



**Minutes of the Administration Committee meeting held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 7 March 2022 at 7.00 p.m.**

**MINUTES**

**1. Present:**

**Councillors:** Cllrs V Guglielmi (Chair), C Guglielmi, Kinsmore, Pretty and Woods

**Clerk:** Bridget Tighe

**Members of the public:** There were no members of the public.

**Apologies for Absence:** Cllr Miles.

**2. Minutes:**

Minutes of the **Administration** meeting held **Monday 4 January 2022** were approved and signed by Cllr V Guglielmi

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

**3. Action Points from the meeting held on Monday 4 January 2022:**

Clerk to contact Tendring District Council to make enquiries regarding who undertakes playground repairs and the cost, including for wet pour	Complete
The Council to 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.	Complete
Clerk to report fly-tipping to Tendring District Council	Complete

**4. Declarations of interest:**

There were none.

**5. Financial and related matters:**

a) The meeting reviewed the draft Financial Regulations providing comments. It was agreed that the updated wording would be taken to the next Full Council meeting for final sign off which would then enable the Clerk to progress with moving the Council to on-line banking.

**Proposed:** Cllr Pretty    **Seconded:** Cllr Kinsmore    **All agreed**

**Action:** Clerk to finalise Financial Regulations based on comments received at the meeting and put on next Full Council agenda

**Action:** Clerk to progress on-line banking application

b) The meeting agreed to explore on-line banking with the Co-operative Bank in the first instance to see what they could offer

**Proposed:** Cllr Pretty    **Seconded:** Cllr Guglielmi    **All agreed**

**Action:** Clerk to progress on-line banking for the Council through the Co-op Bank

- c) It was agreed that the preferred process for on-line banking would be for the Clerk to initiate payment and then one of three councillors to approve. It was agreed the verifying councillors would be the Chair, Vice-Chair and one other.

**Proposed:** Cllr Guglielmi **Seconded:** Cllr Woods **All agreed**

- d) Jubilee Tree Planting was discussed based on the nominations received from councillors regarding the type of tree and location. It was agreed, given the very tight timescale, the Clerk would contact Hedging Plants Direct in Dedham to ask for a quote to provide the tree and plant it.

**Proposed:** Cllr Guglielmi **Seconded:** Cllr Pretty **All agreed**  
**Action:** Clerk to contact Hedging Plants Direct

- e) There were no other items councillors wished to raise or discuss.

## 6. Personnel:

- a) It was agreed that the meeting would look at the new policies: Disciplinary, Grievance, Lone Working, Sickness Absence in following meetings.

**Proposed:** Cllr Kinsmore **Seconded:** Cllr Woods **All agreed**  
**Action:** Clerk to put the updated policies on subsequent agendas

- b) There were no other items the councillors wished to raise or discuss.

## 7. Legal Updates:

- a) There were no updates received  
b) There were no other items the councillors wished to raise or discuss.

## 8. Items Committee may wish to raise, discuss, or take forward:

- a) **LGPS Pension Scheme** The process for the Council joining the Local Government Pension Scheme [LGPS] was discussed including the requirement for a resolution specifying which employees are to become pensionable. A seven days' notice period is required of the Council's intention to pass the resolution. It was agreed that the Clerk could put a notification of this resolution in the notice boards.

**Proposed:** Cllr Guglielmi **Seconded:** Cllr Pretty **All agreed**

**Action:** Clerk to put out notice and add to the next Full Council meeting

- b) **2021-22 National Salary Award** This was discussed and agreed. It was agreed to put on the next Full Council meeting so that a final decision could be taken.

**Proposed:** Cllr Pretty **Seconded:** Cllr Kinsmore **All agreed**  
**Action:** Clerk to add to the next Full Council meeting

- c) **First Registration of School Lane Land** This was discussed and it was agreed to put on the next Full Council meeting so it could be discussed and agreed.

**Proposed:** Cllr Woods **Seconded:** Cllr Kinsmore **All agreed**  
**Action:** Clerk to add to the next Full Council meeting

The next **Administration Meeting** is scheduled for **Tuesday 3 May 2022**

**The meeting ended at 8.15 p.m.**

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