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,

The **Minutes** of the HR Committee Meeting
of Fishguard & Goodwick Town Council, at **6.00pm on Monday 20th January 2025**.
The meeting was held at the Town Hall.
This meeting was not open to the public as personnel details of an employee will be discussed (LGA 1972 s12A)
The meeting was a multi locational meeting and any member of the HR Committee wishing to attend could do so in person.

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

Cllr. Shaw was in the Chair

HR Minutes

1. **Apologies**
   To formally record apologies for absence and to record the attendance of Town Councillors.
   Present: Cllrs Shaw, McCarney, Hughes, Morgan, Murphy and Ryan.

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 18.04.2024, as a true and accurate record of the meeting.
   It was resolved to accept the minutes as a true and accurate record.

4. **Annual Pay Review for the Clerk:**
   To review the Annual Appraisal for the Clerk, and subject to satisfactory performance, to resolve to approve an automatic increment in salary, as outlined in the Clerks Contract of Employment, section 9.2. Also to consider any further changes to salary or contract as appropriate, and to agree any increments to salary be backdated to September 2024, the anniversary of commencement of employment, as per Contract of Employment. Any recommendation to be agreed at the next Full Council meeting.

   The annual increment in salary backdated to September 2024 was approved by all Councillors present. The clerk has already done several training courses and has achieved her ILCA and ILCA to CILCA and her work to date is exemplary.

Regarding the level of pay grade, it will be discussed and resolved at the next HR meeting. This meeting will take place in time for it to be presented at the next Full Council meeting on March 4th 2025.

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

Signed: …… Date: …….

Position: ……..

Minute Reference: HR/25-01