



**Clerk to the Council:** Bridget Tighe

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**Minutes of a meeting of the Administration Committee held in the meeting room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 1 September 2025 at 6.30pm**

Present: Cllr V Guglielmi Cllr C Guglielmi  
Cllr L Castell Cllr M Kinsmore  
Cllr D Thurlow

1. **Apologies for absence** were received from Cllr W Saint James
2. **To receive members declaration of interests on items that appear on the agenda.**  
There were no declarations of interest received.
3. **Minutes** of the Administration Committee Meeting held on **Monday 7 July 2025** were approved and signed by the Chair.
4. **Public Participation.** A member of the public attended to ask the Council about the surveyors she had seen on Tye Field and whether they were connected to a new planning application. Cllr C Guglielmi reassured her that this was not the case however, he said he would email her with more information regarding the local plan in the next few days.
5. **Community Open Day 27.9.25.** This was discussed and the following was agreed:
  - a. the Clerk would email all councillors to ask their availability for supporting the event and whether they had any confirmations from groups/organisations they had contacted regarding holding a stall
  - b. Cllr Castell to allocate roles/responsibilities when councillors had responded to the above
  - c. the Clerk to order a banner for the Bromley Road fence
  - d. Cllr C Guglielmi to email the Manifest and Lemming Theatres and the Scouts
6. **Handyman Services.** Councillors considered the general tasks and duties of the handyman and agreed they covered everything required.
7. **Lawford Parish Community Hub**
  - a. **Signage.** The options were considered, and it was agreed to ask for quotes but at this point the Committee would recommend Option 3 from ThinkBDW.
  - b. **Hire.** The current hires list was noted.
8. **Financial and related matters**
  - a) The bank statement to end August 2025 was noted.
  - b) The bank reconciliation to end July 2025 was noted.
  - c) The budget variance report to end July 2025 was noted.



- d) The annual budget 2025 – 2026 was noted.
- e) November 2026 – 2027 budget meeting. This was discussed and it was agreed that councillors would think about the possible project spends for the next financial year including solar lights for Cox's Hill, Riverview footpath and Mill Hill.
- f) Business rates. The Clerk reported that she had not heard yet.
- g) Change to electricity supplier. The Clerk reported that when Rose Builders had paid the final invoice EON would then start invoicing the parish council.
- h) New credit card. It was agreed to recommend to Full Council that instead of applying for a new credit card, an application should be made for membership of Bookers instead.

**Signature:(Chair)**

**Date:**