



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 7 September 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 6 July 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) Social Media. Update Cllr C Guglielmi.
- 6. Lawford Parish Community Hub**
 - a. Hire schedule September/October. See attached for information.
 - b. Update from Scout/LBC Meeting. See attached. Update Cllr Thurlow
- 7. Financial and related matters**
 - a) Bank Statement to end August 2026. See attached.
 - b) Bank Reconciliation to end August 2026. See attached.
 - c) Budget Variance Report to end of August 2026. See attached.
 - d) Pump Track contract. See attached briefing.
 - e) Quote for Internal Audit for 2026 – 2027. See attached for consideration and recommendation to Full Council.
 - f) Ideas/reminders for big projects that need to be included in 2027-2028 budget discussions in November meeting.
- 8. Staffing Matters**

To be held in closed session excluding the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960.

 - a) Caretaker for Fixed Term of 3 months. See attached briefing.
 - b) Ogilvie Hall Management Committee - new Caretakers. Update Cllr Kinsmore
 - c) Parish Clerk. See attached briefing, job description, advert and pay scales. For consideration and recommendations to Full Council.
 - d) Pay Award 2026 – 2027. See attached for consideration and recommendation to Full Council.
- 9. Items for next meeting**

Signature:(Clerk)

B Tighe

Date: 2 September 2026