



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 Thursday 9 May 2024 at 6.30pm

Present: Cllr V Guglielmi (Chair) Cllr D Thurlow (Vice Chair)
Cllr C Guglielmi Cllr M Kinsmore

In attendance: B. Tighe – Parish Clerk

1. **Apologies for absence** were received and approved from Cllrs W Saint James and D Harty.
2. **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 **4 March 2024** were approved and signed by the Chair.
4. **Public Participation** there were no members of the public present.
5. **Financial and related matters**
 - a) Bank Statement to end of April 2024. This was noted and approved.
 - b) Bank Reconciliation to end of April 2024. This was noted and approved.
 - c) Budget variance as at 30.4.24. This was noted and approved.
 - d) Budget showing earmarked reserves as at 30.4.24. This was noted and approved.
 - e) Confirmation of 4th quarter internal audit. This was noted and approved.
 - f) Annual Governance and Accountability Return 2023/24 (AGAR). This was noted and the two areas where an explanation of the variance was required were discussed: Precept and Staff costs. This document was approved.
 - g) Asset Register. This was discussed and it was agreed to recommend to Full Council that a group of nominated Councillors go through the Asset Register in the next few months to set a de minimis amount and agree which equipment should be insured in the future.
 - h) Insurance. This was discussed and it was agreed to recommend accepting the quote to Full Council.
6. **Personnel**
 - a) Parish Clerk Salary. The Clerk provided an overview of the salary review process and then left the room to enable discussion by Councillors. After discussion, the councillors agreed to recommend to Full Council to award the parish clerk a salary increase of one spinal point from SCP 24 to 25.
7. **New website, cloud storage/google drive, JIRA – update from Cllr Harty.** As Cllr Harty was not present at the meeting it was agreed to discuss further at the next Full Council meeting.

Lawford Parish Council



Signature:(Chair)

Date