



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, held at **6.30pm on Monday 15<sup>th</sup> September 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 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. Election of a Chair and Vice Chair:**

Election of a Chair and Vice Chair of the HR Committee for the Civic Year 2025-2026.

Chair: Cllr Shaw was elected as Chair of the HR Committee, proposed Cllr Murphy, seconded Cllr McCarney, unanimous.

Vice Chair: Cllr S Hughes was elected as Vice Chair of the HR Committee. Proposed Cllr McCarney, seconded Cllr Murphy, unanimous.

**2. Apologies**

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

Present: Cllrs Shaw, S Hughes, Murphy, Morgan and McCarney.

**3. Declarations of interest**

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

None were declared.

**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.

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

**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 20<sup>th</sup> September 2024, the anniversary of commencement of employment, as per Contract of Employment. Any recommendation to be agreed at the next Full Council meeting. It was felt that the Clerks performance had been excellent, and it was resolved to support the automatic 1-point increment in salary, to be backdated to 20<sup>th</sup> September

2025, subject to final approval at the next Full Council meeting. Proposed Cllr McCarney, seconded Cllr Morgan, unanimous. It was also agreed that Cllr S Hughes would produce a revised performance review document going forward.

**Meeting closed: 6.38pm**

**Dates and times of future meetings**

As per terms of reference next meeting will be scheduled as necessary.

**Signed:** .....

**Date:** .....

**Position:** .....

**Reference: HR/25-09**