

Lawford Parish Council



Minutes of the Administration Committee held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm** on **Monday 4 November 2019**.

1. Present:

Councillors: Adcock-Jones, Woods, Miles, C Guglielmi, Thurlow, Barrett and Kinsmore

Clerk: Mrs Peachey

2 Members of the Public (one leaving after raising an issue)

Apologies:

CLlr

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held **30 September 2019** agreed as a true record. **Proposed: Cllr Woods Seconded: Cllr Miles Agreed**

3. Actions from the previous meetings:

<i>Telephone call to confirm with the Co-op bank that this information is correct.</i>	Completed
Full Council Agenda for volunteers to set up a committee to organise the Parish Meeting.	Completed
<i>Working Party to be set up to deal with amendments/ mechanics of how council works and which committees have authority plus Bye Laws in relation to Summers Park. Take to Full Council for volunteers.</i>	Completed
<i>Quality Council Working Party – To Full Council Agenda for volunteers.</i>	Completed

4. Declarations of interest:

None

5. Finance:

a) Affiliations:

None received

b) For Information: Monthly Reconciliation for September completed, and quarterly audit carried out, with no issues raised.

c) Budget 2020/21 (*spreadsheet electronically circulated and hard copies available at the meeting*)

- i.* It was suggested allocations for Tree Work, Grass Cutting, Electricity for Tennis Courts and the Handyman Costs be amalgamated with the allowance for the Public Realm Committee and to also add funds for Street Light Repairs of £10,000.00 giving a total of £34,000.00 allocated to the Public Realm Committee for the amenity’s council must manage.
- ii.* Clerk to contact Rose Builders and establish when grassed/public areas on new housing estates will be handed over for LPC to maintain. **Action**
- iii.* To amend Public Realm Terms of Reference once amendment approved.
- iv.* Funds allocated to Specials (Operation Quasar) increase from £2,000.00 to £5,000.00
- v.* Ring Fenced Funds £25,000.00 (£15,000 to replace ageing Street Lamps and

£10,000 finishing/furnishing new office building)

Action: to full council for approval

6. Personnel:

a) **Parish Clerk - for Information:**

i. Clerks remaining holiday entitlement 18.1hrs. Clerk has worked full time for two and half weeks in order to make up time being taken to deal with a personal matter.

b) **On-site Training** – EALC advise all things are possible. Clerk to establish what EALC consider to be a viable number of councillors to carry out on-site training. **Action**

c) **Quality Council** – date for working Party to look at the first tier arranged for 20th November at 6.45pm.

7. Legal Updates:

Circulated with Agenda

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

None

The meeting ended at 8.05

The next meeting is scheduled **6 January 2020**

Signature: (Chair).....Date.....