

Lawford Parish Council



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Administration Committee held in the Rose Room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 2 March 2026 at 6.30pm

Present: Cllr V Guglielmi Cllr M Kinsmore
Cllr D Thurlow

1. **Apologies for absence** were received from Cllrs C Guglielmi and 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 5 January 2026** were approved and signed by the Chair.
4. **Public Participation.** There were no members of the public in attendance.
5. **Lawford Parish Community Hub**
 - a. Hire schedule. The hire schedule was noted.
 - b. Caretaker post. The Clerk updated that the Caretaker was now in post and carrying out the duties of opening, closing and cleaning the hub.
 - c. Asset improvement. Cllr Thurlow confirmed that the pathway works to the back of the hub were now complete.
 - d. Photocopier. The Clerk confirmed that she had received the photocopier with a date for picking up the old one.
6. **Financial and related matters**
 - a) Bank Statement to end February 2026. The bank statement was noted.
 - b) Bank Reconciliation to end February 2026. The bank reconciliation was noted.
 - c) Budget Variance Report to end of February 2026. The budget variance was noted.
 - d) Urgent decision. The urgent decision taken by the Chair and the Clerk to purchase 4 small tables was noted.
 - e) Insurance. The Clerk reported that she was looking for 3 quotes for the insurance which currently runs to 31.5.26
 - f) Asset Register. Councillors went through the asset register and said they would email the Clerk if they spotted any omissions.
 - g) Redwood Bank 2-Year Bond. The Clerk reported that this was now confirmed.
 - h) LCTSS Grant. The Clerk reported that she had not heard from TDC about this yet but probably wouldn't until April 2026.
7. **Information and updates**
 - a. The Tendring Show Saturday 11 July 2026. There was some discussion, and it was agreed to go back to Full Council for further discussion on the benefits and activities for the stall.

Signature:(Chair)

Date: