



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Administration Committee held in the Parish Council Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 4 November 2024 at 6.30pm

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr M Kinsmore Cllr D Thurlow
Cllr D Harty

In attendance: B Tighe (Clerk)

1. **Apologies for absence** were received and approved for Cllr W Saint James. Cllr Saint James had sent a note with comments for item 6f. and 8 below.
2. **To receive members declaration of interests on items that appear on the agenda**
3. **Minutes** of the Administration Committee Meeting held on **Monday 2 September 2024** were approved and signed by the Chair.
4. **Public Participation** there were no members of the public in attendance.
5. **Asset Register/Insurance.**
 - a. Asset register. The new valuation of the pavilion and groundsman's shed was noted.
 - b. New Civic Building. There was discussion regarding the camping field, and it was agreed that this could be discussed later.
6. **Financial and related matters**
 - a) Local Government Services Pay Agreement 2024-25. It was agreed to accept and recommend this increase to Full Council.
 - b) Bank Statement to end of October 2024. This was noted.
 - c) Bank Reconciliation to end of October 2024. This was noted.
 - d) Budget variance to end of October 2024. This was noted.
 - e) Budget showing earmarked reserves to end of October. This was noted.
 - f) Budget setting 2025 - 2026. The contents of Cllr Saint James' note were considered. After discussion of the proposed draft budget for 2025 – 2026, it was agreed that the Clerk would circulate an amended budget which included the following:
 - earmarked £40,000 for a new Playzone for School Lane. This was to be put on a separate budget line.
 - a reserve of approx. 4 months
 - increase hourly rate of handyman by 10%This amended budget would then be taken to Full Council for its agreement.
7. **New website, cloud storage/google drive, JIRA** – Cllr Harty updated the meeting stating that the final photographic competition decision was to be made shortly, a couple of new episodes for the podcast had been completed and advice received from VCS Websites

Lawford Parish Council



Limited on setting up a .gov.uk domain website and email.

8. Stand at Tendring Show 2025. Cllr Saint James comments were noted.

Signature:(Chair)

Date