



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 Governance Committee meeting of the Fishguard & Goodwick Town Council held at 7pm on Tuesday 15th October 2024.
The meeting was multilocational.

Clerk: *Rachel Thomson*
Rachel Thomson

Cllr McCarney was in the Chair

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.

Minutes

STANDING ORDERS WERE ADOPTED

1. **Apologies.**

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

Present: Cllrs McCarney, Allison, Morgan, Murphy and Cllr Hughes (online).

Apologies received: Cllr Tyrrell (Family emergency) and Cllr O Davidson (University commitment). It was resolved to accept these apologies, proposed Cllr Morgan, seconded Cllr Allison, unanimous.

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 17.09.2024 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 Murphy, seconded Cllr Allison, unanimous.

4. **Clerks report.**

On the evening: Nothing to report.

5. **Grant Policy.**

Annual Review of existing policy, resolve to agree any amendments prior to consideration by the Full Council.

After discussion the following amendments were agreed which the Clerk would update the policy with and present to the November meeting of the Governance

Committee:

1) Grant applicants must contribute at least 20% of the project cost, this contribution can reflect benefit in kind for services provided. Proposed Cllr Allison, seconded Cllr Murphy, unanimous.

2) Organisations may only apply for one grant in any financial year (except for emergencies already allowed for in existing policy). Proposed Cllr Allison, seconded Cllr Morgan, unanimous.

3) End of project: Grant recipient must provide a written report within 6 months of the project end on the template provided by the Clerk on award of a grant. Failure to comply could result in refusal of future grant applications being considered by the Council. Proposed Cllr Allison, seconded Cllr Morgan, unanimous.

6. Social Media Policy:

Annual Review of existing policy, resolve to agree any amendments prior to consideration by the Full Council.

It was resolved to recommend to the Full Council that this policy be adopted without amendment. Proposed Cllr Murphy, seconded Cllr Allison, unanimous.

7. Communication Guidance:

Annual Review of existing guidance, resolve to agree any amendments prior to consideration by the Full Council.

It was resolved that, subject to one amendment, it be recommended that the Full Council adopt this policy. Proposed Cllr Hughes, seconded Cllr Allison, unanimous.

8. Finance and Governance Toolkit:

Finance and Governance Toolkit prepared by Welsh Government, SLCC and OWW circulated by the Clerk. Following agreement at the previous committee meeting; review Themes C and D of the Part 1 Health Check, agree comments and action points and resolve that Cllrs complete Theme E for the November meeting. The Committee reviewed Themes C & D which the Clerk would update the document with, and it was agreed to review Theme E at the November meeting.

Date of next meeting: Tuesday 19th November 2024.

Meeting Closed: 8.20pm

Signed:

Date:

Position:

Meeting Ref: G/24-10