



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 held at 7pm on Tuesday 20th January 2026.
The meeting was multilocational.

Clerk: *Rachel Thomson*
Rachel Thomson

Cllr S Hughes 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 S Hughes, Shaw, T Hughes, Churchill, Murphy and Davidson (online).
- 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 18.11.2025 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. Lone Working Policy: Annual Review**
Review this policy, agree any amendments and resolve to recommend the policy be adopted at the next available Full Council meeting.
It was resolved to recommend that Full Council adopt this policy, with the Clerk being tasked to acquire a mobile phone (TC/25-03.22) as per the policy and to carry out a risk assessment. Proposed Cllr Shaw, seconded Cllr Murphy, unanimous.
- 5. Freedom Of Information Act 2000 Policy (FOIA)**
Review this policy and resolve to recommend the policy be adopted at the next available Full Council meeting.
Subject to a minor amendment, it was resolved to recommend that Full Council adopt this policy. Proposed Cllr Murphy, seconded Cllr T Hughes, unanimous.
- 6. Habitual or Vexatious Complaints Policy:**
Review this policy, agree any amendments and resolve to recommend the policy be adopted at the next available Full Council meeting.
Subject to minor amendments, it was resolved to recommend that Full Council adopt

this policy. Proposed Cllr Shaw, seconded Cllr Murphy, unanimous.

7. Finance and Governance Toolkit:

Finance and Governance Toolkit prepared by Welsh Government, SLCC and OWW which has been considered by this Committee at previous Governance Committee meetings. Review the document which been updated by the Clerk with the Committee considerations, along with a summary of action points prepared by the Clerk. Resolve any action plan to be reviewed by Full council.

Having reviewed the action points, it was agreed that the Clerk, in conjunction with Cllr S Hughes, would produce an Executive Summary Report for the Committee to consider at the next Governance Committee meeting.

Date of next meeting: Tuesday 17th February 2026 .

Meeting Closed: 7.44pm

Signed:

Date:

Position:

Meeting Ref: G/26-01