



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Administration Committee held in the Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 6 January 2025 at 6.30pm

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr D Thurlow Cllr W Saint James
Cllr D Harty Cllr M Kinsmore

In attendance: B. Tighe (Clerk)

1. **Apologies for absence** there were no apologies for absence.
2. **To receive members declaration of interests on items that appear on the agenda**
There were no declarations of interest.
3. **Minutes** of the Administration Committee Meeting held on **Monday 4 November 2024** were approved and signed by the Chair.
4. **Public Participation** there were no members of the public attending.
5. **New Civic Building.** Points that came out of the discussion were as follows:
 - a) Advice needed from Paul Willey on:
 - internet service providers
 - whether security company can be keyholder for intruder alarm
 - whether there will be an electricity and water source outside the building
 - whether Rose could include installation of defibrillator and noticeboard as part of the build
 - whether electrics in meeting room will facilitate whiteboard and projector
 - whether building is fully accessible
 - whether there is restricted use in the offices
 - b) Agreed to switch to mobile phone when in new building instead of landline or both if cost effective
 - c) Electrician attending Full Council to explain benefits of hybrid batteries
 - d) Clerk to research office rental charges in the area
 - e) Clerk to speak to Jon Hamlet regarding waste collection
 - f) Cleaner to be contracted for on clean per week
6. **Financial and related matters**
 - a) Bank Statement to end of December 2024 was noted.
 - b) Bank Reconciliation to end of December 2024 was noted.
 - c) Budget variance to end of December 2024 was noted.
 - d) Budget showing earmarked reserves to end of December 2024 was noted.
 - e) Investment Strategy 2025 – 2026. It was agreed to stay with Suffolk Building Society even though the interest rate was reducing as it was still competitive.



7. **New website, cloud storage/google drive, JIRA.** Cllr Harty reported that the new web domain was up and running and therefore the current and new websites would both be maintained for two/three months to see how it goes before reaching a final decision on whether to move to the new website.
8. **Stand at Tendring Show 2025.** Cllr Saint James confirmed that a complimentary stand had been agreed for LPC with the Tendring Show. It was agreed to set up a sub-committee where details of the event could be discussed and organised including setting up on Friday 11th and clearing away on Sunday 13th July, arranging a display, advertising, rota for the stall, vote for project ideas such as a community garden.

Signature:(Chair)

Date