



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 5 January 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 3 November 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. Lawford Parish Community Hub**
 - a. Hire schedule.** See attached for information.
 - b. Caretaker post.** Discussion and agreement on next steps.
 - c. Asset improvement.** Quotes for resurfacing works at the back of the building
 - d. Photocopier.** See attached quotes for discussion and agreement.
- 6. Financial and related matters**
 - a) Bank Statement** to end December 2025. To follow when received.
 - b) Bank Reconciliation** to end December 2025. To follow when completed.
 - c) Restatement of End of Year Accounts** on new system. Update.
 - d) Training.** See attached for discussion and agreement.

Signature:(Clerk)

B Tighe

Date: 30 December 2025