



**Clerk to the Council:** Bridget Tighe

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**Minutes of a meeting of the Administration Committee held in the meeting room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 7 July 2025 at 6.30pm**

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

1. **Apologies for absence** were received and approved for Cllr C Guglielmi.
2. **To receive members declaration of interests on items that appear on the agenda.**
3. **Minutes** of the Administration Committee Meeting held on **Monday 12 May 2025** were approved and signed by the Chair.
4. **Public Participation.** There were no members of the public present.
5. **Lawford Parish Community Hub**
  - a. **General.** The contents of the general update were noted, in particular, that the Council is still waiting for the amount of business rates required for the building.
  - b. **Hire**

Proposal from CHIP (Community Halls in Partnership). This proposal was noted, and it was agreed that the Council would wait to see how the bookings for the building developed before taking a decision on it.

Room Hire Policy. The policy was discussed, and it was agreed more discussion was needed at Full Council on clause 6 regarding competition with local organisations.

General Room Hire T&Cs. This was discussed and it was agreed to take to the next Full Council meeting for further discussion and agreement.

St Johns Ambulance T&Cs. This was discussed and it was agreed to take to the next Full Council meeting for further discussion and agreement.

Charges. This was discussed and it was agreed to take out the discount for Lawford residents as the social value test provided the discount element. It was agreed to take to the next Full Council meeting for further discussion and agreement.
  - c. **Health and Safety**

Outcome from Fire Risk Assessment. The action plan from the report was noted and agreed the Clerk would expedite.

Outcome from PAT Testing. The Clerk confirmed this was taking place this week.
  - d. **Staffing.** This proposal was discussed, and it was agreed that it would be discussed further during the upcoming policy meetings so more detail can be added.
6. **Financial and related matters**
  - a) Bank Statement to end June 2025. This was noted at £120,639.21.
  - b) Bank Reconciliation to end June 2025. This was noted.
  - c) Budget variance to end June 2025. This report was noted.

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- d) Annual Budget 2025 – 2026. This was noted.
- e) Business rates. The Clerk confirmed she had not heard back from the Valuation Office Agency but would chase.
- f) Change to electricity supplier. The Clerk confirmed this was ongoing.
- g) Change Barclaycard. Cllr Saint James suggested that rather than change Barclaycard the Council obtains a new credit card. It was agreed to put this suggestion to Full Council.

Signature: (Chair) *B Tighe*

Date: