



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 **8pm on Tuesday 18<sup>th</sup> February 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, may 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, Morgan, S Hughes, Murphy.

Apologies Received: Cllr Ryan (unwell), it was resolved to accept this 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 20.01.2025, as a true and accurate record of the meeting.

It was resolved to accept the minutes as a true and accurate record.

4. **Pay Scale Review for the Clerk:**

Following staff annual appraisal, review the pay scale for the Town Clerk/ Responsible Financial officer and resolve a recommendation, with commencement date if appropriate for Full Council to consider.

Following discussion of the Clerk's current role, responsibilities and performance, it was resolved to take to Full Council the proposal to increase salary to LC2 point 26. Cllr Shaw to write a justification. Proposed Cllr Murphy, seconded Cllr Morgan,

5. **Homeworking arrangements:**

Review the homeworking arrangements for the Clerk to ensure that all necessary equipment is provided to ensure a safe working environment. Resolve any recommendations for the Full Council to consider.

It was proposed that the Clerk undertake display screen equipment assessment for office and home working (Cllr Murphy to action). Cllr Shaw to research prices for a new laptop and mobile phone for the Clerk, also the cost of a new PC, monitor and chair for the office. It was resolved to take this straight to Full Council for consideration. Proposed Cllr S Hughes, seconded Cllr Murphy.

**Meeting Closed: 8.12pm**

**Dates and times of future meetings**

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

**Signed:** .....

**Date:** .....

**Position:** .....

**Minute Reference: HR/25-02**