



Minutes of a meeting of the **Administration Committee** held in the **Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Monday 6 March 2023 at 6.30pm**

Present: Cllrs V Guglielmi, Dan Harty, Mark Kinsmore and Dave Thurlow

1. **Apologies for Absence:** received from Cllr C Guglielmi

2. **Minutes of the last meeting:**

The minutes of the Administration Committee Meeting held on **3 January 2023** were approved by all.

3. **Actions from the previous meeting:**

<u>Safeguarding Policy</u> . The Clerk to source safeguarding training for Clerk	Complete
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4. **Declarations of interest:**

There were no declarations of interest.

5. **General:**

- a) John Glover quote for Summers Park. This quote was noted by the meeting.
- b) Tree Inspection Training. This was discussed and agreed it would be useful for one or more councillors to take this training. It was agreed to take to the next Full Council meeting to gauge interest.
Action: Clerk to put on agenda for Full Council meeting on 20 March 2023
- c) Play Inspection Training. This was discussed but agreed not to go forward with this and to leave inspections to current providers.
- d) Councillor email addresses. There was discussion on this with the meeting agreeing that organisation emails, a facility to share files and a revised website would improve compliance with data protection and opportunities to promote the council and its work. Cllr D. Harty agreed to look at this in more detail and update the group on his findings at the next meeting. Promoting the Council was discussed and it was agreed that the Cllr Harty would draft a an advert with a view to putting into In Touch magazine.

6. **Financial and related matters:**

- a) Parish Council Credit Card. This was discussed and agreed.

7. **Personnel:**

- a) Photograph Policy. This was reviewed and agreed. It was agreed to take to the next Full Council meeting for approval.
- b) Press and Media Policy. This was reviewed and agreed. It was agreed to take to the next Full Council meeting for approval.
- c) Document Retention Policy. This was reviewed and agreed. It was agreed to take to the next Full Council meeting for approval.

8. **Legal Updates:**

- a) There were no updates at this meeting.

Signature: (Chair)

Date: