



Minutes of the Administration Committee meeting held in the Meeting Room, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG on Tuesday 3 May 2022 at 7.00pm

1. Present:

Councillors: V. Guglielmi (Chair), Woods (Vice-Chair), Kinsmore

Members of the Public: There were no members of the public

Apologies for Absence: Councillors: Miles, C Guglielmi

2. Minutes of the last meeting:

The minutes of the Administration Committee Meeting held on **7 March 2022** were agreed as a true record.

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

3. Actions from the previous meeting:

Clerk to put updated Financial Regulations on the agenda for the next Full Council meeting on 21.2.22 for agreement	Complete
Clerk to progress on-line banking application.	Ongoing
Clerk to contact Hedging Plants Direct in Dedham to ask for a quote to provide the tree and planting	Complete
Clerk to put out notice that the Parish Council would like to join the LGPS and to add as an item to the next Full Council meeting	Ongoing
Clerk to put 2021-22 National Salary Award as an item on the next Full Council meeting so that a decision could be taken	Complete
Clerk to put the First Registration of School Lane Land as an item for the next Full Council meeting for discussion and agreement	Ongoing

4. Declarations of interest:

There were no declarations of interest.

5. Financial and related matters:

- a) On-line Banking. The Clerk informed the meeting that the application for on-line banking had been processed and she was now waiting for the tokens to come through.

Action: Clerk to provide an update at the next meeting

- b) Items Councillors may wish to raise/discuss. There were no other items to discuss.

6. Personnel:

- a) Resolution to join the Local Government Pension Scheme [LGPS]. The Clerk informed the meeting that a Notice would need to go out as follows:

“As required by legislation, notice is hereby given that the post of Clerk/RFO of Lawford Parish Council will be eligible for membership of the Local Government Pension Scheme operated by Essex County Council, following the necessary 7 days public notice and the contributions will be back dated to March 2022. This item will be included on the Agenda of the Lawford Parish Council meeting on 16 May 2022.” This was agreed by the meeting.

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

Action: The Clerk to put out notice and add item to the agenda for the 16 May 2022 meeting.



b) Disciplinary Policy. The meeting reviewed and agreed this policy and recommended it be taken to the Full Council meeting of 16 May 2022 so that it could be agreed by the whole Council.

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

Action: Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council

c) Grievance Policy – The meeting reviewed and agreed this policy and recommended it be taken to the Full Council meeting of 16 May 2022 so that it could be agreed by the whole Council.

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

Action: Clerk to put on the agenda for the 16 May 2022 meeting of the Full Council

d) Items Councillors may wish to raise/discuss. There were no other items to discuss.

7. Legal Updates:

a) First Registration of School Lane Land. The meeting agreed the quote received from the solicitors for this work and asked that it proceed as soon as possible.

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

Action: Clerk to sign agreement and authorise solicitors to proceed with this work

b) Insurance re-renewal questionnaire. The meeting reviewed, amended and agreed this questionnaire.

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

Action: Clerk to amend questionnaire and send to the Insurers

c) Items Councillors may wish to raise/discuss.

i) Location of Estate Agents signs promoting Jubilee event – an email had been received with details of proposed Lawford locations for the signs promoting the Jubilee Event. These were discussed and agreed to go with majority view which were being received by the Clerk by email.

ii) Beacon installation – an email had been received requesting advice on the perspective of the Beacon. This was discussed and agreed to go with majority view which were being received by the Clerk by email.

iii) Agenda for the Parish Meeting 16 May 2022 – The meeting looked at and agreed the proposed agenda for the Parish Meeting.

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

Action: Clerk to send out at appropriate time

iv) Activities for the Beacon Ceremony – It was agreed that a few activities taking place on the evening of the Beacon Ceremony would be more enjoyable and entertaining for residents. The meeting discussed ideas such as a Town Crier, a local choir or brass band, some involvement of the local school and a coffee / refreshment option. The meeting agreed to canvass for ideas from other Councillors and then the Clerk would investigate proposed options.

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

Action: Clerk to canvass Councillors for ideas and then investigate

The next meeting is scheduled for **4 July 2022**

The meeting ended at 20.01

Signature: (Chairman) **Date:**