

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 25 July 2017 at 5.30pm.

PRESENT: Councillor E.B. Palmer (Chairman – see minute No. CO1).
Councillors: M. Brooke, J.M. Johnson - Mayor (who presided for minute CO1).

APOLOGIES FOR ABSENCE were received from Councillors K. Davies, R. Dolphin, S. Johnson, P. McGarry and S. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk).

CO1. ELECTION OF CHAIRMAN 2017/18

RESOLVED:

That Councillor E.B. Palmer is elected Chairman of the Council Offices Sub-Committee for 2017/18.

CO2. APPOINTMENT OF VICE-CHAIRMAN 2017/18

RESOLVED:

That Councillor M. Brooke is appointed Vice-Chairman of the Council Offices Sub-Committee for 2017/18.

CO3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

CO4. TOUR OF BANK PLACE OFFICES

The Clerk facilitated a tour of the Council Offices including the Council Chamber and adjoining annexe area and the ground floor entrance/kitchen/meeting room areas.

CO5. REVIEW OF DORMANT GROUND FLOOR OFFICE SPACE

The Clerk provided an overview of the current use of this area. The History Society meet here on Monday's and the Autumn Club on Tuesday's each week. Council staff and members also use the area for smaller group meetings.

The Council considered its current use, the Clerk also raised the issue of additional storage being required as part of the ongoing archiving process of old files and records.

RESOLVED:

- (1) That this area continues to be used as per the current arrangements, however the ground floor meeting room will be enhanced with suitable history and photographic items from the Council's collection.
- (2) That the small kitchen area by the rear door is converted to provide an office storage facility, and also an external shed or similar is purchased to store the Council's watering machine and other operational items of equipment.

CO6. COUNCIL CHAMBER AND MEMBERS' ENTRANCE AREA

C06.1. Items on Display

Members considered options and suggestions for the display of suitable historic items, memorabilia, photographs and awards in this area.

RESOLVED:

That the Clerk and Support Officer make the necessary arrangements to display items in suitable positions.

C06.2. Enhancements to Meeting Facilities

Members considered the future enhancement of meeting facilities in the Council Chamber. These could include provision of an overhead projector and screen, flip charts, etc, which could potentially lead to the Council hiring out the Chamber as a local meeting venue to suitable organisations. The Clerk stated there had already been

several enquiries from organisations looking for this type of local facility and it would generate additional income for the Council.

RESOLVED:

That, as an initial step, the Clerk obtains costs for any potential enhancements and reports back to a future meeting.

C07. SECURITY AND ACCESS ARRANGEMENTS

C07.1. CCTV link to Control Centre

The Clerk informed Members of the link which is now operational to the CCTV Control Centre in County Hall, to be utilised in the event of an alarm trigger. Officers were able to contact the control room who could take over the CCTV camera overlooking the Council Offices and report the incident to North Wales Police.

RESOLVED:

- (1) That the Clerk informs the current office keyholders of the phone number and password for the CCTV Control Room.
- (2) That the Clerk confirm with the Control Centre if their telephone number can be forwarded to the Council's security contractor, CHUBB, and also if CHUBB would accept this form of arrangement.

C07.2. Office access arrangements

The Clerk reported on the current access arrangements and Members considered a proposal to install an intercom system, doorbell and external lighting to improve the safety and function aspects of the main entrance areas.

RESOLVED:

That the Clerk makes arrangements for the installation of the intercom, doorbell and lighting, having regard to any potential conservation requirements.

C07.3. Review of office opening hours

The Clerk confirmed to Members the current office opening times of 9.00am-12.30pm, as displayed on the plaque located at the office entrance and published on the website. The plaque required replacing to display the new Clerk's contact details.

RESOLVED:

That the Clerk makes arrangements for a replacement plaque, and that in lieu of the extra staffing resources now available the office opening times be extended, with the new opening hours being 9.00am-1.00pm.

C08. CLOSE OF MEETING

The Chairman closed the meeting at 6.15pm.

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Chairman