

Lawford Parish Council



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 the Annual Meeting of the Parish Council
to be held on
Monday 19 May 2025 at 6.30pm in the meeting room of the Civic Building**

Clerk to the Council: **Bridget Tighe**

Agenda

(Previous Chairman to preside until new Chairman is elected)

- AM25/01 **Election of a Chair and Declaration**
- a. To receive nominations and approve appointment of the Chairman of the Council for 2025-26
 - b. The Chair to sign the Declaration of Acceptance of Office for position of Chairman of the Council
- AM25/02 **Election of Vice Chair and Declaration**
- a. To receive nominations and approve appointment of the Vice Chair of the Council for 2025-26
 - b. The Vice Chair to sign the Declaration of Acceptance of Office for position of Vice Chair of the Council
- AM25/03 **Apologies for Absence**
- AM25/04 **Declaration of Interests**
- a. All Councillors are required to review their Register of Interests.
- AM25/05 **Apologies for Absence**
- AM25/06 **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.
- AM25/07 **Appointment to Council Committees and Council Representatives**
- 7.1 **Administration Committee**
- a. Review and adoption of Administration Committee Terms of Reference *(attached)*
 - b. To appoint Councillors to the Administration Committee for 2025-26. To include Chair and Vice Chair of Council.
 - c. To appoint the Chair of the Administration Committee for 2025-26.

- d. To appoint the Vice-Chair of the Administration Committee for 2025-26.

7.2 Planning

- a. To appoint a Councillor who will review Planning Applications for 2025-26 and provide updates for Full Council meetings.

7.3 Public Realm Committee

- a. Review and adoption of Public Realm Committee Terms of Reference (attached)
- b. To appoint Councillors to the Public Realm Committee for 2025-26. To include Chair and Vice Chair of Council
- c. To appoint the Chair of the Public Realm Committee for 2025-26.
- d. To appoint the Vice-Chair of the Public Realm Committee for 2025-26.

7.4 Appointment of Council Representatives

- a. Leech's Educational Foundation – Cllr Thurlow
- b. Ogilvie Hall Committee – Cllr Kinsmore
- c. Police Liaison – Cllr Guglielmi
- d. School Liaison – Cllr Castell
- e. Emergency Planning Committee – Cllr V Guglielmi
- f. Other

AM25/08 Council leads

To reconfirm leads for Council projects and activities.

- a. Tree Inspections – Cllr Thurlow
- b. School Lane Football Club – Cllr C Guglielmi
- c. The Council's Facebook page – Cllr Harty
- d. Policy Review – Cllrs Saint James and Thurlow
- e. Quarterly Bank Reconciliation Check – Cllr Saint James
- f. Other

AM25/09 Council meetings for 2025-26

To consider and approve the meeting cycle for the 2025-26 period (see attached).

AM25/10 Action Plan for 2025-26

To consider and approve the action plan for 2025 – 2026 (see attached)

AM25/11 Direct Debits and Standing Orders

- a. To reaffirm the variable direct debits and standing orders on the Parish Council's current account (see attached)

AM25/12 Current account signatories

- a. To reaffirm signatories on the Council's current account and review if there is a need for any amendments (see attached).

Signature (Clerk): *B Tighe*

Date: 14 May 2025