

## Lawford Parish Council



**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, Lawford Parish Community Hub, Unit 1, The Avenue, Lawford, CO11 2FR on Monday 7<sup>th</sup> July, 2025 after the Administration Committee Meeting which is scheduled for 6:30 p.m.**

### AGENDA

- 1. Apologies for absence**
- 2. Minutes** of the meeting held on 9<sup>th</sup> June, 2025 to be approved and signed
- 3. To confirm that all actions on the attached Checklist have been completed**
- 4. To agree a cut-off date for outstanding documents**
- 5. To request that an item to review the event be placed on the agenda for the full council meeting to be held on 21<sup>st</sup> July for discussion**
- 6. Any other matters sub-committee members would like to raise**

Signature (Clerk)

B. Tighe

Dated: 2 July, 2025



**Final checklist for Tending Show**

**Confirm the following purchases:-**

Gazebo  
Sand  
Banner  
2 x noticeboards  
Connect 4 game  
Stationery =  
Dry wipe pens  
Magnets  
Bulldog clips x 4  
Pens  
Safety pins  
Post it notes  
Black table covering

**Hire of furniture/equipment arranged:-**

1 x table  
4 x chairs  
Trolley

**Are the following documents ready to go:-**

S106 explanation  
Mechanism for provision of the new council building by Rose Builders  
Poster for photography competition  
Photos of previous photography competition  
Dan's updated leaflet re. promotion of council  
Flyers advertising council vacancies  
Application form for council vacancies  
Word search competition complete with solution

**Confirm consultation subjects to be written on the noticeboards:-**

- a). Use of the green space at the back of the new building;
- b). Funding for the Brantham skate park;
- c). Sustainable wreaths;
- d). BMX area;
- e). Suggestions for future projects (i.e. write title and leave space for post it notes)

**Actions for the Show day:**

Is all the photocopying and printing of the above documents completed?  
Show Passes received and collected by councillors?  
Map of show site received and disseminated to councillors?  
Who will take the map to site?  
Handyman standing by to set up gazebo on Thursday with Mark, Dave, Val and Carlo  
Is the time arranged?  
Lisa and Mark to take stationery etc. to site in trolley and set up the stand by 9 a.m.  
Lisa and Mark to write up the noticeboards re. projects and suggestions  
Rota complete and everyone standing by to do their stint  
At some point receive the wreaths from PACE  
Handyman to return to show site at 6 p.m. to dismantle stand

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Val, Carlo, Dan and/or Ken standing by to help dismantle stand

### **After the Show**

Return furniture to Ogilvie Hall

Return trolley to Terry

Return equipment to Council office

**Assessment of the day to be carried out**