



**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 3 November 2025 at 6.30pm**

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

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

1. **Apologies for absence.** There were no apologies for absence received.
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 1 September 2025** and they were signed by the Chair.
4. **Public Participation.** There were no members of the public in attendance.
5. **Lawford Parish Community Hub**
  - a. **Signage charge for quote.** The Clerk reported that ThinkBDW Limited had written off their invoice.
  - b. **Hire.** The hire schedule was noted.
6. **Financial and related matters**
  - a) The bank statement to end October 2025 was noted.
  - b) The bank reconciliation to end October 2025 was noted.
  - c) Budget variance to end October 2025. There was no budget variance report but one would be brought to the Full Council on 17 November 2025.
  - d) Setting annual budget for 2026 – 2027. The two documents containing notes on both this and next year's budgets were discussed and the following agreed:
    - i. Cllr Thurlow to install solar light on Mill Hill in this financial year
    - ii. Take out 'youth committee' from reserve calculation
    - iii. Increase insurance budget proposal from £8,500 to £10,000
    - iv. Increase training budget proposal from £1,000 to £2,500
    - v. Increase playground repairs budget proposal from £10,000 to £15,000
    - vi. Put proposed budget for installation of Pump Track into Major Projects
    - vii. Ask A&J Lighting for lifespan of the LED streetlights and the warranty
    - viii. Section 137 needs further discussion at Full Council regarding grant applications from Manifest Theatre, Brantham Parish Council and Lawford Church



- ix. Major Projects to include costs for solar lights and Pump Track
- x. Small projects to include new entrance from the Venture Centre to the hub field for the Scouts and possibly resurfacing of area between the hub and the black gate but this is to be discussed and agreed at Full Council
- xi. Increase Quasar budget proposal from £10,000 to £12,000

It was agreed the Clerk would make the above amendments to the documents and put them on the agenda for the next Full Council meeting on Monday 17 November at 6.30pm.

**Signature:(Chair)**

**Date:**