

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Council Offices and Communications Sub-Committee** held in the Ground Floor Meeting Room, Bank Place Offices, Holywell on Wednesday 13th March 2019 at 5.30pm.

PRESENT: Councillor M. Brooke (Chair).

Councillors: J.M. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE were received from Councillors L. Carter, K. Davies and S.E. Wallbanks. Councillor P.J. McGarry was absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

CO20. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

CO21. WEBSITE UPDATE

The Clerk provided an update to members on progress with the development of the new council website. Forms had been made available to local businesses and other organisations to complete their details for inclusion on the new site and the Destination Holywell branding would feature prominently on the website.

New legislation covering accessibility regulations was to be introduced in September this year. If the website is live before this point the council would have 12 months to comply. A meeting was arranged for 19th March 2019 to review the new requirements.

A presentation was to be given to full council later this year before the go live date. The target period for go live is early summer 2019. The Projects & Development Officer continued to research grant opportunities to support the project.

RESOLVED:

That members note and endorse the position statement and the progress made to date.

CO22. OFFICE IMPROVEMENT WORKS

The Clerk provided an update on the agreed improvement works to the Project & Development Officer's work area. This would involve redecoration and a new partition wall for storage/archive use. Three quotes had been sourced and it was expected work could be commissioned early April 2019. The cost of the work was contained within the existing office repair and maintenance budget.

RESOLVED:

That members note and endorse the update.

CO23. HOLYWELL LEAFLET

Item deferred from the Holywell and Greenfield Development and Transport Sub-Committee. Members considered the development of a Holywell tourism leaflet. Members concluded this work was not in the remit of this sub-committee and no budget currently existed.

RESOLVED:

Members recommended this item be raised at the next meeting of the Tourism Group of the Town Centre Partnership, to be progressed by this group if required, should funding become available.

CO24. OFFICE RISK ASSESSMENT

Members reviewed the office risk assessment undertaken on 5th December 2018 by Kelsey Read, Crime Officer, North Wales Police. A number of observations and recommendations were made by the assessor, who had noted the council were taking the security of the building and staff very seriously.

RESOLVED:

That the Clerk be authorised to implement the following recommendations from the report:

- 1) Overhead camera installed above door 13.
- 2) Self-closing arm fitted to door 13.
- 3) All keys to external doors to be removed when not in use.
- 4) Fit new window door to top of stairs access.
- 5) Fit 2 no. PIR sensors to vulnerable areas not covered by the existing alarm system.
- 6) Fit fire proof letter box bag to door 12.

CO25. OTHER OFFICER MATTERS

A number of general office matters were raised by the Clerk and discussed by members including a suggestion box, archiving, equipment leasing, annual flag flying programme and council chamber name plates.

RESOLVED:

- 1) That a suggestion box scheme be included as part of the new website provision.
- 2) A new shredding machine be purchased to facilitate in-house disposal of confidential waste.
- 3) That members endorse the arrangements in hand for the acquisition of a new office photocopier.
- 4) That the following be added to the annual flag flying programme:
 - a. Rainbow (LGBT) flag to be flown to commemorate an appropriate local or national event.
 - b. French national flag to be flown on 14 July each year, to commemorate Bastille Day as an additional tribute to the twinning association with St. Gregoire.
- 5) That, following advice from the County Council's Standards Committee following its review of Town & Community Council protocols at meetings, the Clerk makes arrangements to purchase names plates for use in the council chamber for meetings of the full council.

CO26. CLOSE OF MEETING

The Chairman closed the meeting at 6.20pm.

.....
Chairman