

## HOLYWELL TOWN COUNCIL

### CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Chairs Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Wednesday 28 November 2018 at 5.30pm.

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PRESENT: Councillor R. Dolphin (Chair).  
Councillors: P.A. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors M. Brooke and J.M. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

C1. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

C2. STRATEGIC DIRECTION

Members considered a proposal to introduce longer term business planning. This approach would still involve annual assessments and quarterly monitoring against targets but would enable a longer term strategic approach to be taken by the council in planning its vision, aims and objectives.

RESOLVED:

That a new business plan is created in Spring 2019, to align to the start of the new Civic Year. The new plan would be structured over a three-year cycle, to then be reviewed at the next planned election period in 2022. Future business plans beyond this would then run for the duration of the period between elections i.e. a 4/5-year term.

C3. REVIEW OF COUNCIL RESOLUTIONS

Members received a report from the Clerk for the period April 2017 to November 2018 covering all resolutions approved by members since the current staffing team were appointed. 269 resolutions had been passed by members, and 242 of these had been closed out. 18 resolutions were currently in progress and 9 resolutions not completed.

RESOLVED:

That the following matters relating to outstanding resolutions are followed up by the Clerk in order for members to receive an update:

- 1) Potential development at School Lane, Greenfield.
- 2) Walk around survey of Holywell town centre shops and premises.

C4. COUNCIL MEETING PROTOCOL

The Clerk provided a report on meeting protocol, where there were opportunities for improvement to existing procedures based on best practice guidelines obtained from the Society of Local Council Clerks, or from reviewing internal processes and informal comments from members.

RESOLVED:

That the following changes are implemented to the meeting protocol, subject to ratification by full council:

- 1) Apologies for absence – unless the Clerk receives prior notification from a member giving apologies, a member not present when a meeting commences shall be recorded in the minutes as not in attendance (i.e. absent without apologies).
- 2) Attendance Listing – at each annual meeting of the Council the Clerk shall produce a summary attendance listing for the agenda showing possible and actual attendance at meetings by members for the preceding 12 months (currently undertaken by the County Council and previously by Holywell Town Council).
- 3) Public Session on Agenda – at each monthly meeting of full council (but not the Annual Meeting), there will be an allocated 15 minute slot for members of the public to attend and speak on a matter of concern (maximum of 5 minutes per item on a first come first served basis). Prior notice to be given to the Clerk by any speaker outlining the matter concerned.
- 4) Projects & Development Officer's Monthly Report – report to continue to be presented to full council but as an information item only. Any decision making required to be devolved to either the Town Centre or Holywell &

Greenfield Development & Transport Sub-Committees, as appropriate.

C5. CIVIC ARRANGEMENTS

Members considered the current civic arrangements and identified two areas for potential development:

- 1) Provision of Mayoral Robes.
- 2) Mayoral Portrait Photo Gallery in Council Chamber Annexe Area.

RESOLVED:

That the above items be added to the agenda of the next full council meeting, to be considered by all members. Clerk to obtain estimated costs in relation to item 1).

C6. CLOSE OF MEETING

The Chairman closed the meeting at 6.40pm.

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Chairman