



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 **Monday 4 July 2022** at **7pm**

**Clerk to the Council:** Bridget Tighe

**AGENDA**

**1. Apologies for Absence:**

**2. Minutes of the last meeting:**

Minutes of the Administration Committee Meeting held on **3 May 2022** to be agreed as a true record.

**3. Actions from the previous meeting:**

Clerk to progress on-line banking application and update at next meeting.	Complete
The Clerk to put out notice and add item to the agenda for the 16 May 2022 meeting regarding Lawford Parish Council joining the Local Government Pension Scheme.	Complete
Clerk to put out notice that the Parish Council would like to join the LGPS and to add as an item to the next Full Council meeting	Ongoing
Clerk to put the First Registration of School Lane Land as an item for the next Full Council meeting for discussion and agreement	Ongoing
Disciplinary Policy. Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council	Complete
Grievance Policy. Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council	Complete
First Registration of School Lane land. Clerk to sign agreement and authorise solicitors to proceed with this work	Complete
Insurance renewal questionnaire. Clerk to amend questionnaire and send to the Insurers	Complete
Clerk to send out agenda for the Parish Meeting 16 May 2022	Complete
Activities for the Beacon Ceremony. Clerk to canvass Councillors for ideas and then investigate	Complete

**4. Declarations of interest:**

**5. Financial and related matters:**

- a) Request for two further signatories for on-line banking. To discuss and agree.
- b) New npower contract. To discuss and agree. See attached.
- c) Items Councillors may wish to raise/discuss.

**6. Personnel:**

- a) Sickness Absence Policy. To discuss and update. See attached.
- b) Safeguarding Policy. See attached for discussion and agreement. See attached.
- c) Co-opt of new Councillors. To discuss and agree process. See attached email.
- d) Items Councillors may wish to raise/discuss.

## Lawford Parish Council



### 7. Legal Updates:

- a) Regulations, Policies and Procedures – to prioritise for review. See attached.
- b) Items Councillors may wish to raise/discuss.

The next meeting is scheduled for **5 September 2022**

Signature:(Clerk

*B Tighe*

Date 29<sup>th</sup> June 2022