



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Administration Committee held in the Parish Council Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 2 September 2024 at 6.30pm

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

In attendance: B. Tighe (Clerk)

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 Thursday 1 July 2024 were approved and signed by the Chair.
4. **Public Participation** there were no members of the public in attendance.
5. **Asset Register/Insurance.**
 - a. Asset register. It was **resolved** to carry out a new revaluation of the pavilion for rebuilding cost purposes.
6. **Financial and related matters**
 - a) Bank Statement to end of August 2024. This was noted.
 - b) Bank Reconciliation to end of August 2024. This was noted.
 - c) Budget variance to end of August 2024. This was noted.
 - d) Budget showing earmarked reserves to end of August. This was noted.
 - e) November budget meeting. The current list of potential projects for the year 2025-26 was noted and agreed that councillors would email the clerk with any other suggestions.
 - f) Grant award – Manningtree and District Community Bus. It was agreed that the Clerk would get more information on the project for the next Full Council meeting when a decision could be taken on awarding a grant.
7. **New website, cloud storage/google drive, JIRA** – Cllr Harty reported that he had recorded a podcast with Tom West, the photograph competition was continuing and the sale of the swings on eBay would be underway shortly.
8. **Stand at Tendring Show 2025.** Cllr Saint James read out a draft email for the Tendring Show organisers regarding costs of a pitch which was agreed. She also said she had an awning which could be used for the day and asked for ideas on what could be on the stall. Councillors agreed to send her ideas including 'guess the weight of the parish council' competition.

Signature:(Chair)

Date