



**Minutes of the Administration Committee held virtually, via Zoom  
at 7pm on Monday 4<sup>th</sup> January 2021.**

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) Adcock-Jones (Chair) (*connection dropped out for a few minutes following item 5*), Woods (took over as chair), Thurlow, Kinsmore and Newman-Wright  
Clerk: Mrs Peachey  
0 Members of the Public

**Apologies:**

Cllr Miles – technical issues

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

Minutes of the Administration Committee Meeting held on **2 November 2020** to be agreed as a true record. **Proposed:** Cllr Thurlow **Seconded:** Cllr Woods **Approved**

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

|   |           |
|---|-----------|
| Clerk to update and circulate budget for approval at Full Council in November   | Completed |
| Council agreed grant for the Christmas Market, that is not taking place due to covid, be transferred to the event being held at the Venture Centre and organised by Penny Myers. Clerk to advise Ms Myers | Completed |
| Clerk to be paid £70 per month covers the cost of working from home, backdate to April.   | Completed |
| Clerk to update spreadsheet with a plan and time frame for suggested projects, to take forward to Full Council in November.   | Completed |

**4. Declarations of interest:**

None

**5. Financial and related matters:**

Committee reviewed the programme of work and suggested methods of funding set out in the Projects spreadsheet. The following were identified as amendments:

- i. School Lane - replace removed equipment in under 7's play area with a 'Springer'.  
*Councillors will be emailed to determine choice of Springer*
- ii. Bergholt Building and Landscape to be contacted ref quote to return areas to grass where play equipment has been removed at School Lane.
- iii. Third quote to be obtained to remove fencing around Tennis Courts at School Lane.

- iv. Items added – Move Pavilion Plaques – *Cllr Thurlow will discuss with the Football Club. Replace brick Bus Shelters opposite Ogilvie Hall and Bargate Lane with wooden shelters and install a new Bus Shelter at Garden City – LHP application*
- v. A revised route was discussed for the footpaths at Summers Park – quotes to be obtained. Cllrs Thurlow and C Guglielmi will meet company representatives on site to discuss quotes/options.

The updated spreadsheet will be circulated for formal approval at Full Council, when it is hoped all requested quotes will be received and decisions can be made as to the appointed contractors for projects council wish to complete imminently. **Action - Clerk**

**6. Personnel:**

Nothing to report

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

Clerk has gathered information for the Maintenance register and has circulated to the working group for discussion. It was not felt a meeting was necessary and the document is to be circulated to full council for discussion/approval at the next council meeting.

**8. Legal Updates:**

None received since last meeting

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

- a) Clerk advised the Defibrillator has arrived and the electrician fitting it has been contacted
- b) Clerk has been advised the company dealing with council’s payroll will cease trading at the end of this taxation year
- c) A number of councillors, residents and council’s handyman have reported that bins are full and, in some cases, overflowing and with rubbish left on the ground surrounding the bins.

Clerk will contact TDC

The next meeting is scheduled for **1 March 2021**

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