

## Lawford Parish Council



**Minutes of the Administration Committee** held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm** on **Monday 30 September 2019**.

**1. Present:**

Councillors: Adcock-Jones, Woods, Miles and Pretty (*for Cllr C Guglielmi*)

Clerk: Mrs Peachey

0 Members of the Public

**Apologies:**

Cllr Brown and C Guglielmi

**2. Chair/Vice Chair:**

Following election to Chairman and Vice Chairman Cllrs Adcock-Jones (Chair) and Woods (Vice Chair) will now take up those positions on the Administration Committee (Previously Finance and Personnel Committees)

**3. Minutes of the last meeting:**

Minutes of the Finance Meeting and the Personnel Meeting held **1 July 2019** to be agreed as a true record. **Proposed:** Cllr Pretty **Seconded:** Cllr Miles **Approved**

**4. Actions from the previous meetings:**

Clerk to ask A&J to carry out a survey regarding the number of lights that are coming to the end of their life. Additionally, to enquire about the cost to remove the lights on Coxs Hill.	Completed
A donation of £250 to Tendring Crossroads from Council in memory of Brian Rolfe M.B. E	Paid July
Renew EON Tennis Court contract	Completed
Advise Cllr Thurlow to instruct Colne Contracts to begin work before winter	Completed
Clerk to enquire of the Co-op bank what the process is to change to electronic banking	Completed
Mistley & Manningtree will join Lawford for VE day celebration/commemoration. <i>Cllrs Pretty &amp; Woods will sit on the committee and suggest dates for a meeting of the working party.</i>	Completed
Date for the 2020 Parish Meeting	Completed
A permanent memorial to Brian Rolfe M.B.E to Public Realm Agenda	Completed
Purchase and emptying of bins to go to full Council	Completed
Pursuing Special Constables with Mistley & Manningtree – Clerk to enquire if they wish to be involved.	Completed
Becoming a Quality council	On going

**5. Declarations of interest:**

None

**6. Finance:**

**a) Affiliations:** None received

**b) For Information:** Monthly Reconciliation for September not yet been completed. Statement has only just been received.

**c) Electronic banking:** was advised that whilst it is possible to sign up for electronic banking, only two people can be 'electronic' signatories. This is likely to be a problem if one or other is not available at month end to confirm/make payments. There is no provision to instantly

change a signatory. The normal process will apply. *Whilst the Clerk did query this scenario it was agreed this is an unusual scenario and it was suggested the Clerk make a further telephone call to confirm with the Co-op bank that this information is correct.* **Action**

**7. Personnel:**

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

- i. Clerks remaining holiday entitlement 18.1hrs
- ii. Clerk will be making up recent time taken in the coming weeks

b) **Handyman:** to increase hours from 6 to 10 per week to cover additional work being asked of council's handyman. *The increase was proposed by Cllr Adcock-Jones*

**Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Pretty **Approved**

c) **For information:**

- i. **GDPR working** is continuing – 3hrs per week provided by Mrs St James.
- ii. **VE day celebration/commemoration:** it has been agreed that as there will be a number of other celebrations taking place councils will not pursue this.
- iii. **Parish Meeting:** arranged for 14 May 2020 Ogilvie Hall booked. It was agreed planning for the meeting should begin as soon as possible and that this should be on Full Council Agenda for volunteers to set up a committee to organise the event.

**Proposed:** Cllr Pretty **Seconded:** Cllr Woods **Agreed**  
**Action**

- iv. A number of **amendments are required** to council's documents, taking into account the renaming of committees and the change in procedure for approving council's spend (Check & sign in green ink) *It was felt that a Working Party should be set up to deal with these amendments/the mechanics of how council works/which committees have authority and Bye Laws in relation to Summers Park. This should be taken to Full Council for volunteers.*

**Proposed:** Cllr Adcock-Jones **Seconded:** Cllr Woods **Agreed**  
**Action**

**8. Council/Councillors:**

a) **Special Constables** – Manningtree have agreed they wish to pursue this and Mistley will have this on their next agenda for discussion. *Clerk was asked to provide Mistley with information from the meeting held last October with Les Hawkins.*

b) **Quality Council** – volunteers required for sub-committee. *Clerk was requested to put this on Full Council Agenda for volunteers to pursue this.* **Action**

c) **For note:** The General Power of Competence no longer applies as council does not have 2/3<sup>rd</sup>s elected councillors.

**9. Legal Updates:**

Circulated with Agenda

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

None

There being no further business the meeting ended at 7.28pm

The next meeting is scheduled **4 November 2019 (Budget meeting)**

**Signature.....Date.....**