



Clerk to the Council: Bridget Tighe

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Minutes of a meeting of the Administration Committee held in the Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 4 March 2024 at 6.30pm

Present:

Cllr V Guglielmi	Cllr C Guglielmi
Cllr D Thurlow	Cllr M Kinsmore
Cllr W Saint James	Cllr D Harty

In attendance: B. Tighe – Parish Clerk

- 1. Apologies for absence** There were no apologies for absence.
- 2. To receive members declaration of interests on items that appear on the agenda.** No declarations of interest were received.
- 3. Minutes** The minutes of the Administration Committee Meeting held on **8 January 2024** were approved and signed by the Chair.
- 4. Public Participation** there were no members of the public in attendance.
- 5. Financial and related matters**
 - High interest bank account. Update. The following was **resolved** by the committee: £85,000 to be placed in 1 year bond account with Redwood Bank; £25,975.25 to be placed in Suffolk Building Society account to bring it up to £85,000; Open a 35-day notice account with Nat West Bank to hold 3 months running costs, however, until open to hold these monies in Co-op Instant Access Account.
 - Bank Reconciliation to end of February 2024. This was considered and agreed.
 - Budget variance as at 29.2.24. This was considered and discussed, and it was agreed that the next stage would be to build in forecasting which the Clerk would action.
 - Budget showing earmarked reserves as at 29.2.24. This was noted.
 - Budget for works to Lawford Green Car Park. Cllr C Guglielmi updated the meeting saying this was a work in progress with attempts to get all parties together to ensure actions taken to tackle the parking situation at the close of the school day. He asked that a sum of £5,000 be considered for Traffic Regulation Orders (TRO) and it was agreed this would be taken to the next Full Council meeting for consideration and agreement.
 - Npower switch to SSE. The Clerk updated the meeting explaining that some streetlights had been missed in the switch from Npower to SSE. Therefore, there were some outstanding invoices for Npower which would be paid after the next Full Council meeting. This was discussed and agreed.
- 6. Policy work:** The meeting considered and agreed the draft Administration Committee Terms of Reference which would be taken to the Annual Meeting in May for adoption.



7. **New website, cloud storage/google drive, JIRA.** Cllr Harty updated the meeting as follows:
- a. He would get 2,500 leaflets printed for distribution by councillors in their mapped areas. This was agreed.
 - b. He had produced another couple of podcasts with local people which would be available shortly.
 - c. He would produce a briefing paper for Full Council on the options for a new website.

There being no further business the meeting was closed at 7.25pm

Signature: (Chair)

Date