***Clerk to the Council*:** Bridget Tighe
Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898
Mob: 0798 396 0679, Email: clerk@lawfordparishcouncil.gov.uk

Minutes of a meeting of the Administration Committee held in the Meeting Room of Lawford Parish Community Hub on Monday, 7th September, 2026 at 6.30pm

Present: Cllr. D. Thurlow (Chair)
Cllr. M. Kinsmore
Cllr. W. Saint-James (minutes)

In Attendance: 2 members of the public

1. **Apologies for absence** were received from Cllrs. C. Guglielmi and V. Guglielmi

2. **To receive members' declaration of interests on items that appear on the agenda.** No declarations of interest were received.

3. **Minutes** of the Administration Committee Meeting held on **Monday 6th July 2026** were approved and signed by the Chair. Proposed by Cllr. Thurlow and seconded by Cllr. Saint-James.

4. **Public Participation**
   2 representatives from the Scouts Club attended to discuss and query the dual use of the field. It was decided that both parties would try the new layout and see how it works.

5. **General**
   a). Social Media update
   In the absence of Cllr. C. Guglielmi it was decided to take this discussion to Full Council.

6. **Lawford Parish Community Hub**
   a). Hire schedule September/October. The schedule was noted.
   b). Update from Scout/LBC Meeting. Cllr. Thurlow set out what was agreed at the meeting.

7. **Financial and related matters**
   a). Bank Statement to end August 2026. The bank statement was noted.
   b). Bank Reconciliation to end August 2026. The bank reconciliation was noted.
   c). Budget Variance Report to end of August 2026. The budget variance was noted.
   d). Pump Track contract. The clerk has registered this on the 'Find a Tender' site and will report progress at the next Full Council meeting.
   e). Quote for Internal Audit 2026/27. It was agreed to recommend acceptance of this quotation to Full Council.
   f). Ideas/reminders for big projects that need to be included in the 2027/28 budget discussions in November meeting. This was noted and members will bring their ideas to the Budget Meeting in November.

8. **Staffing Matters**
   It was resolved to hold this part of the meeting in closed session and exclude members of the public under the Public Bodies (Admissions to Meetings) Act 1960. Proposed by Cllr. Thurlow and seconded by Cllr. Kinsmore.

   a). Caretaker. The new caretaker has been hired for an initial period of 3 months and it was reported that so far it is going well.

b). Ogilvie Hall Management Committee – new caretaker. Cllr. Kinsmore reported that the new caretaker has expressed an interest in the caretaker position at the Lawford Parish Community Hub.
c). Parish Clerk replacement. It was agreed to recommend the following to Full Council:-
Hours = Initially 25
Pay Scale = will depend on qualifications and experience of the applicant
Application format = submission of CV plus a covering letter explaining how the applicant meets the person specification
Interview = would expect applicants to attend a full council meeting before deciding on a short list for interview. Full Council to decide on the interview panel.
d). Pay Award 2026/2027. It was agreed to recommend to Full Council the proposed pay award in accordance with the Local Government Services Pay Agreement 2026/27.

9. Items for next meeting

There were no items for the next meeting.

There being no further business the meeting was closed at 7:35pm.

Signature (Chair): **Date:**