

Lawford Parish Council



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 8 January 2024 at 6.30pm

Present: Cllr V Guglielmi (Chair) Cllr D Thurlow (Vice Chair)
Cllr M Kinsmore Cllr D Harty
Cllr W Saint James

In attendance: Bridget Tighe (Clerk)

1. **Apologies for absence** apologies for absence were received from Cllr C Guglielmi and were approved.
2. **To receive members declaration of interests on items that appear on the agenda** No declarations of interest were received.
3. **Minutes** Minutes of the Administration Committee Meeting held on **8 November 2023** were approved and signed by the Chair.
4. **Public Participation** there were no members of the public attending.
5. **Financial and related matters**
 - a) New auditor. This was discussed and it was agreed the Clerk would check whether one of the quotes included visits to the office and try and obtain another quote.
 - b) High interest bank accounts. This was discussed and it was agreed that the Clerk would research Shawbrook Bank and Ford Money and add to the list. This would be presented to the next Full Council meeting along with details of all monies held in accounts.
 - c) Budget. This was discussed and councillors requested that in future they would like the financial report to include variances and ear marked funds. This was agreed. It was **resolved** to take 'memorial benches' out of the budget and put this allocation into small projects.
 - d) Lawford Green commuted sum. The Clerk reported that further to the agenda being published, Cllr C Guglielmi had met with Rose Builders and would update councillors at the next Full Council meeting to be held on 22 January 2023. In the meantime, the offer of a commuted sum for Lawford Green had been rejected as it included the swales.
6. **Policy updates:**
 - Action Plan – Councillors discussed and said they would go through it and provide feedback in due course.
 - Annual Risk Assessment – Cllr Harty suggested a section on 'cloud storage' to be included and agreed to send the Clerk a set of words to be used.
 - Freedom of Information Policy – this was discussed and agreed.
 - Internal Controls Policy – this was discussed and agreed.

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Play Park Policy – this was discussed and agreed.

Risk Policy – it was agreed to move this to an Appendix of the Annual Risk Assessment

Publication Scheme – this was discussed and agreed

Training and Development Policy – this was discussed and agreed.

Cllr Kinsmore suggested that an annual audit of the Council's policies be introduced. This was agreed and would be put on the agenda for the next Full Council meeting to be held on 22 January 2024 with a suggestion that each councillor would 'walk through' a policy and report findings to the Clerk.

7. **New website, cloud storage/google drive, JIRA** – Cllr Harty provided update saying he was still looking at options and would update at the next meeting.
8. **Survey.** This was discussed and agreed that Cllrs Harty and Kinsmore would work on a leaflet to be sent to all Lawford households explaining the work of the Parish Council and highlighting its achievements would raise awareness of its work.

Signature:(Chair)

Date