

HOLYWELL TOWN COUNCIL

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Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Tuesday 30th October 2018 at 6.00pm.

PRESENT: Councillor M. Brooke (Chair).
Councillors: L.A. Carter and E.B. Palmer.

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

IN ATTENDANCE: J. Baker (Clerk).

CO11. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO12. OFFICE SECURITY MEASURES

Members considered the additional security measures contained in the Clerk’s report. The measures were confirmed as follows:

- Office security risk assessment to be undertaken by external provider.
- Staff should not work alone for long periods and can utilise home working to carry out their work duties.
- The door to the corridor access for council meetings should remain locked during meetings.
- Obtain personal attack alarms for staff and members.
- Following evening council meetings, the clerk should be accompanied by two members/staff when locking up and securing the building.
- Members personal addresses and telephone numbers have been removed from the council’s website.
- When external organisations are using the building the doors in the offices should remain closed.
- Camera fixed to intercom system/above door to number 13.
- Panic button installed/radio link to CCTV control room.
- Visitors during council meetings and groups using the ground floor community area to register in a sign in book.
- The office door at the top of the stairs to be changed to a door with a window facility. This could then remain locked as required.

RESOLVED:

- 1) That the security measures listed be supported and implemented as soon as is practical. Clerk to inform staff and make arrangements.
- 2) Where the security measure involves a financial outlay, the Clerk will obtain quotations and report back to the Chair, to consider the budgetary impact.

CO13. COMMUNICATION

Members considered proposals to develop further communication in the following areas:

- i. Newsletter – it was noted that the annual costs for the printing and household circulation of the council’s newsletter 3 times per year was in the region of £3,000. Some savings could be made by allowing adverts but there was some concern that this may take away some space and restricted the amount of community news featured in each edition.
- ii. Social Media – the Clerk explained the benefits of the “boost” feature to target specific posts to different groups of individuals. This feature had been trialled successfully for both the community meeting and Great British High Street event in the town centre. The unit cost of using this feature was circa £40.
- iii. Website – Members considered the current performance and costs associated with the council’s existing website. The Clerk reported that certain features were dated now and in need of review.

RESOLVED:

- 1) That the budget for increased circulation of the newsletter be considered by the Finance Committee in January 2019.
- 2) That members approve the use of the social media “boost” feature as required by the staff for a small number of selected posts through the year.
- 3) That the Clerk arranges to invite website development companies to the next meeting of this sub-committee to hold informal sessions, to determine the appropriate improvement work should the council wish to upgrade the existing website.

CO14. REPAIR & MAINTENANCE

Members considered the next phase of office improvement works, incorporating the Projects & Development Officer's work area and external signage. The Clerk reported some further archive work was required and the signs to the front and side of the building were in need of refurbishment. Members discussed the conversion of part of the PDO office area to facilitate a separate storage area to address the ongoing problem of space for archived files.

RESOLVED:

- 1) That the Clerk obtains a quotation to carry out refurbishment works to the external signage on both the front and side elevations.
- 2) That the Clerk obtains quotations for the redecoration of the PDO office area, and also to convert part of this space to a separate storage area. The increased scope of this work would then require consideration by the Finance Committee in January 2019 for building into next year's budget.

CO15. OTHER MATTERS

CO15.1. Provision of ID Badges

Members discussed the provision of ID Badges, for staff, members, youth councillors and visitors to the building. This would improve corporate identity and assist with office security.

RESOLVED:

That the Clerk proceeds with an order for an appropriate number of ID badges.

CO15.2. Civic Flagpole

Members discussed the annual flag flying programme now that the civic flagpole is in place. There were already a number of flags which could be utilised at certain times during the civic year.

RESOLVED:

That the Clerk produces an annual flag flying programme and manages the scheme as required with the other members of staff.

CO15.3. Christmas Holidays Office Closure

Members discussed the forthcoming Christmas 2018 holiday period and considered the office closure and call out arrangements during this period.

RESOLVED:

- 1) That the offices should close from 4pm Friday 21st December 2018 and re-open Wednesday 2nd January 2019. Staff should book annual leave where required on non-Bank Holiday days during this period.
- 2) That the Clerk purchases a mobile phone to use as an on-call contact number during the Christmas holiday period. Members to then determine the nominated person(s) to be on call. The office answering machine will refer incoming calls to this number if the message is urgent.

CO15.4. Membership of Sub-Committee

The Chair had requested an additional member to be nominated to join this sub-committee group, in an effort to ensure the meeting had a better opportunity to remain quorate.

RESOLVED:

Members to consider nominations at the next meeting of the full council.

CO16. CLOSE OF MEETING

The Chairman closed the meeting at 7.10pm.

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Chairman