



Minutes of a meeting of the **Administration Committee** held in the **Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Tuesday 3 January 2023** at **6.30pm**

Present: Cllrs V and C Guglielmi, D Harty, M. Kinsmore and D Thurlow

**1. Apologies for Absence:** None received

**2. Minutes of the last meeting:**

Minutes of the Administration Committee Meeting held on **5 September 2022** were agreed as a true and accurate record.

Proposed: Cllr C Guglielmi    Seconded: Cllr M Kinsmore    All agreed

**3. Actions from the previous meeting** were reviewed and discussed:

<u>Safeguarding Policy.</u> The Clerk to source safeguarding training for Clerk	Ongoing
<u>Policy Updates</u> Clerk to put the following policies on the agenda for the upcoming Administration Meetings: Lone Working Policy, Photograph Policy, Press and Media Policy and Document Retention Policy	Ongoing
<u>Street Lighting</u> Clerk to ask for LED lighting quote for discussion at Full Council on 19 <sup>th</sup> September 2022	Complete
<u>Lighting</u> The Clerk to put LHP lighting offer for Cox's Hill and the back of Highfields School on Full Council meeting agenda 19 September 2022	Complete
<u>Tennis court lights</u> The Clerk to put on the Football Club meeting agenda	Complete
<u>Bins and Dog Fouling Signage</u> Cllr Thurlow and the Clerk to write purchase orders for bins and 'no dog fouling' notices	Complete
The Clerk to email Highways Assurance regarding damage to part of old pathway	Complete
The Clerk to email John Glover regarding matting on Strawberry Avenue	Complete
The Clerk to email John Glover regarding cutting back Wildflowers on Grange Road	Complete
<u>Barrier on Bromley Road</u> pathway Clerk to speak to Dave Childs regarding repair and then put up a notice identifying it as belonging to Lawford Parish Council	Complete
<u>Standing Orders.</u> Clerk to share copies with all Councillors at Full Council meeting on 19.9.22	Complete
<u>Members Code of Conduct.</u> Clerk to share copies with all Councillors at Full Council meeting on 19.9.22	Complete
<u>Co-option Policy.</u> Clerk to share copies with all Councillors at Full Council meeting on 19.9.22	Complete
The Clerk to order flowers for Cllr Val Pretty	Complete

**4. Declarations of interest:**

No declaration of interests were received.

**5. General:**

- a) Mobile phone. The Clerk informed the meeting that the mobile phone was rarely used and it was the LPC office phone number that was primarily used by residents. It was agreed that the mobile phone could be taken off the Parish Council's contact details but this could be reviewed in the future.

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- b) Councillor email addresses. There was a discussion regarding Councillors having council email addresses in line with data protection guidance. It was agreed that the Clerk would look into this and report findings at the next meeting.  
Action: Clerk to research and report at next meeting.
- 6. Financial and related matters:**
- a) Website advertising. It was agreed that the parish council would only advertise events for not-for-profit organisations.  
Proposed: Cllr C Guglielmi Seconded: Cllr D Thurlow All agreed
- b) Items Councillors may wish to raise/discuss.
- 7. Personnel:**
- a) Grant Giving Policy. This policy was discussed and agreed by all.  
b) Health & Safety Policy. This policy was discussed and agreed by all.  
c) Lone Working Policy. This policy was discussed and agreed by all.  
d) There were no additional issues raised or discussed.
- 8. Legal Updates:**
- a) There were no issues raised or discussed.

**Signature:** (Chairman)

**Date:**