



**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 3 March 2025 at 6.30pm**

**Present:** Cllr V Guglielmi Cllr C Guglielmi  
Cllr D Thurlow Cllr M Kinsmore  
Cllr Wendy Saint James

**In attendance:** B. Tighe (Clerk)

1. **Apologies for absence** were received and approved for Cllr D Harty.
2. **To receive members declaration of interests on items that appear on the agenda**  
There were no declarations of interest received.
3. It was **resolved** to approve the minutes of the Administration Committee Meeting held on Monday 6 January 2025 and they were signed by the Chair.
4. **Public Participation** a member of the public attended to request funding for a new Skatepark in Brantham.
5. **New Civic Building.** The email from Rose Builders and the 'task list' were discussed and the following agreed and noted:
  - Clerk to check with insurers regarding internal position of batteries
  - paint and shutter colours agreed
  - Clerk to speak with Rose regarding Due Com Communicator for intruder alarm
  - Clerk to look at registering with 'Red Care'
  - agreed for additional socket on bin store
  - Clerk to purchase hearing loop, defibrillator, projector, screen and water butt
  - Car charger not required at this stage
  - competition to name the building had been launched today with deadline of 30.3.25
  - agreed to enter contract for wheelie bin at £8.60 per fortnightly collection
  - agreed to enter contract for large grey wheelie bin at School Lane at £15.50 per fortnightly collection
6. **Financial and related matters**
  - a) The Bank Statement to end February 2025 was noted.
  - b) The Bank Reconciliation to end February 2025 was noted.
  - c) The Budget variance to end February 2025 was noted.
  - d) The Budget showing earmarked reserves to end February 2025 was noted.
  - e) Redwood Bank Savings Account. This was discussed and it was agreed to apply for a 35-day monthly interest account and a 1 year annual interest account and share the amount in the account currently equally between the two.



- f) Findings from initial visit of new auditor. This was discussed and the following agreed:
- change Standing Orders and Financial Regulations to show prices for tenders as excluding VAT
  - close new website
  - additions to internal control policy include more detail on payroll and Barclaycard sections and speak to the football club about fire safety measures at the Pavilion
  - asset register – do not change basis of valuation for the land and building assets
  - VAT – get advice on whether to deregister
  - Risk assessment – at the next policy meeting go through who, along with the Clerk, should have access to passwords, email account, Barclaycard and other online accounts
- a) New Procurement Act 2023. This was discussed and it was agreed to meet with the grass cutting contractor to understand full costs of the contract.
- b) Funding for Skatepark request. This was discussed and agreed that the Clerk would find out whether the parish council were permitted to provide funding to a parish council in another county.

**7. New website, cloud storage/google drive, JIRA** Cllr Harty's email was noted, and it was agreed to close the new website for now and go back to it when Cllr Harty had more time.

**8. Stand at Tendring Show 2025.** Cllr Saint James updated the meeting, and it was agreed that she would look at costings for an awning and send out an email regarding the first meeting of the sub-committee.

**Signature:(Chair)**

**Date**