

**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held at HAWARDEN INSTITUTE, GLYNNE WAY, HAWARDEN on
THURSDAY 25th JANUARY 2018**

Broughton & Bretton Community Council:

Councillors Ros Griffiths, Mike Lowe, Keith Rogers and Sue Stevens.

Hawarden Community Council:

Councillors Kevin Jones, Dave Mackie and Helen Meredith.

Shotton Town Council:

Councillors Gary Cooper, Elwyn Jones and Angela Phillips,

Also in Attendance:

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

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

APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Alan Diskin, Emma Preece, Derek Butler and Sean Bibby.

MINUTES OF THE PREVIOUS MEETING:

The Minutes of the Meeting held on 19th January 2017, 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 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 2017/18 and the budget proposals for the 2018/19.

In relation to the previous minute about a computer software system for street lighting, the Clerk advised that the companies that specialise in this type of software had not been particularly keen to provide it for such a small authority and the cost therefore was significant. A simple spreadsheet using Excel had been created in the office which could identify each individual column, its location, make, type, dates of surveys and upgrades etc which would be more than ample.

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

SERVICE LEVEL AGREEMENT:

Copies of the Service Level Agreements had been circulated with the agenda for the meeting. The Agreements were re-signed by the Chairs of the three Councils following the amendments agreed at the previous meeting.

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

ANY OTHER BUSINESS:

The Clerk advised that the Harry Weale memorial garden wall would need re-building. The Council's workforce would undertake this work which would result in the removal of the tree that had grown into the brickwork. This work would take place in the Spring.

DATE OF NEXT MEETING:

It was agreed that the next Meeting of the Joint Committee would be held on Thursday 24 January 2019; venue to be confirmed.

The meeting concluded at 5.10 p.m.

Chair's signature: _____