



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898 Mob: 0798 396 0679, Email: clerk@lawfordparishcouncil.gov.uk

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 11 May 2026 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 2 March 2026** 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. **General**
 - a) Request from EDME – Mysteries of Mistley. See attached for consideration and decision.
6. **Lawford Parish Community Hub**
 - a. Hire schedule. See attached for information.
 - b. Caretaker. Update.
 - c. Social Media. See attached for consideration.
7. **Financial and related matters**
 - a) Bank Statement to end April 2026. See attached.
 - b) Bank Reconciliation to end April 2026. See attached.
 - c) Budget Variance Report to end of April 2026. See attached.
 - d) Insurance Update. See attached quote.
 - e) LCTSS Grant. Update.
 - f) Internal Audit 2025-2026. See attached letter and report for information and discussion.
8. **Policy Review**
 - a) Standing Orders. See attached
 - b) Financial Regulations. See attached
 - c) Internal Controls. See attached
 - d) Annual Risk Assessment. See attached
 - e) Members' Code of Conduct. See attached
 - f) IT. See attached.
9. **Items for next meeting**

Signature:(Clerk)

B Tighe

Date: 6 May 2026