

Cyngor Tref Treffynnon Holywell Town Council

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



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Ffacs: (01352) 711757

Tel/Fax: (01352) 711757

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

3 May 2019

To: Members of the Chair's Sub-Committee

Mayor (ex-officio) and Councillors M. Brooke, J.M. Johnson, P.A. Johnson,
E.B. Palmer.

Dear Councillors,

Notice is given that a meeting of the **CHAIR'S SUB-COMMITTEE** will be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Wednesday 8th May 2019 at 2.00pm** 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. REVIEW OF COUNCIL RESOLUTIONS

Members to receive a report from the Clerk covering the resolutions approved by members and their current status.

4. COUNCIL MEETING PROTOCOL

Members to review the current arrangements and consider any areas for development. Clerk to report.

5. REVIEW OF COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Members to receive a report from the Clerk outlining proposed changes to the existing committee structure and approval of updated terms of reference. The review of each committee's terms of reference is a key component of the 2018/19 external audit review process. Any approved changes would be subject to ratification by the full council at the forthcoming annual meeting on 21 May 2019.