

Lawford Parish Council



Clerk to the Council: Bridget Tighe

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Minutes of the Administration Committee Meeting held in the Small Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Monday 4 September 2023 at 6.30pm

Present: Cllr V Guglielmi (Chair) Cllr D Harty
Cllr C Guglielmi Cllr D Thurlow (Vice Chair)
Cllr M Kinsmore Cllr W Saint James

1. Apologies for Absence None.

2. To receive members declaration of interests on items that appear on the agenda
There were no interests declared.

3. Minutes of the last meeting:

It was **resolved** that the minutes of the Administration Committee meeting held on **3 July 2023** be approved and signed by the Chair.

4. Public Participation. There were no members of the public present.

5. General:

a) Grass cutting contract. This was discussed and **resolved** to wait until outcome of Councillors' meetings with Rose Builders regarding landscaping on Lawford Green and Tendring District Council regarding landscaping on Lawford Dale and other areas. It was agreed that the Clerk would make enquiries with EALC regarding the tendering process.

6. Financial and related matters

a) Budget review. The budget papers were discussed, and it was **resolved** that the Clerk would get quotes for zip wires and climbing frames for the October budget meeting. It was also **resolved** that the Clerk would email grant recipients from last year and invite to apply this year.

7. Legal Updates:

a) Play parks briefing paper. This was attached and it was **resolved** that the Clerk would

- write a Play Park Policy
- order signage for the new Nest Swing on Riverview play park
- amend the Financial Regulations to include delegated authority to the Clerk to spend up to £2,000 in the case of a health and safety emergency such as an issue in a play park
- email councillors with a play park in their mapped area the results of the play park inspections.

Signature: (Chair)

Date