

HOLYWELL TOWN COUNCIL

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Minutes of the Meeting of the Council Offices Sub-Committee held in the Council Chamber (Ground Floor), Bank Place Offices, Holywell on Wednesday, 4 May 2016 at 10.00a.m.

PRESENT: Councillor J.M. Johnson (Chairman)
Councillors: P.J. Curtis, Mrs. R. Dolphin, P.J. McGarry (Mayor) and E.B. Palmer.
Councillor B. Scragg (non-voting Member).

APOLOGIES FOR ABSENCE were received from Councillors Mrs. K. Davies and Mrs. S.E. Wallbanks.

Councillor K. Roberts (non-voting Member).

IN ATTENDANCE: D.C. Pierce (Clerk).

CO19. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO20. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute CO21, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted relating to contractual matters.

CO21. COUNCIL OFFICES, 14 BANK PLACE, HOLYWELL : CONTRACT FOR PUBLIC MEETING FACILITY/ASSOCIATED WORKS

Mr. Geoff Brown (GBS Design Services of Holywell) Contract Administrator, attended for this item at the meeting held in the new ground floor Council Chamber. He reported that the contract was substantially completed. The final payment had been authorised subject to a retention of 5% (£2,217.15 + VAT) on total contract which would be invoiced in 3 months. Some maintenance (new contract) work had also been carried out in the sum of £563.00 + VAT (replace door/frame to rear yard enclosure; adjustments to gutter at front of building; and repair tap to w/h/b rear office). Overall, he considered that the work had been carried out to a high standard with a good working arrangement established with the contractor.

Members were referred to items that had been identified within the contract period which required further consideration, as follows:

- Chimneys (remaining 2 stacks) – removal/inspect and rebuild;
- Office door (Clerk’s room) remove/rehang – opposite direction;
- New Council Chamber seating – construct x 2 timber seats to both sides of chimneys tack and wood stain.

Estimated costs for each item of work had also been provided.

The Clerk suggested that Members may want to take some time to consider how they would wish to move forward in arranging additional items for the walls in the Council Chamber and the additional space that had been created as part of the new accommodation.

Members expressed some doubt on the need to check out the two chimney stacks but were reminded of the safety implications, also the health and safety requirement for scaffolding when such works were carried out.

RESOLVED:

- (1) That the Council express its appreciation to all involved with the satisfactory undertaking of the contract to meet the Council’s main objective of providing accessible public meeting facilities at its Bank Place offices.
- (2) That the reported maintenance work be noted and approved and kept separate from the contract work expenditure.
- (3) That three quotes be sought for the identified external work to the two chimney stacks; work deferred in respect of the office door (Clerk’s room); Mr. G. Barnabas of the Carmel and Holywell Woodcraft Association be contacted in respect of the proposed bench seating arrangements on either side of the chimney stack in the Council Chamber and invited to submit a price for consideration.
- (4) That the Clerk be authorised to action work as required when prices under (3) had been received and considered by him in consultation with the Chairman and/or Vice-Chairman of the Sub-Committee.
- (5) That all Members of the Council be requested to consider how they would like to see the Council Chamber and adjoining wall/floor spaces used in future in the new accommodation at Bank Place

offices and to submit their suggestions to the Clerk
in the first instance.

CO22. CLOSE OF MEETING

The Chairman closed the meeting at 10.40a.m.

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Chairman