



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898

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Minutes of the Annual Meeting of the Parish Council held on

Monday 18 May 2026 at 6.30pm in the Rose Room at Lawford Parish Community Hub

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr D Thurlow Cllr T Barrett
Cllr K Symon Cllr M Kinsmore
Cllr L Castell Cllr B Chester
Cllr M Naylor

AM26/01 Election of a Chairman and Declaration

- a. It was **resolved** to approve the nomination by Cllr Thurlow for Cllr V Guglielmi to be the Chairman of the Council for 2026-27. The nomination was seconded by Cllr Barrett.
- b. Cllr V Guglielmi sign the Declaration of Acceptance of Office for position of Chairman of the Council 2026-2027

AM26/02 Election of Vice Chairman and Declaration

- a. It was **resolved** to approve the nomination by Cllr C Guglielmi for Cllr Thurlow to be the Vice Chairman of the Council for 2026-27. The nomination was seconded by Cllr Castell.
- b. Cllr Thurlow signed the Declaration of Acceptance of Office for position of Vice Chairman of the Council 2026-2027

AM26/03 Apologies for Absence were received from Cllr Saint James

AM26/04 Declaration of Interests

- a. All Councillors reviewed their Register of Pecuniary Interests, and it was agreed that any changes required will be sent to the Clerk
- b. It was agreed that all Councillors required to complete the Register of Members' Other Registerable Interests to send changes to the Clerk.

AM26/05 Public participation

There was one member of the public in attendance as an observer.

AM26/06 Appointment to Council Committees and Council Representatives

6.1 Administration Committee

- a. The Administration Committee Terms of Reference were reviewed and adopted.
- b. Councillors appointed to the Administration Committee for 2026-27 were: Cllr V Guglielmi, Cllr C Guglielmi, Cllr Thurlow, Cllr Kinsmore and Cllr Saint James.
- c. Cllr V Guglielmi was appointed as Chair of the Administration Committee for 2026-27.
- d. Cllr Thurlow was appointed as Vice-Chair of the Administration Committee for 2026-27.

6.2 Planning

- a. Cllr Chester was appointed as the Councillor who will review Planning Applications for 2026-27 and provide updates for Full Council meetings.

6.3 Public Realm Committee

- a. The Public Realm Committee Terms of Reference were reviewed and adopted.
- b. Councillors appointed to the Public Realm Committee for 2026-27 were Cllr V Guglielmi, Cllr C Guglielmi, Cllr Thurlow, Cllr Barrett, Cllr Symon, Cllr Chester, Cllr Castell
- c. Cllr V Guglielmi was appointed as Chair of the Public Realm Committee for 2026-27.
- d. Cllr Thurlow was appointed as Vice-Chair of the Public Realm Committee for 2026-27.

6.4 Appointment of Council Representatives were agreed as follows:

- a. Leech's Educational Foundation – Cllr Thurlow
- b. Police Liaison – Cllr C Guglielmi
- c. School Liaison – Cllr Castell
- d. Emergency Planning Committee – Cllr K Symon

AM26/07 Council leads for projects and activities were agreed as follows:

- a. Tree Inspections – Cllr Thurlow
- b. School Lane Football Club – Cllr C Guglielmi
- c. School Lane Welfare & Safeguarding – Cllr Barrett
- d. The Council's Facebook page – Cllrs Chester and C Guglielmi
- e. Policy Review – Cllrs Saint James and Thurlow
- f. Nominated Internal Controls Officer – Cllr Saint James

AM26/08 Council meetings for 2026-27

The meeting schedule for the 2026-27 was agreed as follows:

DATE	MEETING
1-Jun-26	Public Realm
15-Jun-26	Full Council
6-Jul-26	Administration
20-Jul-26	Full Council
3-Aug-26	Public Realm
17-Aug-26	Full Council
07-Sep-26	Administration
21-Sep-26	Full Council
05-Oct-26	Public Realm
19-Oct-26	Full Council
02-Nov-26	Administration
16-Nov-26	Full Council
07-Dec-26	Public Realm
21-Dec-26	Full Council
04-Jan-27	Administration
18-Jan-27	Full Council
01-Feb-27	Public Realm
15-Feb-27	Full Council

01-Mar-27	Administration
15-Mar-27	Full Council
05-Apr-27	Public Realm
19-Apr-27	Full Council
10-May-27	Administration
24-May-27	Parish Assembly
24-May-27	Annual Council Meeting
24-May-27	Full Council

AM26/09 **Action Plan for 2026-27**
The action plan for 2026 – 2027 was agreed and approved.

AM26/10 **Policy Reviews** The policies reviewed and adopted were as follows:

- Standing Orders.
- Financial Regulations.
- Internal Controls.
- Annual Risk Assessment.
- Members' Code of Conduct.
- IT. See attached.

Proposed: Cllr Barrett, Seconded: Cllr Thurlow

AM26/11 **Annual Return for the year ending 31st March 2026**

End of Year Accounts 2025-2026

11.1 The Internal Audit Report for 2025-2026 was received and accepted.

Proposed: Cllr V Guglielmi, Seconded: Cllr Thurlow

11.2 The end of year accounts for 2025-2026 were received and approved.

Proposed: Cllr V Guglielmi, Seconded: Cllr Thurlow

Annual Governance and Accountability Return (AGAR) 2025-2026

11.3 Section 1 of the AGAR – Annual Governance Statement 2025-2026 was approved. Proposed: Cllr V Guglielmi, Seconded: Cllr Thurlow

11.4 Section 2 of the AGAR – Accounting Statements 2025-2026 was approved. Proposed: Cllr V Guglielmi, Seconded: Cllr Thurlow.

AM26/12 **Direct Debits and Standing Orders**

a. The variable direct debits and standing orders on the Parish Council's current account **were reviewed and approved as follows:**

Variable payments

Name	Payments	Service
SSE Energy Solutions	Monthly	Power to streetlights
Veolia	Monthly – variable depending on weight	Waste collection from office and football club

Regular payments:

EE	Monthly - £24.77 exc. VAT	Mobile phone
CF Corporate Finance	Quarterly - £79.20	Large printer lease. Notice has been given ★
ICO	Annually - £47.00	Data protection fee
PHS	8 times per year - £49.28	Sanitary waste collection
Scribe	Monthly - £88.80	Accounting software

★Please note last payment in September 2026

AM26/13

Current account signatories

- a. The signatories for the Council's bank accounts were reviewed and approved as follows:

Redwood Bank	B. Tighe, Cllrs V and C Guglielmi and Thurlow
Co-operative Bank	Cllrs V and C Guglielmi, Kinsmore, Symon and Thurlow
Suffolk Building Society	B. Tighe, Cllrs V and C Guglielmi and Thurlow

There being no further business the meeting was closed at 18.55

Signature (Chair):

Date: