

Lawford Parish Council



Clerk to the Council: Bridget Tighe

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You are hereby summoned to attend a meeting of the Administration Committee being held in the Rose Room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 2 March 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 5 January 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. **Lawford Parish Community Hub**
 - a. Hire schedule. See attached for information.
 - b. Caretaker post. Update.
 - c. Asset improvement. Update on resurfacing works at the back of the hub
 - d. Photocopier. Update.
6. **Financial and related matters**
 - a) Bank Statement to end February 2026. To follow when received.
 - b) Bank Reconciliation to end February 2026. To follow when completed.
 - c) Budget Variance Report to end of February 2026. To follow when completed.
 - d) Urgent decision. Purchase of 4 small tables. See attached order.
 - e) Insurance Update.
 - f) Asset Register. See attached.
 - g) Redwood Bank 2-Year Bond. Update.
 - h) LCTSS Grant. Update.
7. **Information and updates**
 - a. The Tendring Show Saturday 11 July 2026. Update

Signature:(Clerk)

B Tighe

Date: 25 February 2026