



**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 Wednesday 8 November 2023 at 6.30pm**

**Present:** Cllr V Guglielmi (Chair) Cllr D Thurlow (Vice Chair)  
Cllr G Guglielmi Cllr D Harty  
Cllr W Saint James  
**In attendance:** B. Tighe (Clerk)

1. **Apologies for absence** were received from Cllr M Kinsmore and were approved by the Council.
2. **To receive members declaration of interests on items that appear on the agenda**  
There were no declarations of interest received.
3. **Minutes** It was resolved that the minutes of the Administration Committee Meeting held on **4 September 2023** be approved and signed by the Chair.
4. **Public Participation** there was one member of the public in attendance at the meeting.
5. **Financial and related matters**
  - a) Annual Budget Setting for 2024 - 25. Following a lengthy and detailed discussion, the following was agreed.
    - It was **resolved** that £20,000 ring-fenced for the new parish council office be moved to general reserves.
    - It was **resolved** that projected income of £4956.64 be deducted from the precept.
    - It was **resolved** that the S137 payments be set at £10,000.
    - It was **resolved** that if the projected £8,000 savings made during 2023-24 was realised it would be put into the general reserves.
    - It was **resolved** that the precept for the 2024-25 financial year be set at **£188,094.36**
    - It was **resolved** that the precept of £188,094.36 be recommended to Full Council at its next meeting on 20 November 2023.
  - a) Agreement to wage increase in line with contract. It was **resolved** to add one salary point to the Clerk's salary in line with employment contract for obtaining the CiLCA qualification.
  - b) New printer for the office. To was **resolved** to recommend to Full Council to obtain a new printer for the office.
6. **Grass cutting contract:**
  - a. Lawford Green – Cllr C Guglielmi explained that the responsibility of the Phase I and Phase II areas of the development lies with the Parish Council however, is still being carried out by Rose Builders until the handover in the new year.
  - b. Tendring District Council areas – Cllr C Guglielmi explained that the council is still awaiting a decision on whether these areas will be handed over to the parish council.

## Lawford Parish Council



There being no further business the meeting was closed at 8pm

***Signature:(Chair)***

**Date:**