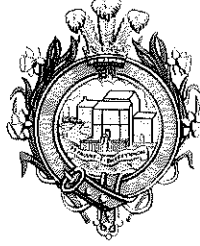


# Cyngor Tref Treffynnon Holywell Town Council

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24 October 2018

To: Members of the Council Offices & Communications Sub-Committee

Mayor (ex-officio) and Councillors M. Brooke, L.A. Carter, K. Davies, P.J. McGarry,  
E.B. Palmer, S.E. Wallbanks.

Dear Councillors,

Notice is given that a meeting of the **COUNCIL OFFICES & COMMUNICATIONS SUB-COMMITTEE** will be held in the **GROUND FLOOR MEETING ROOM, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Tuesday 30th October 2018 at 6.00pm** to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker  
Town Clerk & Financial Officer

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

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

3. OFFICE SECURITY MEASURES

Members to consider additional security measures at the council offices.  
Clerk to report.

4. COMMUNICATION

Members to consider proposals to develop the circulation of the council's newsletter, social media and website. Clerk to report.

5. REPAIR & MAINTENANCE

Members to consider the next phase of office improvement works, incorporating the Projects & Development Officer's work area and external signage. Clerk to report.

6. OTHER MATTERS

- 6.1. Provision of ID Badges.
- 6.2. Civic Flagpole – Annual Flag Flying Programme.
- 6.3. Christmas Holidays Office Closure.