



**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 9<sup>th</sup> June, 2025 at 6.30pm**

**AGENDA**

**1. Apologies for absence**

**2. Minutes** of the meeting held on 12<sup>th</sup> May, 2025 to be approved and signed

**3. Matters arising from the previous meeting:-**

**a). Furniture and equipment required:** Update on noticeboards and sandbags

**b). Promotional Material:** Updates on:-

- i). Consultation on community garden
- ii). PACE wreaths for the stand
- iii). Suggestion box for future projects
- iv). Photography competition
- v). Promotion of vacancies within the council – Cllr. Castell to report on poster
- vi). Promotional Word search – Cllr. Saint-James to report
- vii). New community building including promotion of Rose Builders and explanation of Section 106. Cllr. Chester to report
- viii). Purchase of Giant Connect 4 game
- ix). Playzone information
- x). Purchase of Haribo sweets
- xi). Live podcast update
- xii). Using pathways through the Summers Park/Gainsborough Estates as an alternative to Cox's Hill

**c). Organise a rota:** Cllr. Saint-James to report on volunteer form

**d). Free passes for the show and location map -** Cllr. Saint-James to report

**e). Suggestion of BMX area – update**

**f). Stationery list**

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

Signature (Clerk)

B. Tighe

Dated: 2<sup>nd</sup> June, 2025