

## 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](mailto:clerk@lawfordpc.org.uk)

**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 March 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 **8 January 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) High interest bank account. Update. Please see updated High Interest Rates document; feedback from FSCS and cashflow forecast.
  - b) Bank Reconciliation to end of February 2024. For information and discussion.
  - c) Budget variance as at 29.2.24. For information and discussion.
  - d) Budget showing earmarked reserves as at 29.2.24. For information.
  - e) Budget for works to Lawford Green Car Park. Update Cllr C Guglielmi. For discussion and agreement.
  - f) Npower switch to SSE. Update for information.
6. **Policy work:** Draft Administration Committee Terms of Reference for comments and feedback.
7. **New website, cloud storage/google drive, JIRA** – update from Cllr Harty.

Signature:(Clerk)

*B Tighe*

Date 28 February 2024