

Item 12

**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held at SCOUT HQ, COUNCIL CHAMBER, GLADSTONE PLAYING FIELDS,
HAWARDEN on
WEDNESDAY 23 JANUARY 2019**

Broughton & Bretton Community Council:

Councillors Ros Griffiths and Mike Lowe

Hawarden Community Council:

Councillors George Hardcastle and Dave Mackie

Shotton Town Council:

Councillor Elwyn Jones

Also in Attendance:

Sue Cartwright, Clerk & Financial Officer, Shotton Town Council
Sharron Jones, Clerk & Financial Officer, Hawarden and Broughton & Bretton Community Councils

1. APPOINTMENT OF CHAIR:

Councillor Ros Griffiths was nominated to act as Chair, this was duly seconded and **IT WAS RESOLVED:** that Councillor Ros Griffiths be appointed Chair for the meeting.

The Chair wished all members a Happy New Year and asked members to briefly introduce one another.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Sean Bibby, Clive Carver, Ryan McKeown and Ralph Small.

3. MINUTES OF THE PREVIOUS MEETING:

The Minutes of the previous meeting held on 25th January 2018, copies of which had been circulated with the agenda, were received and approved as a correct record.

The Chair duly signed the Minutes.

Chair's signature: _____

4. MATTERS ARISING FROM THE MINUTES:

Councillors noticed the incorrect office address within the agreement and the Clerk and Financial Officer agreed to amend the document accordingly.

5. JOINT SERVICES:

The Chair referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the anticipated expenditure for the Joint Agreement for 2018/19 and the budget proposals for the 2019/20.

The Clerk and Financial Officer demonstrated to members, via a power point presentation, the Excel spreadsheet that the Senior Maintenance Officer had produced that identified each individual street lighting column, its location, make, type, dates of surveys and upgrades etc. Members commenced this piece of work and thanked the Senior Maintenance Officer and the Clerk and Financial Officer for the work involved in pulling this together which would prove very beneficial indeed.

The Clerk and Financial Officer highlighted a reduction in the maintenance budget which referred, in the main, to the Lighting Requisites section of the budget. As the programme of replacement LED Heads had been rolled out, a more accurate forecast had been able to be calculated based on actual replacements during the year.

IT WAS RESOLVED: that the budget report and the contributions from each Council be approved.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Clerk and Financial Officer provided a verbal update on the actual LED Head replacement scheme as follows:

	New LED Heads	Total Number of Streetlights
Aston	29	100
Bretton	7	15
Broughton	63	154
Ewloe	17	75
Hawarden	54	208
Mancot	56	180
Shotton	63	318

Chair's signature: _____

7. SERVICE LEVEL AGREEMENTS:

Copies of the Service Level Agreements had been circulated with the agenda for the meeting. Other than the comment noted during "Matters Arising", the Agreements were signed by the Chairs of the three Councils.

IT WAS RESOLVED: to agree and sign the revised service level agreements.

8. DATE OF NEXT MEETING:

It was agreed that the next meeting of the Joint Committee would take place during the third week of January 2020 and that the meeting take place at the *Broughton and Bretton Community Centre, Brookes Avenue, Broughton* and the venue rotated each year.

The meeting concluded at 5.20 p.m.

Chair's signature: _____