

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 to be held in the meeting room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 12 May 2025 at 6.00pm

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 3 March 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.** Update to follow.
- 6. Financial and related matters**
 - a) Bank Statement to end April 2025. See attached.
 - b) Bank Reconciliation to end April 2025. See attached.
 - c) Budget variance to end April 2025. See attached.
 - d) Annual Budget 2025 - 2026. See attached.
- 7. New website, cloud storage/google drive, JIRA** – update from Cllr Harty.
- 8. Stand at Tendring Show 2025.** Update Cllr Saint James.

Signature:(Clerk)

B Tighe

Date 7 May 2025