

Lawford Parish Council



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 0798 3960679

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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 7th 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 9th 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 21st 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

Lawford Parish Council



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