



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  
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Dear Council Member,

The **MINUTES** of the Governance Committee meeting of the Fishguard & Goodwick Town Council at 7pm on Tuesday 18<sup>th</sup> March 2025.  
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, Shaw, Hughes, Allison, Murphy, Tyrrell and Davidson (online).

Apologies received: Cllr Morgan (family commitment), it was resolved to accept the apology.

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 18.02.2025 as a true and accurate record of the meeting.

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

4. **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 that the Clerk would establish legal requirements regarding all to sign as having read H&S Policy, including visitors. **To be revisited at the next meeting.**

5. **Democratic Health Proposal for Town Council: Cllr Hughes**

Following resolution at the March Town Council meeting, discuss and resolve a way forward on preparing a Democratic Health Proposal for the Town Council.

It was agreed that Cllr Hughes would prepare a draft document for review at the next meeting of the Governance Committee.

**6. Anti-Racist Action Plan:**

Following resolution at the March Town Council meeting, prepare an Anti-Racist Motion for the Town Council to consider.

It was agreed that the Clerk would prepare a draft document for review at the next meeting of the Governance Committee.

**7. Lone Working Policy: Annual Review**

Review this policy and agree any amendments prior to presentation to Full Council for approval.

It was agreed that Cllr Shaw would review this policy and prepare a risk assessment for the next meeting of the Governance Committee.

**8. Co-Option Policy: Annual Review**

Review this policy and agree any amendments prior to presentation to Full council for approval.

Subject to minor amendments to be actioned by the Clerk, it was resolved to recommend this policy be adopted at the next meeting of the Full Council. proposed Cllr Allison, seconded Cllr Shaw, unanimous.

**9. Training Plan: Annual Review**

Review the Training Plan and agree any amendments prior to presentation to Full Council for approval.

It was agreed the Clerk would check the training modules were up to date, and it was resolved to then recommend this Training Plan be adopted by the Full council at the next available meeting. Proposed Cllr Allison, seconded Cllr Shaw, unanimous.

**10. Finance and Governance Toolkit:**

Finance and Governance Toolkit prepared by Welsh Government, SLCC and OVV 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 C.

It was agreed to consider and complete Theme C at the next meeting of the Governance Committee.

Date of next meeting: Tuesday 15<sup>th</sup> April 2025.

Meeting Closed: 7.55pm

Signed: .....

Date: .....

Position: .....

Meeting Ref: G/25-03