



Clerk to the Council: Bridget Tighe

Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898 Mob: 0798 396 0679

Email: clerk@lawfordparishcouncil.gov.uk

Minutes of a meeting of the Administration Committee held at Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 5 January 2026 at 6.30pm

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

In attendance: B. Tighe (Clerk)

1. **Apologies for absence** were received 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 **Monday 3 November 2025** were approved and signed by the Chair.
4. **Public Participation.** There were no members of the public attending.
5. **Lawford Parish Community Hub**
 - a. **Hire schedule.** The hire schedule was noted and the Clerk added that PACE had booked their Trustee meetings for year held every other month in the meeting room.
 - b. **Caretaker post.** This was discussed and it was agreed to advertise the post on the next day, Tuesday 6 January 2026 for a two-week period.
 - c. **Asset improvement.** The two quotes received for resurfacing the back of the building were discussed and it was agreed to recommend the Highways Assurance quote to Full Council.
 - d. **Photocopier.** The quotes were discussed, and it was agreed to ask both companies to add to their quote that they included paying off the existing contract. Clerk to action.
6. **Financial and related matters**
 - a) Bank Statement to end December 2025. The bank statement was noted.
 - b) Bank Reconciliation to end December 2025. The bank reconciliation was noted.
 - c) Restatement of End of Year Accounts on new system. The Clerk explained that when she was restating the end of year accounts on the new accounting system, she discovered she had inadvertently put the wrong figure in Box 8 on the AGAR form and therefore the end of year accounts had been wrongly stated. She had submitted £215,871.03 instead of £215,885.39. Therefore, she would contact the external auditor and speak to the new accounting software company and find out the best way to adjust this figure and report back to Full Council.
 - d) Training. The Canva training was discussed, and it was agreed to recommend this payment to Full Council.

The meeting closed at 7.10pm

Signature:(Chair)

Date: