



**Minutes of the Administration Committee held virtually, via Zoom  
at 7pm on Monday 2 November 2020.**

Members of the public were welcome to attend. Requests for the link and password to join the meeting to have been received by 11am on the day of the meeting to  
[clerk@lawfordpc.org.uk](mailto:clerk@lawfordpc.org.uk)

**Minutes**

**1. Present**

Councillors C Guglielmi (Host) Woods (Chair), Kinsmore, Pretty, Thurlow, Newman-Wright.  
Cllrs Miles and Adcock-Jones joined the meeting at 7.30 having previously advised of the delay  
Clerk: Mrs Peachey (Co-host)

**Apologies:**

None

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

Minutes of the Administration Committee Meeting held on **7 September 2020** were agreed as a true record.

**Proposed:** Cllr C Guglielmi **Seconded:** Cllr Kinsmore **Agreed**

*Clerk will deliver minutes to chair for signing*

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

To purchase a bench and a plaque to commemorate the work of Cllr Brian Rolfe M.B. E	Completed
Write to Mrs Rolfe advising of Council's suggestion to hold a reception when covid restrictions are lifted.	Completed
Invite Ross Bullard to Full Council	Completed
Clerk was requested to ask Landscape Services to itemise their invoices.	Completed
District Cllr Coley asked to talk to Public Realm at its next meeting about TDC's ways of tackling Climate Change	Completed

**4. Declarations of interest:**

None

**5. Financial and related matters:**

a) Committee reviewed the previously circulated draft Budget and made some amendments.

Clerk to update and circulate for approval at Full Council in November.

**Action**

b) Whilst reviewing the budget it was brought to Council's attention that due to COVID the Manningtree Christmas Market would not go ahead, but council were asked if the grant could be put towards the Christmas event being held at the Venture Centre and organised by Penny Myers.

**Proposed:** Cllr Pretty **Seconded:** Cllr Kinsmore **Agreed**

**Action**

c) Cllr Pretty advised the Clerk should have been paid £70 per month to cover the cost of working from home since April.

**Proposed by** Cllr Pretty **Seconded;** Cllr Woods **Agreed**

**Action**

d) Committee discussed council obtaining a loan to fund the suggested projects. Given the funds available, and the present situation, it was decided not to pursue a loan. Several of the projects suggested were based on a 'wish list' for the Parish. Pursuing Grant funding was an option, and this will be investigated. Clerk will provide a reworked spreadsheet suggesting a plan and time frame to complete both necessary work or projects, and the desired projects. Capital after the projected expenditure for 2020/2021 has been considered, is also to be shown. Councillors were asked to email the clerk with other projects they wish to include. Clerk will update and circulate, for approval of the projects and a plan at Full Council in November. **Action**

**6. Personnel:**

Nothing to report

**7. Register of Council's Responsibilities working group:**

For information, a further meeting is to be arranged

**8. Legal Updates:**

None received since last meeting

**9. Matters to be raised by members for the next agenda:**

CLLr C Guglielmi had advised the Clerk that if Council took out a year's subscription to Zoom (monthly package used for council's meetings) it would get a 17.5% discount, which equated to £92.37 which is almost two free meetings at the current monthly rate. Given the COVID situation, it was decided this option should be taken up. As a response to Zoom was required that evening to secure the discount it was agreed CLLr Guglielmi should subscribe to the Annual package on behalf of council.

**Proposed:** CLLr Woods **Seconded:** CLLr Pretty **Agreed** (Clerk has devolved authority)

The meeting ended at 20.30pm

The next meeting is scheduled for **4 January 2021**

**Signature: (Chairman)..... Date.....**