



Clerk to the Council: Bridget Tighe

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Members are hereby summoned to attend a meeting of the Sub-Committee of the Administration Committee to be held in the Parish Council Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 14th April 2025 at 6.30pm

AGENDA

1. Apologies for absence

2. Minutes of the meeting held on 10th March, 2025 to be approved and signed

3. Matters arising from the previous meeting:-

a). The Gazebo: Cllr. Saint-James to report

b). Setting up the Trade stand: Cllr. Saint-James to report

c). Furniture and equipment required: Agree on furniture to be borrowed from Ogilvie Hall and consider Noticeboards. Cllr. Saint-James to report on Noticeboards.

d). Transport: Cllr. Saint-James to report

e). Promotional Material: Updates on:-

- i). Consultation on community garden, funding for skatepark, sustainable wreaths
- ii). PACE wreaths for the stand
- iii). Ask PACE if they would like to join the stand and present the wreaths and talk about school project on Summers Park
- iv). Suggestion box for future projects
- v). Photography competition photographs
- vi). Promotion of vacancies within the council
- vii). Competition – guess weight of combined parish councillors
- viii). New community building including promotion of Rose Builders and explanation of Section 106
- ix). Giant Jenga for children; Cllr. Saint-James to report
- x). Playzone information
- xi). Model of solar light
- xii). Sweets/Freddos; Cllr. Saint-James to report
- xiii). Live podcast

f). Organise a rota: Cllr. Saint-James to report

g). Dismantling the trade stand: Cllr. Saint-James to report

h). Risk Assessment: Agreed by Full Council; item discharged



i). Terms of Reference: Agreed by Full Council; item discharged

4. Any other matters sub-committee members would like to raise

Signature (Clerk) B. Tighe

Dated: 9th April, 2025