimous.

18. Clerks Salary:

Resolve to agree an annual increment in the Clerks salary to level 21 LC2 as outlined in the Clerks Contract of Employment section 9.2, and as recommended by the HR Committee, and agree this be backdated to the anniversary of the Clerks starting date 20th September.

It was resolved to approve the annual increment and to back date to 20th September. Proposed Cllr Morgan, seconded Cllr Hughes, unanimous.

Date of next meeting: Tuesday 5th December 2023

Time meeting closed: 20.41

Signed:

date:

Position:

Ref: TC/23-11