



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 at 7pm on Tuesday 18th February 2025.

The meeting will be multilocational. Please ask the Clerk if you require an online link.

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 at 7pm

1. **Apologies.**

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

Present: Cllrs McCarney, Shaw, Tyrrell, Murphy and Cllr S Hughes.

Apologies received: Cllr Morgan (other meeting) and Cllr Davidson (work). It was resolved to accept these apologies.

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 21.01.2025 as a true and accurate record of the meeting.

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

4. **Data Protection Policy: Annual Review**

Review the current Data Protection Policy and resolve any amendments and recommend that the Full Council adopt this policy.

Subject to a small amendment to be actioned by the Clerk, it was resolved to recommend that Full Council adopt this policy. Proposed Cllr S Hughes, seconded Cllr Tyrrell, unanimous.

5. **Health & Safety Policy: Annual Review**

Review the current Health & Safety Policy and resolve any amendments and recommend that the Full Council adopt this policy.

It was resolved to defer this item until the next meeting whilst the Clerk clarified any PCC responsibility on Health & Safety. Proposed Cllr S Hughes, seconded Cllr

Murphy, unanimous.

6. Finance and Governance Toolkit:

Finance and Governance Toolkit prepared by Welsh Government, SLCC and OWW circulated by the Clerk. Continue with the Self-Assessment, Councillor led part of the Toolkit and resolve the next steps by considering and completing Theme B. Theme B was reviewed and it was resolved that the Clerk would obtain the Employee Code of Conduct for the next meeting of the Governance Committee where Theme C would be considered. Proposed Cllr Shaw, seconded Cllr Tyrrell, unanimous.

Date of next meeting: Tuesday 18th March 2025. Meeting Closed: 7.35pm.

Signed: Date:

Position:

Meeting Ref: G/25-02

DRAFT