



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 0798 396 0679

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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 7 July 2025 at 6.30pm

AGENDA

1. **Apologies for absence** were received and approved for Cllrs Saint James and Thurlow.
2. **To receive members declaration of interests on items that appear on the agenda.**
3. **Minutes** of the Administration Committee Meeting held on **Monday 12 May 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. **General.** Update attached.
 - b. **Hire**

Proposal from CHIP (Community Halls in Partnership). See attached for consideration.
Room Hire Policy. See attached for discussion and agreement.
General Room Hire T&Cs. See attached for discussion and agreement.
St Johns Ambulance T&Cs. See attached for discussion and agreement.
Charges. See attached for discussion and agreement.
 - c. **Health and Safety**

Outcome from Fire Risk Assessment. Report to follow when received.
Outcome from PAT Testing. Report to follow when received.
 - d. **Staffing.** See attached draft proposal for consideration
6. **Financial and related matters**
 - a) Bank Statement to end June 2025. See attached.
 - b) Bank Reconciliation to end June 2025. See attached.
 - c) Budget variance to end June 2025. See attached.
 - d) Annual Budget 2025 – 2026. See attached.
 - e) Business rates. Update
 - f) Change to electricity supplier. Update
 - g) Change Barclaycard. Update

Signature:(Clerk)

B Tighe

Date: 2 July 2025