

**HOLYWELL TOWN COUNCIL**

**CYNGOR TREF TREFFYNNON**

11 May 2018

To: Members of the Council Offices Sub-Committee

(Mayor (ex-officio) and Councillors M. Brooke, K. Davies, R. Dolphin, P.J. McGarry, E.B. Palmer, S. Johnson, S.E. Wallbanks).

Dear Sir/Madam,

Notice is given that a meeting of the **COUNCIL OFFICES SUB-COMMITTEE** will be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Thursday 17<sup>th</sup> May 2018 at 1.30pm** to transact the business specified in the Agenda set out below.

Yours faithfully



J. Baker

Town Clerk & Financial Officer

**AGENDA**

1. ELECTION OF CHAIRMAN - 201819
2. APPOINTMENT OF VICE-CHAIRMAN – 2018/19
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

Members are reminded that they must declare the existence and nature of their declared personal interests.

5. VISIT BY HANNAH BLYTHYN AM MINISTER FOR ENVIRONMENT

Members to receive the Minister and provide an update on the Council's aspirations for reducing plastic waste in the environment. See attached statement of intent in relation to the Council Offices.

6. TERMS OF REFERENCE

Members to consider appropriate terms of reference for this group going forward.

7. NEWSLETTER DEVELOPMENTS

Member to consider the future arrangements for the newsletter, including an advertising policy, circulation and any items for the next edition.

8. OFFICE EQUIPMENT REQUIREMENTS

Members to consider a report from the Clerk on new equipment requirements for the 2018/19 year.

9. REPAIR & MAINTENANCE

Members to consider a report from the Clerk on repair and maintenance requirements for the Council Offices during 2018/19, subject to budget provision available.

10. REVIEW OF OFFICE LOCATION

Item added to agenda at request of Councillor M. Brooke.



## **HOLYWELL TOWN COUNCIL**

### **PLASTIC FREE POLICY – BANK PLACE OFFICES, HOLYWELL**

#### **STATEMENT OF INTENT**

- **We will regularly review our use of plastic within the Council Offices and where possible reduce or eliminate plastic use from the office environment.**
- **We will review our procurement of all goods and services to ensure where possible and practical they are plastic free.**
- **We will consult with our suppliers to find practical and cost effective alternatives where currently supplied goods have plastic content.**
- **We will review existing office equipment and where possible and practical consider replacement of these items, subject to financial considerations.**
- **We will consult with Flintshire County Council and consider our use of plastic in line with County wide initiatives and policies.**