Fishguard & Goodwick Town Council
Town Hall
Market Square, Fishguard SA65 9HE
Clerk: Rachel Thomson
Tel: 01348 874406
Email: clerk@fishguardgoodwick-tc.gov.wales

Dear Council Member,

You are hereby summoned to attend the HR Committee Meeting of Fishguard and Goodwick Town Council, at **8pm on Tuesday 18th February 2025**. The meeting will be held at the Town Hall.

This meeting is not open to the public as personnel details of an employee will be discussed (LGA 1972 s12A)

The meeting will be a multi locational meeting and any member of the HR Committee wishing to attend, may do so in person. If you wish to attend virtually, please contact the Town Clerk for a meeting link.

Clerk: ……*Rachel Thomson*……
Rachel Thomson

Cllr. Shaw will be in the Chair

HR Agenda

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

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

3. **Minutes of the previous meeting**
   To approve the minutes of the previous meeting, held on 20.01.2025, as a true and accurate record of the meeting.

4. **Pay Scale Review for the Clerk:**
   Following staff annual appraisal, review the pay scale for the Town Clerk/ Responsible Financial officer and resolve a recommendation, with commencement date if appropriate for Full Council to consider.

5. **Homeworking arrangements:**
   Review the homeworking arrangements for the Clerk to ensure that all necessary equipment is provided to ensure a safe working environment. Resolve any recommendations for the Full Council to consider.

Dates and times of future meetings
As per terms of reference next meeting will be scheduled as necessary.