



Minutes of the **Administration Committee** meeting held in the **Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG** on **Tuesday 4 January 2022** at **7.00 p.m.**

**Ogilvie Hall Covid rules were followed.**

## MINUTES

### 1. Present:

**Councillors:** V Guglielmi (Chair), Cllr. C Guglielmi, Woods, Kinsmore and Thurlow

**Acting Clerk:** Mr A Lee

**Members of the public:** There were none.

**Apologies for Absence:** There were none.

### 2. Minutes:

Minutes of the **Administration** meeting held **Monday 1 November 2021** were approved (and signed by Cllr Woods as Cllr V Guglielmi had been absent at that meeting).

**Proposed:** Cllr. Kinsmore    **Seconded:** Cllr. Thurlow    **Agreed**

### 3. Action Points from the meeting held on 1 November 2021:

Submission of discussed Budget for 2022/23 to Full Council.	Completed
An article be compiled for publishing in local newspapers / websites or possibly social media. To Full Council Agenda for further discussion.	Completed
Place advertisement to replace Clerk – following her resignation.	Completed
Andrew Lee having agreed and been approved by Council will 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. (to Full Council)	Completed – Payment will be made when Mr Lee submits an invoice.

Noted.

### 4. Declarations of interest:

There were none.

### 5. Financial and related matters:

- a) Letter from A and J Lighting Solutions explaining that increases to charges would take effect from February – was noted and agreed.
- b) Relocation of bins at Summers Park – Cllr C Guglielmi suggested that Tendring District Council be contacted about who undertakes playground repairs and the cost, including for wet pour. It was agreed that the Clerk contact Tendring District Council to make enquiries.    **Action:** Clerk

- c) Cllr C Guglielmi proposed that the Council should acknowledge the considerable amount of work and time that Cllr Thurlow had expended on behalf of the Council on contracts and in various projects and numerous meetings with contractors. Cllr C Guglielmi suggested that a proposal for a one-off payment of £500 should be discussed at the next Full Council meeting on 17 January.

**Proposed:** Cllr. Woods    **Seconded:** Cllr. Kinsmore    **Agreed**

**Action:** Clerk to add the item to the agenda of the Full Council meeting on 17 January

**6. Personnel:**

- a) Appointment of Bridget Tighe to the position of Clerk – Cllr V Guglielmi reported on the recent recruitment of a replacement Clerk and announced that she was now able to start a week early. Cllr C Guglielmi confirmed that he had circulated the National Association of Local Councils’ Model Contract to Councillors together with accompanying guidance and had suggested that any comments be forwarded by 11 January, so that the drafting of the contract could be completed in time for the new Clerk’s commencement.

**Legal Updates:**

- b) Cllr Thurlow reported that this was work in progress, several comments had been received and the legal updates would be sent to the Secretary of State for consideration. Cllr Thurlow explained that this next stage would take some considerable time.

**7. Items Committee may wish to raise, discuss, or take forward:**

- a) Cllr Thurlow provided an update on the grass-cutting contract. Using a large-scale map of the Parish, Cllr Thurlow identified all the areas that the Council was responsible for keeping maintained, along with those maintained by other authorities. He explained which contractor was currently carrying out grass-cutting and the frequency.
- b) Cllrs V and C Guglielmi and Kinsmore reported several instances of fly-tipping: (1) an abandoned barbecue near the junction of Colchester Road and Mill Hill; and (2) several bicycles along the footpath leading from Manningtree Station car park to Lawford Parish Church – one bicycle was close to the car park, while four other bicycles were nearer to the church. It was agreed these items be reported to Tendring District Council for removal.

**Action:** Clerk to report fly-tipping to Tendring District Council.

The next **Administration Meeting** is scheduled for **Monday 7 March 2022**

**The meeting ended at 8.05 p.m.**

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