

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Thursday 17th May 2018 at 1.30pm.

PRESENT: Councillor M. Brooke (Chairman – see minute No. CO1).
Councillors: L.A. Carter, J.M. Johnson (observing who presided for minute CO1), E.B. Palmer, B. Scragg (observing) and P.A. York (observing).

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

IN ATTENDANCE: J. Baker (Clerk).

CO1. ELECTION OF CHAIRMAN 2018/19

RESOLVED:

That Councillor M. Brooke is elected Chairman of the Council Offices and Communications Sub-Committee for 2018/19.

CO2. APPOINTMENT OF VICE-CHAIRMAN 2018/19

RESOLVED:

That Councillor L.A. Carter is appointed Vice-Chairman of the Council Offices and Communications Sub-Committee for 2018/19.

CO3. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made, and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
CO7.	M. Brooke	✓	✓	Business owner potentially transacting with Council.

CO4. VISIT BY HANNAH BLYTHYN AM – MINISTER FOR ENVIRONMENT

The Chair welcomed the Minister to the meeting to discuss how the Council can meet its aspirations of reducing plastic waste in the environment. Some work had already been completed which included a statement of intent for the reduction of plastic in the Council Offices, and the Clerk had written to the County Council's Recycling Division to offer support with the wider County objectives for mitigating plastic pollution.

The Minister outlined some of the work undertaken to date on this matter and referred to water refill stations, the blue planet programme, the potential for a deposit return scheme and the surfers against sewage movement and how the Council could get involved. Recycling of single use plastics was a priority as was investigating new technology with the funding available.

Members referred to the impact on the environment and the social effect in tackling obesity with better education for the younger age group.

Members also referred to the recent opening of the High Street to traffic on a trial basis, and the requirement for funding should a permanent scheme be approved in the future.

RESOLVED:

- 1) That the Minister be thanked for attending today's meeting.
- 2) That the Clerk researches the surfers against sewage movement to see how the Council could get involved.
- 3) That the Community Engagement Officer investigates the possibility of installing water refill stations in the town centre.

CO5. TERMS OF REFERENCE

RESOLVED:

That the following terms of reference be approved and adopted by this sub-committee:

OFFICES

- Repair and maintenance of building
- Review of fixtures and fittings
- Management of Insurance Policy
- Review of office equipment
- Review of office opening hours
- Review of office security/utilities
- Management of health and safety at work
- Use of premises to outside bodies

COMMUNICATION

- Newsletter content and distribution
- Social media use and content
- Management of press releases
- Website development

CO6. NEWSLETTER DEVELOPMENTS

Members considered the future format, content and distribution of the Council's quarterly community newsletter. Local businesses had also approached the Council to advertise in future editions.

Members stated further photos and an extra page would enhance the newsletter and requested benchmarking work to be undertaken with other publications. A suggestion scheme could be featured in future editions.

RESOLVED:

That the Support Officer undertakes some research and produces a report on the following:

- i. benchmark advertising charges compared to other publications.
- ii. obtain costs for quarterly delivery to all households in the Holywell community based on a 2-page stapled circulation.

CO7. OFFICE EQUIPMENT REQUIREMENTS

The Clerk provided an update to members on office equipment requirements for the 2018/19 year. This would be met from the current year's budget provision. A projector would enhance presentations at Council meetings, an office safe would provide a secure unit for cash and important documents to be held and branded coasters would enhance the current meeting room facilities and publicise the Destination Holywell branding.

RESOLVED:

That the Clerk be authorised to purchase a suitable projector, office safe and coasters for office and meeting rooms.

CO8. REPAIR AND MAINTENANCE

The Clerk provided an update to members on repair and maintenance requirements for the 2018/19 year. This would be met from the current year's budget provision. The priority was to undertake some cyclical painting work to the external windows and doors to the front elevation, and to redecorate the downstairs public areas.

Upon completion of the remaining review of files and paperwork to be archived, the Community Engagement Officer's office/meeting room area would be assessed later in the year, subject to the remaining budget provision available.

RESOLVED:

That the Clerk commissions an appropriate contractor to carry out the internal and external redecoration works required.

CO9. REVIEW OF OFFICE LOCATION

RESOLVED:

That the review of the office location requirements be deferred for the time being and reviewed in the future as and when the need arises.

CO10. CLOSE OF MEETING

The Chairman closed the meeting at 2.45pm.

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Chairman