



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 12 May 2025 at 6.00pm

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr D Harty Cllr M Kinsmore
Cllr L Castell Cllr B Chester

In attendance: B. Tighe (Clerk)

1. **Apologies for absence** were received and approved for Cllrs Saint James and Thurlow.
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 3 March 2025** were approved and signed by the Chair.
4. **Public Participation.** Two young residents attended the meeting to ask if they could work with councillors on installing a bike pump track. This was discussed and it was agreed the Council would recommend to Full Council that this project idea was progressed on Waldegrave Way.
5. **New Civic Building.** The update was discussed and the following agreed:
 - a. the Clerk would draft a hire policy for the meeting rooms. It was agreed to recommend to Full Council that ad hoc use could be free of charge and regular use chargeable.
 - b. The Clerk to obtain quotes for a cleaner and caretaker
 - c. Think about the possibility of an Assistant Clerk to cover additional work produced by the new building.
6. **Financial and related matters**
 - a) Bank Statement to end April 2025. This was noted.
 - b) Bank Reconciliation to end April 2025. This was noted.
 - c) Budget variance to end April 2025. This was noted.
 - d) Annual Budget 2025 - 2026. This was noted.
7. **New website, cloud storage/google drive, JIRA** – Cllr Harty reported that the new website was not going ahead at this stage, but he may look at it again in the future.
8. **Stand at Tendring Show 2025.** This was being discussed at the Sub-Committee being held after this meeting at 7.30pm.
9. **Other items discussed:**
 - a. a bonus for the handyman for his assistance at the VE Day 80 Event. It was

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agreed to discuss this further at Full Council.

- b.** Date for the annual meeting. It was agreed keep 19 May 2025 as agreed in May 2024.

Signature:(Chair)

Date