



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, Unit 1, The Avenue, Lawford CO11 2FR, Tel: 0798 3960679

Email: clerk@lawfordparishcouncil.gov.uk

Minutes of a meeting of the Sub-Committee of the Administration Committee held in the Parish Council Meeting Room, Lawford Parish Community Hub, Unit 1, The Avenue, Lawford, CO11 2FR on Monday 9th June, 2025 at 6.30pm

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr D Thurlow Cllr W Saint James
Cllr B Chester Cllr L Castell

In attendance: B. Tighe (Clerk)

1. **Apologies for absence** were received and approved from Cllr M Kinsmore
2. **Minutes** of the meeting held on 12th May were approved and signed by Cllr L Castell who chaired the previous meeting.

3. Matters arising from the previous meeting:

- a. Furniture and equipment required The Clerk confirmed that the noticeboards and sandbags had been ordered with expected delivery on 20 and 17 June respectively.
- b. Promotional Material - Updates on:
 - i. Consultation on community garden. To be set up on the noticeboard.
 - ii. PACE wreaths for the stand. To be delivered on the day to the stall by PACE.
 - iii. Suggestion box for future projects. To be set up on the noticeboard.
 - iv. Photography competition. It was agreed that Cllr Saint James would contact Cllr Harty about this.
 - v. Promotion of vacancies within the council. Councillors agreed to use both poster suggestions and print 10 for the day for putting up on noticeboards around the village and on the noticeboard at the stall.
 - vi. Promotional Word search. Cllr. Saint-James asked councillors to complete the wordsearch and report any difficulties back to her. Cllr Saint James to include the solution on the back of the sheet.
 - vii. New community building including promotion of Rose Builders and explanation of Section 106. Cllr. Chester to report. It was agreed that Cllr C Guglielmi would write an explanation on the mechanism for provision of the new community building and Cllr Chester would tidy up his explanation of Section 106. Both to send to the Clerk for putting on letterhead paper and printing.
 - viii. Purchase of Giant Connect 4 game. Completed and delivery taken.
 - ix. Playzone information. It was agreed to take this off the list of information to be included.
 - x. Purchase of Haribo sweets. It was agreed not to provide any sweets.



- xi. Live podcast update. It was agreed not to go ahead with this.
 - xii. Using pathways through the Summers Park/Gainsborough Estates as an alternative to Cox's Hill. It was agreed at the previous meeting not to go ahead with this.
 - c. **Organise a rota:** Cllr. Saint-James gave the Clerk the volunteer sheets and risk assessment which had been completed for the volunteer. Cllr Saint James to update the rota with new start and finish times.
 - d. **Free passes for the show and location map** - Cllr. Saint-James to ask E. Payne for additional 5 passes and location map.
 - e. **Suggestion of BMX area.** The Clerk reported that she had not heard back from the young residents regarding the consultation they were carrying out.
 - f. **Stationery list.** It was agreed that this would be completed by Cllr L Castell and sent to the Clerk for purchase.
- 4. Any other matters sub-committee members would like to raise**
- a. It was agreed that Cllr Castell would complete a checklist on all equipment and stationery to be taken to the field for the handyman and send to the Clerk.
 - b. It was agreed that Cllr Castell would produce a poster for the new Youth Committee.
 - c. It was agreed to purchase a PVC banner for the front of the gazebo. Cllr Saint James to send a link for this to the Clerk for purchase.
 - d. Photocopying. List to be compiled by Cllr Saint James and sent to the Clerk.
 - e. Promotional leaflet. Being updated by Cllr Harty. Cllr Saint James to speak to Cllr Harty about this.
 - f. It was agreed that Cllr Harty would promote the event on social media.

Signature (Chair)

Dated: