



Minutes of the **Administration Committee** held in the **Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Monday 6 September 2021 7pm**

**Minutes**

**1. Present:**

Councillors V Guglielmi (Chair), C Guglielmi, Woods, and KInsmore  
 Clerk: Mrs Peachey  
 0 Members of the Public

**Apologies:**

Cllr Miles

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

Minutes of the Administration Committee Meeting held on **2 August 2021** were agreed as a true record. **Proposed:** Cllr V Guglielmi **Seconded:** Cllr C Guglielmi **Approved**

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

NEVSG (North Essex Veterans Group) – to Full Council	Completed
Council’s Reserves and a suitably timed programme to Full Council for approval	Completed

**4. Declarations of interest:**

None

**5. Financial and related matters:**

a) Funding for the Mile Markers and related Grant Funding to Manningtree Museum. **Following discussion**, it was agreed LPC’s Mile Markers should be restored, and Council should donate £600.00 Grant Funding to Manningtree Museum reflecting the work already, and to be, carried out to restore and reinstall Lawford’s Mile Markers. Take to Full Council to agree Grant Funding and to discuss cost of restoration of Mile Markers. **Action - Clerk**

**6. Personnel:**

a) To increase council’s handyman hours to 15 per week. (Ref Cllr C Guglielmi). The Committee overwhelmingly agreed councils Handyman’s hours should be increased. To Full Council for agreement. **Action - Clerk**

**7. Legal Updates:**

Updates are circulated when received.

The next meeting is scheduled for **1 November 2021 (Budget Setting Meeting)**

**The meeting ended at 7.15pm**

The next meeting is scheduled for **1 November 2021 (Budget Setting meeting)**

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