



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 21st January 2025.
The meeting was multilocational.

Clerk: *Rachel Thomson*

Rachel Thomson

Cllr **McCarney** Hughes 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 at 7pm.

1. **Apologies.**

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

Present: Cllrs Hughes, Shaw, Morgan, Murphy, Tyrrell (online) and Davidson (online)
Apologies received: Cllr McCarney (unwell), it was resolved to accept this apology.
Absent without apology: Cllr Allison.

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 17.12.2024 as a true and accurate record of the meeting.

It was resolved to accept the minutes as a true and accurate record. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

4. **Clerks report.**

On the evening: Nothing to report.

5. **Freedom of Information Publication Scheme:**

Resolve to recommend to the Full Council the adoption of the ICO Model Publication Scheme prepared and approved by the Information Commissioner.

It was resolved to propose the Full Council adopt the ICO Model Publication Scheme. Proposed Cllr Shaw, seconded Cllr Murphy, unanimous.

6. **Freedom of Information Policy:**

Review the draft Freedom of Information Policy prepared by the Clerk, agree any amendments and resolve to recommend the Full Council to adopt this policy.

Subject to minor amendments to be actioned by the Clerk, it was resolved to recommend to Full Council that this policy be adopted. Proposed Cllr Morgan, seconded Cllr Shaw, unanimous.

7. Habitual or Vexatious Complaints Policy:

Review the draft Habitual or Vexatious policy prepared by the Clerk, agree any amendments and resolve to recommend the Full Council to adopt this policy. Subject to minor amendments to be actioned by the Clerk, it was resolved to recommend to the Full Council that this policy be adopted. Proposed Cllr Morgan, seconded Cllr Murphy, unanimous.

8. Finance and Governance Toolkit:

Finance and Governance Toolkit prepared by Welsh Government, SLCC and OWW circulated by the Clerk. Following completion of the Part 1 Health Check, review the comments and action points summarised by the Clerk. Discuss the Self-Assessment, Councillor led part of the Toolkit and resolve the next steps.

It was agreed to tackle the self-assessment a section at a time. Theme A was discussed, and Clerk will update the document with the comments and action points agreed. Theme B will be considered at the next meeting of the Governance Committee.

Date of next meeting: Tuesday 18th February 2025. Meeting Closed: 7.45

Signed:

Date:

Position:

Meeting Ref: G/25-01