



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

(The meeting began at 7.20 due to the previous meeting over running)

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

1. Present

Councillors Woods (Chair), C Guglielmi (Host), Kinsmore and Adcock-Jones (joined at 7.32)

Clerk: Mrs Peachey (Co-host)

Observing: Cllr Newman-Wright experienced technical difficulties with the internet

Apologies:

Cllr Miles

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held on **6 July 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:

<i>To full council - backdate the Church Grant to 2019 providing the church with a grant in 2020 of £5,500.00</i>	Completed
<i>Clerk to consult Insurance company for both a date by which they require valuation information and if they can supply an officer to provide valuations.</i>	Completed
<i>Clerk to obtain costings to fence off play equipment in School Lane</i>	Completed
<i>Milton Road/School – Tree issue and legal agreement – Cllr C Guglielmi to provide information and Clerk to obtain 3 quotes to draw up legal document to Full Council</i>	Completed
<i>To compile a Register of councils Responsibilities – To Full Council</i>	Completed

4. Declarations of interest:

None

5. Financial and related matters:

a) **Approval of spend;** to purchase a bench, a plaque, and the cost of a small reception to commemorate the work of Cllr Brian Rolfe M.B.E. it was proposed the spend for the Bench and Plaque be approved. **Proposed:** Cllr C Guglielmi **Seconded:** Cllr Woods **Agreed**

Action

Given the problems holding a reception whilst the Covid restrictions are in place, it was proposed the seat and plaque be installed as soon as possible, and a reception be held later. The Clerk was asked to write to Mrs Rolfe advising of Councils suggestion.

Action

The committee wished to thank Cllr Thurlow for his research in choosing a seat and liaising with Mrs Rolfe for the wording of the plaque.

b) **Insurance:** review of Asset Register (circulated) to include reinstatement Valuation of the Sports Club and War Memorial (requested by insurers when meetings resume) addition of

Lawford Green car park, School Lane Car Park, and the acquisition of Riverview.

For note: Ross Bullard from Came & Company was to attend the meeting to respond to councillors’ questions/queries regarding valuations/insuring council’s newer Assets, however due to technical issues Mr Bullard could not attend. Clerk was requested to invite Mr Bullard to meet with council via zoom at 7pm, prior to full council’s September Meeting.

Action

It was suggested council ask Fenn Wright Surveyors if they could provide a valuation of Assets for Insurance purposes. **Action – Cllr C Guglielmi**

- c) **Climate Change** – a circulated letter provided to Public Realm at its February meeting resulted in the suggestion it be sent to Administration Committee with a view to create a policy. *The meeting was advised Cllr Coley is chairing a working group at TDC discussing initiatives to tackle climate change. Cllr C Guglielmi will approach Cllr Coley to talk to Public Realm at its next meeting.* **Proposed:** Cllr C Guglielmi **Seconded:** Cllr Kinsmore **Agreed**
Action – Cllr C Guglielmi
- d) **For Information:** Monthly Reconciliation for June and July completed - *previously circulated to council*

6. Personnel:

- a) NJC announced Clerk’s Pay rises – to be backdated to 1 April 2020 also includes an increase in holiday entitlement (*document circulated – for information Clerk is LC2 29, working 22hrs per week*) *It was proposed the Clerks pay rise and additional holiday entitlement be implemented* **Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Woods **Agreed**

7. Register of Council’s Responsibilities:

Whilst access to ECC’s interactive digital map was provided, it was not easily deciphered, especially for those using appliances with small screens. Clerk had not been able to obtain confirmation of TDC’s responsibilities. Cllr C Guglielmi will contact TDC/ECC and request definitive information regarding their responsibilities. He will also contact Steven Rose to obtain information about responsibilities for Summers Park and Lawford Green. He will endeavour to obtain this information before council’s budget setting meeting in November to enable provision for tree works and other responsibilities that may be highlighted. Clerk was requested to ask Landscape Services to itemise their invoices. **Action - Clerk**

8. Legal Updates:

None received since last meeting

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

None

The next meeting is scheduled for **2 November 2020** (Budget Setting)

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