



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 11 May 2026 at 6.30pm

Present: Cllr D Thurlow Cllr M Kinsmore
Cllr W Saint James

1. **Apologies for absence** were received and approved from Cllrs V and C Guglielmi
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 2 March 2026** were approved and signed by the Chair.
4. **Public Participation.** There were no members of the public in attendance.
5. **General**
 - a) Request from EDME – Mysteries of Mistley. See attached for consideration and decision. It was agreed to refer this request to the Full Council. Clerk to action.
6. **Lawford Parish Community Hub**
 - a. Hire schedule. The hire schedule was noted.
 - b. Caretaker. The updated was noted.
 - c. Social Media. It was agreed to recommend this proposal to the Full Council. Clerk to action.
7. **Financial and related matters**
 - a) Bank Statement to end April 2026. This statement was noted.
 - b) Bank Reconciliation to end April 2026. The reconciliation was noted.
 - c) Budget Variance Report to end of April 2026. The budget variance was noted.
 - d) Insurance Update. The quote from Zurich was noted and would be compared to further quotes received.
 - e) LCTSS Grant. The receipt of a LCTSS grant for 2026 – 27 was noted.
 - f) Internal Audit 2025-2026. Councillors went through the audit recommendations and agreed actions for the Clerk and Cllr Saint James on policy wording, receipts and a new IT Policy.
8. **Policy Review**
 - a) Standing Orders. This was considered and agreed to refer to Full Council.
 - b) Financial Regulations. This was considered and agreed to refer to Full Council.
 - c) Internal Controls. This was considered and agreed to refer to Full Council. It was also agreed that the Clerk would present receipts at Full Council meetings going forward.
 - d) Annual Risk Assessment. This was considered and amendments to list for the Lawford Parish Community Hub to be added were agreed. The policy could then be referred to Full Council.
 - e) Members' Code of Conduct. This was considered and agreed that the Clerk would check the wording and then refer to the Full Council.

f) IT Policy. This was considered and agreed to refer to Full Council.

9. Items for next meeting

There were no items for the next meeting.

Signature:(Chair)

Date: