

ITEM 7

MINUTES of a MEETING of the  
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE  
held at  
EDWIN HALL COUNCIL CHAMBER, BROOKES AVENUE, BROUGHTON  
on  
WEDNESDAY 22 JANUARY 2020

**Broughton & Bretton Community Council:**

Councillors Penny Brett-Roberts, Ros Griffiths, Phil Griffiths and Sue Stevens.

**Hawarden Community Council:**

Councillors Helen Brown, George Hardcastle, Lowri Earith, Dave Mackie and Darren Sterry.

**Shotton Town Council:**

Councillors Sean Bibby, Gary Cooper, Elwyn Jones and Angela Phillips

**Also in Attendance:**

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

**1. APPOINTMENT OF CHAIR:**

Councillor George Hardcastle was nominated to act as Chair, this was duly seconded and **IT WAS RESOLVED:** that Councillor George Hardcastle 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 Ryan McKeown (B&B) and David Evans (STC).

**3. MINUTES OF THE PREVIOUS MEETING:**

The Minutes of the previous meeting held on 23<sup>rd</sup> January 2019, copies of which had been circulated with the agenda, were received and approved as a correct record.

The Chair duly signed the Minutes.

1 Chair's signature: \_\_\_\_\_

#### 4. MATTERS ARISING FROM THE MINUTES:

There were none.

#### 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 2019/20 and the budget proposals for the 2020/21.

**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 LED Head replacement scheme, per ward, as follows:

|           | New LED Heads | Total Number of Streetlights |
|-----------|---------------|------------------------------|
| Aston     | 25            | 100                          |
| Bretton   | 5             | 15                           |
| Broughton | 78            | 159                          |
| Ewloe     | 51            | 95                           |
| Hawarden  | 53            | 186                          |
| Mancot    | 37            | 141                          |
| Shotton   | 102           | 317                          |

Some of the “totals” for each community had changed since the initial data set as the community boundaries had been more accurately reflected in due course.

Some members asked questions about the process of involved in the various aspects of street lighting and the inspection arrangements for play areas, to which the Clerk and Financial Officer responded accordingly.

**IT WAS RESOLVED:** to note the update.

#### 7. SERVICE LEVEL AGREEMENTS:

Copies of the Service Level Agreements (SLA) had been circulated with the agenda for the meeting. Councillor Gary Cooper requested that the ‘Harry Weale Memorial Garden’ be added to the SLA. The Clerk and Financial Officer apologised for this error, as this had been mentioned at an earlier meeting, and agreed to make the necessary change.

2 Chair’s signature: \_\_\_\_\_

The Agreements were signed by the Chairs of the three Councils, noting the amendment above.

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 2021 at the Scout Headquarters on Gladstone Playing fields.

The meeting concluded at 6.15 p.m.