

Lawford Parish Council



Clerk to the Council: Bridget Tighe
Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898
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You are hereby summoned to attend a meeting of the Administration Committee to be held in the Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Thursday 9 May 2024 at 6.30pm

AGENDA

1. **Apologies for absence** to receive and approve any apologies for absence.
2. **To receive members declaration of interests on items that appear on the agenda**
3. **Minutes** of the Administration Committee Meeting held on **4 March 2024** to be approved and signed by the Chair.
4. **Public Participation** there will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted
5. **Financial and related matters**
 - a) Bank Statement to end of April 2024. For information.
 - b) Bank Reconciliation to end of April 2024. For information and discussion.
 - c) Budget variance as at 30.4.24. For information and discussion.
 - d) Budget showing earmarked reserves as at 30.4.24. For information.
 - e) Confirmation of 4th quarter internal audit. See attached.
 - f) Annual Governance and Accountability Return 2023/24 (AGAR). See attached for information and discussion.
 - g) Asset Register. See attached for discussion.
 - h) Insurance. See attached for discussion and agreement.
6. **Personnel**
 - a) Parish Clerk Salary. For discussion and agreement. Cllrs V Guglielmi and D Thurlow to update. See attached documents.
7. **New website, cloud storage/google drive, JIRA – update from Cllr Harty.**

Signature:(Clerk)

B Tighe

Date 2 May 2024