

Lawford Parish Council



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898

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**You are hereby summoned to attend the Annual Meeting of the Parish Council
to be held on
Monday 18 May 2026 at 6.30pm in the Rose Room at Lawford Parish Community Hub**

Clerk to the Council: **Bridget Tighe**

Agenda

(Previous Chairman to preside until new Chairman is elected)

- AM26/01 **Election of a Chairman and Declaration**
- a. To receive nominations and approve appointment of the Chairman of the Council for 2026-27
 - b. The Chairman to sign the Declaration of Acceptance of Office for position of Chairman of the Council 2026-2027
- AM26/02 **Election of Vice Chairman and Declaration**
- a. To receive nominations and approve appointment of the Vice Chairman of the Council for 2026-27
 - b. The Vice Chairman to sign the Declaration of Acceptance of Office for position of Vice Chairman of the Council 2026-2027
- AM26/03 **Apologies for Absence**
- AM26/04 **Declaration of Interests**
- a. All Councillors are required to review their Register of Pecuniary Interests.
 - b. All Councillors are required to complete the Register of Members' Other Registerable Interests
- AM26/05 **Apologies for Absence**
- AM26/06 **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.
- AM26/07 **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 2026-27. To include Chair and Vice Chair of Council.
 - c. To appoint the Chair of the Administration Committee for 2026-27.
 - d. To appoint the Vice-Chair of the Administration Committee for 2026-27.

- 7.2 **Planning**
- a. To appoint a Councillor who will review Planning Applications for 2026-27 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 2026-27. To include Chair and Vice Chair of Council
 - c. To appoint the Chair of the Public Realm Committee for 2026-27.
 - d. To appoint the Vice-Chair of the Public Realm Committee for 2026-27.
- 7.4 **Appointment of Council Representatives**
- a. Leech's Educational Foundation – Cllr Thurlow
 - b. Ogilvie Hall Committee – Cllr Kinsmore
 - c. Police Liaison – Cllr C Guglielmi
 - d. School Liaison – Cllr Castell
 - e. Emergency Planning Committee – Cllr V Guglielmi
 - f. Other

- AM26/08 **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 Chester
 - d. Policy Review – Cllrs Saint James and Thurlow
 - e. Quarterly Bank Reconciliation Check – Cllr Saint James
 - f. Other

- AM26/09 **Council meetings for 2026-27**
- To consider and approve the meeting cycle for the 2026-27 period (see attached).

- AM26/10 **Action Plan for 2026-27**
- To consider and approve the action plan for 2026 – 2027 (see attached)

- AM26/11 **Policy Reviews**
- a. Standing Orders. See attached for adoption.
 - b. Financial Regulations. See attached for adoption
 - c. Internal Controls. See attached for adoption
 - d. Annual Risk Assessment. See attached for adoption
 - e. Members' Code of Conduct. See attached for adoption
 - f. IT. See attached. See attached for adoption

- AM26/12 **Annual Return for the year ending 31st March 2026**

End of Year Accounts 2025-2026

- 12.1 To receive and accept the Internal Audit Report for 2025-2026 (attached)
- 12.2 To receive and approve the end of year accounts for 2025-2026 (attached).

Annual Governance and Accountability Return (AGAR) 2025-2026

12.3 To approve Section 1 of the AGAR – Annual Governance Statement 2025-2026 (see attached)

12.4 To approve Section 2 of the AGAR – Accounting Statements 2025-2026 (see attached).

AM26/13

Direct Debits and Standing Orders

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

AM26/14

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: 13 May 2026