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 **6.30pm on Monday 15th September 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. **Election of a Chair and Vice Chair:**
   Election of a Chair and Vice Chair of the HR Committee for the Civic Year 2025-2026.

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

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

4. **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.

5. **Annual Pay Review for the Clerk:**
   Subject to agreeing satisfactory performance of the Clerk, resolve to approve an automatic increment in salary, as outlined in the Clerks Contract of Employment, section 9.2. and to agree any increment to salary be backdated to 20th September 2024, the anniversary of commencement of employment, as per Contract of Employment. Any recommendation to be agreed at the next Full Council meeting

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