



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 1 July 2024 at 6.30pm

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

In attendance B. Tighe (Clerk)

1. **Apologies for absence** there were no apologies for absence received.
2. **To receive members declaration of interests on items that appear on the agenda**
There were no declarations of interest received.
3. **Minutes** It was **resolved** to approve the minutes of the Administration Committee Meeting held on Thursday **9 May 2024** and they were signed by the Chair.
4. **Public Participation** there were no members of the public in attendance.
5. **Asset Register/Insurance.**
 - a. The asset register, and insurance was discussed. It was agreed the Clerk would make enquiries regarding the types of property/equipment to be insured and whether the premium could be reduced with less equipment insured.
 - b. Request for BBQ on Riverside Playing Field. It was noted that there would be no BBQ on Riverview field.
 - c. UK Power Networks (UKPN) wayleave payments. It was noted that there would be no further wayleave payments received.
6. **Policy.** New Financial Regulations. The summary of key the changes was noted and agreed that Cllrs Thurlow and Saint James would meet to amend the policy accordingly and would report to Full Council.
7. **Action Plan.** The action plan was monitored with attendance at the Tendring Show 2025 being added.
8. **Financial and related matters**
 - a) Bank Statement to end of June 2024. This was noted.
 - b) Bank Reconciliation to end of June 2024. This was noted.
 - c) Budget variance to end of June 2024. This was noted and it was agreed that the Clerk would ask Rialtas if the report could contain more information.
 - d) Budget showing earmarked reserves to end of June. This was noted.
9. **New website, cloud storage/google drive, JIRA** – Cllr Harty did not attend this meeting.

Signature:(Chair)

Date: