

HOLYWELL TOWN COUNCIL

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Minutes of the **Meeting of the Holywell & Greenfield Development & Transport Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 2 May 2018 at 1.30pm.

PRESENT: Councillor P.A. Johnson (Chairman).

Councillors: R. Dolphin, J.M. Johnson, E.B. Palmer, B. Scragg, P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors S. Johnson, M.D. Phelan, K. Roberts and S.E. Wallbanks.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (CEO).

HGD10. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

HGD11. TERMS OF REFERENCE

Members discussed the terms of reference drafted by the Chairman. Further context to the terms of reference and the future scope of this sub-committee was provided by the Chairman.

RESOLVED:

- (1) That the Terms of Reference be adopted, but with the omission of the Engagement and Aspirations Section. This would be allocated to another sub-committee following the Annual Meeting on 15th May 2018.
- (2) That the principle of confirming terms of reference be recommended to incoming Chairman for all other sub-committees, following the Annual Meeting on 15th May 2018.

HGD12. BUSINESS PLANNING

Members discussed ideas for reviewing the Business Plan for 2018/19 and ensuring it remained fit for purpose going forward. The review timetable was also considered by members, including potential alignment of the process to the civic and/or financial year.

RESOLVED:

- (1) That the 2018/19 review be conducted at the next sub-committee meeting in late June/early July, with a view to the staffing team then working on a draft business plan, to be considered by members at the September meeting of the Council.
- (2) That, for future business plan reviews, the review takes place in the Spring period, with a view to approval then taking place at the Annual Meeting in May, to align the process to the civic year.

HGD13. COMMUNICATION

13.1. Newsletter

Members considered the future development of the Council's newsletter, including widening the circulation and allowing advertising for local businesses.

RESOLVED:

That the matter be referred to the next meeting of the Council Offices sub-committee, due to be held Thursday 17th May 2018.

13.2 Social Media

Members noted to development and progress made on the Council's news feeds.

HGD14. GREENFIELD RAILWAY STATION PROJECT

The Chairman provided an update on the recent progress made on the project. Members were now looking forward to the visit of Hannah Blythyn AM and Ken Skates AM on Friday 18th May 2018 to discuss the next steps.

HGD15. INDEPENDENT REVIEW PANEL – DROP IN SESSIONS

The Chairman referred to the paperwork contained in the Clerk's email to members, concerning the IRP's request to hold a drop-in session at the Council Offices, Bank Place, Holywell to seek the views of the public on the future role of Community and Town Councils. The drop-in session would be held on Thursday 24 May 2018.

RESOLVED:

That the Clerk contacts the IRP and makes the necessary arrangements to facilitate the drop-in session.

HGD16. CLOSE OF MEETING

The Chairman closed the meeting at 2.30pm.

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Chairman