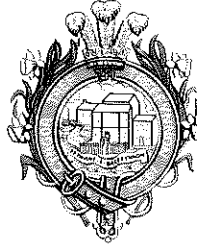


Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

Tel/Ffacs: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Fax: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: www.holywell-town.gov.uk

8 March 2019

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

Mayor (ex-officio) and Councillors M. Brooke, L.A. Carter, K. Davies, J.M. Johnson, 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 **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Wednesday 13th March 2019 at 5.30pm** 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. WEBSITE UPDATE

Members to receive an update from the Clerk on the development for the new website.

4. OFFICE IMPROVEMENT WORKS

Members to receive an update from the Clerk concerning the works required to the Project & Development Officer's work area.

5. HOLYWELL LEAFLET

Deferred from the Holywell & Greenfield Development & Transport Sub-Committee. Members to consider the development of a Holywell tourism leaflet.

6. OFFICE RISK ASSESSMENT

Members to receive an update on the risk assessment undertaken at the council offices by North Wales Police, and consider any actions required.

7. OTHER OFFICE MATTERS

- 7.1. Suggestion Box.
- 7.2. Archiving Arrangements.
- 7.3. Photocopier Lease.
- 7.4. Flag Flying Programme.
- 7.5. Council Chamber Name Plates.