



Clerk to the Council: Bridget Tighe

Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898

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You are hereby summoned to attend a meeting of the Administration Committee to be held in the Parish Council Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 3 March 2025 at 6.30pm

AGENDA

- 1. Apologies for absence** to receive and approve any 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 6 January 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. New Civic Building.** See update for information and discussion.
- 6. Financial and related matters**
 - a) Bank Statement to end February 2025. To follow.
 - b) Bank Reconciliation to end February 2025. To follow.
 - c) Budget variance to end February 2025. To follow.
 - d) Budget showing earmarked reserves to end February 2025. To follow.
 - e) Redwood Bank Savings Account. See attached email and options for discussion and agreement.
 - f) Findings from initial visit of new auditor. Please see attached email for discussion and agreement on decisions.
 - g) New Procurement Act 2023. See attached summary for information and discussion.
 - h) Funding for Skatepark request. See attached email for discussion and agreement.
- 7. New website, cloud storage/google drive, JIRA –** update from Cllr Harty.
- 8. Stand at Tendring Show 2025.** Update Cllr Saint James. See attached information sheets.

Signature:(Clerk)

B Tighe

Date 26 February 2025