

Lawford Parish Council



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 0798 396 0679

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You are hereby summoned to attend a meeting of the Administration Committee being held in the meeting room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 1 September 2025 at 6.30pm

AGENDA

- 1. Apologies for absence**
- 2. To receive members declaration of interests on items that appear on the agenda.**
- 3. Minutes** of the Administration Committee Meeting held on **Monday 7 July 2025** to be approved and signed by the Chair.
- 4. Public Participation.** There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted.
- 5. Community Open Day 27.9.25.** Update. See attached for information, discussion and agreement.
- 6. Handyman Services.** See attached consideration and comment.
- 7. Lawford Parish Community Hub**
 - a. Signage.** See attached options for consideration
 - b. Hire.** See attached list for information.
- 8. Financial and related matters**
 - a) Bank Statement to end August 2025. To follow when received.
 - b) Bank Reconciliation to end July 2025. To follow when completed.
 - c) Budget variance to end June 2025. To follow when completed.
 - d) Annual Budget 2025 – 2026. To follow when 8b) above completed.
 - e) November 2026 – 2027 budget meeting. Information and preparation.
 - f) Business rates. Update
 - g) Change to electricity supplier. Update
 - h) New credit card. Update

Signature:(Clerk)

B Tighe

Date: 27 August 2025