



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 6 July 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 11 May 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) Ownership of Four Bus Shelters. See attached email for discussion and information.
 - b) Cost of new bins. See attached for discussion and agreement.
- 6. Lawford Parish Community Hub**
 - a. Hire schedule July/August. See attached for information.
 - b. Caretaker. Update.
 - c. Social Media. See attached for consideration and update.
- 7. Financial and related matters**
 - a) Bank Statement to end June 2026. See attached.
 - b) Bank Reconciliation to end June 2026. See attached.
 - c) Budget Variance Report to end of June 2026. See attached.
- 8. Policy Review**
 - a) Equality & Diversity. See attached.
 - b) Expenses Policy. See attached.
 - c) Freedom of Information. See attached.
 - d) Grant Giving. See attached.
- 9. Health & Safety**
 - a. Risk Assessment Summers Park Pond. See attached
 - b. Manual Handling Risk Assessment. See attached
 - c. Risk Schedule 2026 for LPCH. See attached
 - d. Daily/Weekly Checklist for LPCH. See attached
 - e. Areas of potential risk identified. To be discussed.
 - f. Training identified. For information and discussion.
- 10. Items for next meeting**

Signature:(Clerk)

B Tighe

Date: 1.7.26