



Clerk to the Council: Bridget Tighe

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Minutes of the Administration Committee Meeting held in the Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 3 July 2023 at 6.30pm

Present: Cllr V Guglielmi (Chair) Cllr D Harty
Cllr M Kinsmore Cllr W Saint James

1. **Apologies for Absence** Apologies for absence were received from Cllr C Guglielmi and Cllr D Thurlow and were accepted by the Committee.
2. **To receive members declaration of interests on items that appear on the agenda**
There were no interests declared.
3. **Minutes of the last meeting:**
It was **resolved** that the minutes of the Administration Committee meeting held on **6 March 2023** be approved and signed by the Chair.
4. **General:**
 - a) Streetlight maintenance contract. Two quotes were considered and it was **resolved** to recommend the A&J Lighting quote to Full Council.
 - b) Grass cutting on Lawford Dale. Cllr Thurlow's email was considered and it was **resolved** to wait for the outcome of Cllr C Guglielmi's discussions with Tendring District Council.
5. **Financial and related matters:**
 - a) Rialtas Accounting Software. The Clerk informed the committee that a transfer date had been set for 1st August.
6. **Personnel:**
 - a) New councillors – this was discussed and it was **resolved** that Cllr Saint James would email the Clerk with ideas for this.
7. **Legal Updates:**
 - a) Complaints Policy – this was discussed and it was **resolved** that the Clerk would make the recommended changes and put on the agenda for the next Full Council meeting.
 - b) Expenses Policy – this was discussed and it was **resolved** that the Clerk would make the recommended changes and put on the agenda for the next Full Council meeting.
 - c) Reserves Policy – this was discussed and it was **resolved** that the Clerk would make the recommended changes and put on the agenda for the next Full Council meeting.
8. **Exclusion of press and public.** There were no press or public at this meeting.
9. **To discuss and review role of handyman.** This was discussed and it was **resolved** that the Clerk would meet with the handyman and go through the recommended changes.

Signature: (Chair)

Date