

Lawford Parish Council



Clerk to the Council: Bridget Tighe

Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898

Email: clerk@lawfordpc.org.uk

Minutes of the Annual Meeting of the Parish Council held on Thursday 23 May 2024 at 7pm in the Wignall Room at Ogilvie Hall, Wignall Street

Present: Cllr V Guglielmi Cllr C Guglielmi
Cllr B Chester Cllr T Barrett
Cllr W Saint James

In attendance: B Tighe (Clerk)

(Cllr V Guglielmi, the previous Chairman presided until the Chairman was elected)

AM24/01 Election of a Chair and Declaration

- a. A nomination for Cllr V Guglielmi to continue as Chair was **resolved** and approved for the Council for 2024-25
- b. Cllr V Guglielmi sign the Declaration of Acceptance of Office for position of Chairman of the Council

AM24/02 Election of Vice Chair and Declaration

- a. A nomination for Cllr D Thurlow in his absence to continue as Vice Chair was **resolved** and approved for the Council for 2024-25
- b. Cllr D Thurlow to sign the Declaration of Acceptance of Office for the position of Vice Chairman of the Council before the next meeting to be held on 17 June 2024.

AM24/03 Declaration of Interests

- a. All Councillors agreed they would send any changes to their Register of Interests to the Clerk

AM24/04 Apologies for Absence. Apologies for absence were received from Cllrs D Thurlow, K Symon, M. Kinsmore and D Harty.

AM24/05 Public participation

There were no members of the public in attendance.

AM24/06 Appointment to Council Committees and Council Representatives

6.1 Administration Committee

- a. It was **resolved** to agreed and adopt the Administration Committee Terms of Reference.
- b. It was **resolved** that the current membership of the Administration Committee would continue. This is Cllrs M. Kinsmore, D. Harty, W Saint James, C Guglielmi, V Guglielmi and D Thurlow.

- c. It was **resolved** that the Chair of the Administration Committee for 2024-25 would be Cllr V Guglielmi.
- d. It was **resolved** that the Vice-Chair of the Administration Committee for 2024-25 would be Cllr D Thurlow.

6.2 Planning

- a. It was resolved to appoint Cllr B Chester to review Planning Applications for 2024-25 and provide updates for Full Council meetings.

6.3 Public Realm Committee

- a. It was **resolved** to adopt Public Realm Committee Terms of Reference.
- b. It was **resolved** that the current membership of the Public Realm Committee would continue for 2024-25. This is Cllrs V Guglielmi, C Guglielmi, D Thurlow, B Chester, T Barrett and K Symon.
- c. It was **resolved** that the Chair of the Public Realm Committee for 2024-25 would be Cllr V Guglielmi.
- d. It was **resolved** that the Vice-Chair of the Public Realm Committee for 2024-25 would be Cllr D Thurlow.

6.4 Appointment of Council Representatives It was **resolved** that the following membership be appointed.

- a. Leech's Educational Foundation – Cllr D Thurlow
- b. Ogilvie Hall Committee – Cllr M Kinsmore
- c. Police Liaison – Cllr C Guglielmi
- d. Emergency Planning Committee – Cllr V Guglielmi

AM24/07

Council leads

It was **resolved** to reconfirm leads for Council projects and activities as follows:

- a. Tree Inspections – Cllr D Thurlow
- b. School Lane Football Club – Cllr T Barrett
- c. The Council's Facebook page – Cllr Ben Chester and Cllr Dan Harty
- d. Other. There were no other areas put forward.

AM24/08

Council meetings for 2024-25

It was **resolved** to approve the meeting cycle for the 2024-25 period. See below.

Council Meeting Dates		June 2024 - May 2025
DATE	MEETING	TIME
3-Jun-24	Public Realm	6.30pm Meeting Room, LPC Office
17-Jun-24	Full Council	6.30pm Small Hall, Ogilvie Hall
1-Jul-24	Administration	6.30pm Meeting Room, LPC Office
15-Jul-24	Full Council	6.30pm Small Hall, Ogilvie Hall
5-Aug-24	Public Realm	6.30pm Meeting Room, LPC Office
19-Aug-24	Full Council	6.30pm Small Hall, Ogilvie Hall
02-Sep-24	Administration	6.30pm, Meeting Room, LPC Office
16-Sep-24	Full Council	6.30pm, Small Hall Ogilvie Hall
07-Oct-24	Public Realm	6.30pm Meeting Room, LPC Office
21-Oct-24	Full Council	6.30pm, Small Hall Ogilvie Hall
04-Nov-24	Administration	6.30pm, Meeting Room, LPC Office
18-Nov-24	Full Council	6.30pm, Small Hall, Ogilvie Hall

02-Dec-24	Public Realm	6.30pm Meeting Room, LPC Office
16-Dec-24	Full Council	6.30pm, Small Hall, Ogilvie Hall
06-Jan-25	Administration	6.30pm, Meeting Room, LPC Office
20-Jan-25	Full Council	6.30pm, Small Hall, Ogilvie Hall
03-Feb-25	Public Realm	6.30pm Meeting Room, LPC Office
17-Feb-25	Full Council	6.30pm, Small Hall, Ogilvie Hall
03-Mar-25	Administration	6.30pm, Meeting Room, LPC Office
17-Mar-25	Full Council	6.30pm, Small Hall, Ogilvie Hall
07-Apr-25	Public Realm	6.30pm Meeting Room, LPC Office
21-Apr-25	Full Council	6.30pm, Small Hall, Ogilvie Hall
07-May-25 ★	Administration	6.30pm, Meeting Room, LPC Office
19-May-25	Parish Assembly	6.30pm, Main Hall, Ogilvie Hall
19-May-25	Annual Council Meeting	7pm, Small Hall, Ogilvie Hall
19-May-25	Full Council	7.30pm Small Hall, Ogilvie Hall

★ this meeting takes place on Wednesday 7 May

AM24/09 **Action Plan for 2024-25**
It was **resolved** to approve the action plan for 2024 – 2025.

AM24/10 **Policy Reviews and Resolutions**
It was **resolved** to adopt the reviewed Code of Conduct.

AM24/11 **Annual Return for the year ending 31st March 2024**

End of year Accounts

16.1 It was **resolved** to accept the Internal Audit Report for 2023-24.

16.2 It was **resolved** to approve the end of year accounts for 2023—24.
These were signed by the Chair.

Annual Governance and Accountability Return [AGAR] 2022-23

16.3 It was **resolved** to approve Section 1 of the AGAR – Annual Governance Statement 2023-24. This was signed by the Chair.

16.4 It was **resolved** to approve Section 2 of the AGAR – Accounting Statements 2023-24. This was signed by the Chair.

AM24/12 **Direct Debits and Standing Orders**
It was **resolved** to reaffirm the variable direct debits and standing orders on the Parish Council's current account as below.

Variable payments

Name	Payments	Service
SSE Energy Solutions	Monthly	Power to streetlights
BT	Monthly	Phone, IT

Regular payments:

Ogilvie Hall	Monthly	Office premises
CF Corporate Finance	Quarterly	Large printer lease
ICO	Annually	Data protection fee

AM24/13

Current account signatories

- a. It was **resolved** to reaffirm 4 signatories on the Council's current account and remove Cllr B Newman Wright as a signatory.

Signature (Chair):

Date: