

Item 7

**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held at HAWARDEN INSTITUTE, GLYNNE WAY, HAWARDEN on
THURSDAY 19th JANUARY 2017**

Broughton & Bretton Community Council:

Councillors Sue Stevens, Ros Griffiths, Phil Griffiths and Lindsay Jones.

Hawarden Community Council:

Councillors Glenys Diskin, Joyce Angell, Helen Brown and Brian Williams.

Shotton Town Council:

Councillors Elwyn Jones and Gary Cooper.

Also in Attendance:

Sharron Jones, Clerk

APPOINTMENT OF CHAIR:

Councillor Gary Cooper was nominated to act as Chair, this was duly seconded and **IT WAS RESOLVED:** that Councillor Gary Cooper be appointed Chair for the evening.

The Chair welcomed Mrs Sharron Jones to her first meeting since her appointment as Clerk and Financial Officer in June 2016.

APOLOGIES FOR ABSENCE:

An apology for absence was received from Councillor Alan Diskin.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the Meeting held on 21 January 2016, copies of which had been circulated with the agenda, were received and approved as a correct record.

The Chair duly signed the Minutes.

MATTERS ARISING FROM THE MINUTES:

There were none.

JOINT SERVICES:

The Chair referred to the report and budgetary summary which had been circulated with the agenda setting out the anticipated expenditure for the Joint Services arrangement for 2016/2017 and the proposals for 2017/2018. He then invited the Clerk to take Members through the report.

Current Financial Year 2016/2017)

1. Staffing

The projected expenditure for staffing costs was £160,067 against a budget provision of £156,582. This related in the main to an extended period of working for the previous Clerk and Financial Officer and an increase in training for the new Clerk.

2. Premises

Expenditure on premises was expected to be £16,972 against a budget provision of £12,275. This overspend was in the main due to the purchase, installation and annual maintenance of a 'fit for purpose' heating system in the depot, a precautionary provision for a faulty electric meter at the pavilion and the ad-hoc purchase of universal padlocks.

3. Administration

There had been a slight over spend due to the purchase of additional headed paper and compliment slips for the new Clerk in June 2016. The Clerk intended to introduce electronic headed paper and begin on-line banking which would reduce the need for compliment slips.

4. Maintenance

It had been expected that expenditure would amount to £20,249 against a budget provision of £19,495, mainly due to an increase in various depot supplies, tools and equipment.

Summary

The anticipated expenditure for 2016/2017 was £202,794 against a budget of £193,392 which represented an over spend of £9,402 as outlined above. In 2015/16 the expenditure amounted to £205,049.

2017/2018:

1. Staffing

The staffing budget of £167,018 for 2017/18 had slightly reduced compared to the previous year primarily due to the re-grading of the Clerk and Financial Officer post. The workforce numbers remained the same due to current work expectations and no increase in the number of facilities to be managed.

The proposed budget also factored in an increased employer's contribution to the Clwyd Pension Fund following the latest actuarial review which had increased the contributions from 17.7% to 20.2% and a 1% pay rise.

2. Premises

Expenditure on premises had been predicted to increase from its 2016/2017 level of £12,275 to £13,580 in part due to energy costs.

3. Administration

It had been proposed to increase the budget provision from £5,040 to £6,434 largely due to the need to upgrade current working systems, for example, the purchase of an appropriate hand held device or laptop and software for the maintenance of play grounds and street lighting together with the appropriate office IT enhancements.

4. Maintenance

A budget was set of £49,060. This related to the need for a significant investment programme for the replacement of new heads on the lighting columns across the three Councils. The current arrangement used 'sox' and 'son' lamps and was outdated with the lamps becoming difficult to source and expensive. It had been proposed to introduce a five year capital investment programme to replace the old heads with new LED heads which although would require a capital investment up front, longer term efficiencies could be gained.

A small contingency of £2,000 had been included for unexpected repair bills to the fleet.

5. Total Expenditure

The total expenditure for Administration and Maintenance Services was proposed at a level of £236,092.

Councillor Brian Williams wished to record his gratitude to the Workforce Depot Team for the mechanical work that they carried out themselves resulting in lower costs to the Council. He also referred to the proposal for new LED heads for the lighting columns and confirmed that any old heads/bulbs would be recycled wherever possible.

Councillor Elwyn Jones sought clarification about the programme of replacement heads and the impact on normal repairs. The Clerk anticipated that the replacement LED heads would be programmed in an efficient manner and with minimum disruption. Councillor Ros Griffiths commended the proposal as it would ensure that residents felt safer in their communities.

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

SERVICE LEVEL AGREEMENT:

The Clerk had shared copies of the current Service Level Agreements for information. Following discussion **IT WAS RESOLVED:** to add the following to the list of services for Shotton Town Council:

- Inclusion of the rear access inspections at Shotton
- Inclusion of the Harry Weale Victoria Cross Memorial Gardens

ANY OTHER BUSINESS:

There was none.

DATE OF NEXT MEETING:

It was agreed that the next Meeting of the Joint Committee would be held on Thursday 25 January 2018 at Hawarden Institute, Glynne Way, Hawarden.