



**Minutes of the Administration Committee held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 1 November 2021 7pm**

**Minutes**

**1. Present:**

Councillors Woods, Thurlow and Kinsmore  
 Clerk: Mrs Peachey  
 Mr Andrew Lee (Will be acting Clerk at Full Council of 15 November 2021)

**Apologies:**

Cllrs Miles, C & V Guglielmi

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

Minutes of the Administration Committee Meeting held on **6 September 2021** were agreed as a true record. **Proposed:** Cllr Woods **Seconded:** Cllr Kinsmore Agreed

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

To Full Council, Grant Funding for Museum and to discuss cost of restoration of Mile Markers.	Completed
Increase of handyman’s hours to Full Council for agreement.	Completed

**4. Declarations of interest:**

None

**5. Financial and related matters:**

- a) The 2022/2023 Budget was discussed and agreed for submission to Full Council at its meeting on 15 November 2021. *(Updated spreadsheets circulated to Full Council)* **Action Note:** The Committee discussed how to update residents with information on the work Council has carried out to improve/update local facilities. It was suggested an article be compiled for publishing in local newspapers/websites or possibly social media. It was agreed this should be placed on Full Council Agenda for further discussion. **Action**

**6. Personnel:**

- a) Following receipt of the Clerk’s resignation, which takes effect 31 January 2022, an advertisement for her replacement was discussed. *It was agreed that initially a small advertisement would be placed with the EALC, Harwich & Manningtree, on Noticeboards and on Council’s Website. It was agreed Cllr Woods would deal with the initial small advertisement giving the basic information and Cllr Thurlow would deal with the Job Description.* **Action**
- b) Mr Andrew Lee has agreed, and been approved by council, to stand in for the Clerk at pre-agreed meetings, and to assist where requested. Committee agreed the hourly rate to be the same as the Clerk and Mr Lee will keep a note of the hours worked.

**Action – to Full Council**

**7. Legal Updates:**

Updates are circulated when received.

**The meeting ended at 8.35pm**

The next meeting is scheduled for **4 January 2021 (Note: this is a Tuesday – Monday 3 January 2022 is Bank Holiday**

**Signature: (Chair).....Date.....**