

Cyngor Tref Treffynnon Holywell Town Council

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11 July 2019

To: Members of the Council Offices & Communications Committee

Mayor (ex-officio) and Councillors M. Brooke, L.A. Carter, K. Davies, J.M. Johnson,
E.B. Palmer, S.E. Wallbanks.

Dear Councillors,

Notice is given that a meeting of the **COUNCIL OFFICES & COMMUNICATIONS COMMITTEE** will be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, BANK PLACE, HOLYWELL** on **Thursday 18th July 2019 at 9.30pm** to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk & Financial Officer

AGENDA

1. ELECTION OF CHAIRMAN – 2019/20
2. APPOINTMENT OF VICE-CHAIRMAN – 2019/20
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

Members are reminded that they must declare the existence and nature of their declared personal interests.

5. WEBSITE UPDATE

Members to receive an update from the Clerk on the development for the new website and consider any additional enhancements.

6. OFFICE CONTRACTS

Members to endorse the action taken by the Clerk in relation to any office contract renewals and negotiations.

7. OFFICE VALUATION

Members to receive an update from the Clerk on matters arising from the office valuation undertaken by Celt Rowlands and Co. Chartered Surveyors.

8. OFFICE RISK ASSESSMENT & ASSOCIATED WORKS

Members to receive an update from the Clerk and consider the financial implications of any potential works.

9. OTHER OFFICE MATTERS

- 9.1. Meeting Refreshment Facilities.
- 9.2. Display Boards.
- 9.3. External Signage.