

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Chairs Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 8 May 2019 at 2.00pm.

PRESENT: Councillor R. Dolphin (Chair).

Councillors: M. Brooke, J.M. Johnson, P.A. Johnson and E.B. Palmer.

APOLOGIES FOR ABSENCE none received.

IN ATTENDANCE: J. Baker (Clerk).

C7. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

C8. REVIEW OF COUNCIL RESOLUTIONS

Members received a report from the Clerk for the period to April 2019 covering all resolutions approved by members since the current staffing team were appointed. 350 resolutions had been passed by members, and 320 of these had been closed out, a completion rate of 91%.

Current ongoing resolutions included a 3-year business plan, GDPR quotes, office improvement works, water refill stations, security measures and Llesty woodland.

RESOLVED:

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

- 1) Legal advice in relation to the Llesty Woodland. Clerk to investigate and report back to members.

C9. 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.

The matter of whether the respective Chairs were to preview draft minutes was discussed along with a suggested procedural improvement to the Planning consultation process; potentially this could involve electronic advice notifications.

RESOLVED:

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

- 1) Planning Applications – Clerk to follow up with Mandy Lewis, Senior Planning Officer on improving the current process.

C10. REVIEW OF COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Clerk had provided a report to members which outlined a suggested approach to improving the existing committee structure which ensured its continued effectiveness in achieving the council's objectives. Terms of reference for all existing committees were to be reviewed as part of the 2018/19 external audit process. The key points identified were as follows:

- Renaming sub-committees as committees.
- Dissolution of the Finance Committee and Community Asset Transfer Working Group.
- Delegated powers granted to all committees with the exception of the Chairs Advisory Committee.
- Business Plan monitoring to pass to the Finance & Resources Committee.

RESOLVED:

- 1) That the proposals be recommended for approval at the forthcoming Annual Meeting on 21st May 2019 with the following amendments:
 - a. The forming of an Events Committee, and dissolution of the Events and Well Inn Working Groups.
 - b. Rotational substitutes to be allocated to attend meetings as required from a remaining pool of members.
 - c. Wales in Bloom Committee re-titled to Local Environment Committee and its remit expanded to include environmental issues.
- 2) That the Clerk makes the necessary amendments to the briefing paper and circulates to all members, requesting comments and committee membership preferences ahead of the Annual Meeting.

C11. CLOSE OF MEETING

The Chairman closed the meeting at 3.30pm.

.....

Chairman