



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 Personnel Committee Meeting
of Fishguard & Goodwick Town Council, held at **6.00pm on Monday 14th September 2026**.

The meeting was held at the Town Hall.

This meeting was not open to the public as personnel details of an employee were discussed (LGA 1972 s12A)

The meeting was a multi locational meeting and any member of the HR Committee wishing to attend, could do so in person.

Clerk:*Rachel Thomson*.....
Rachel Thomson

Cllr. S Hughes was in the Chair

Personnel Minutes

1. Election of a Chair and Vice Chair:

Election of a Chair and Vice Chair of the Personnel Committee for the Civic Year 2026-2027.

It was resolved to elect Cllr S Hughes as Chair of the Personnel Committee.

Proposed Cllr Murphy, seconded Cllr Morgan, unanimous.

It was resolved to elect Cllr Murphy as Deputy Chair of the Personnel Committee.

Proposed Cllr Murphy, seconded Cllr S Hughes, unanimous.

2. Apologies

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

Present: Cllrs S Hughes, Allison, Molloy, Churchill, Morgan and Murphy.

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 15.09.2025, as a true and accurate record of the meeting.

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

5. Annual Appraisal:

Review the Clerks appraisal, prepared by the Chair and Deputy Chair of the Council. Resolve any recommendations for consideration by Full Council.

The Committee reviewed the Clerks appraisal, it was agreed there were no recommendations for the Town Council at this time.

6. Annual Pay Review for the Clerk:

Subject to agreeing satisfactory performance of the Clerk, resolve to recommend an automatic 1-point 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 2026, the anniversary of commencement of employment, as per Contract

of Employment. Any recommendation to be agreed at the next Full Council meeting Following the review of the Clerks appraisal in item 5, it was resolved to recommend that Full Council support the 1-point increment in the Clerks salary, as outlined in the Contract of Employment. Proposed Cllr Allison, seconded Cllr Murphy, unanimous.

Dates and times of future meetings

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

Meeting Closed: 6.23pm.

Signed:

Date:

Position:

Minute Reference: HR/26-09