

Lawford Parish Council



Minutes of the Administration Committee held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm** on **Monday 2 March 2020**.

1. Present:

Councillors: Adcock-Jones, Woods, Miles, and Kinsmore
 Clerk: Mrs Peachey
 0 Members of the Public

Apologies:

C Guglielmi

2. Minutes of the last meeting:

Minutes of the Administration Committee Meeting held **6 January 2020** were agreed

Proposed: Cllr Woods **Seconded:** Cllr Miles **Agreed**

3. Actions from the previous meetings:

Appointing a Barrister - third Quote to be obtained from April Plant	Completed
Cllr Adcock Jones offered to draft the instruction for the appointed solicitor to 'Rubber Stamp', thereby saving council additional fees.	Completed
Clerk requested to make enquiries of EALC as to reactions from other Parish Councils and if any intend to take further action and perhaps wish to join with LPC in the above action. Information to be taken to Full Council for a final decision on the action Council wish to take.	Completed
Clerk to ask Sgt Simon Tattersall to Council's Parish Meeting to give a short talk. For note: <i>Parish Council will not now be the same format, do council wish to continue with the presentation from Sgt Tattersall?</i>	Completed
Article about Lawford's history to be created for the website. Note: <i>article provided by Cllr Thurlow, photographs awaited and the article will be published.</i>	Completed
Clerk requested to look into courses being delivered by webinar and also to circulate EALC's course calendar.	Completed

4. Declarations of interest:

None

5. Financial and related matters:

a) Affiliations:

Essex Playing Fields Association £75 + cost of entry to the Playing Fields Competition

Proposed: Cllr Miles **Seconded:** Cllr Kinsmore **Agreed**

b) For Information: Quarterly Audit carried out for third quarter, Monthly Reconciliation for January completed.

c) Purchase of a Defibrillator – it was agreed at Public Realm that council should approach the First Responders to acquire the model suggested by them and that can be purchased via the Ambulance Service. Cost quoted of £1,230.00 for as G5 defibrillator and cabinet,

fixed to an outside wall, with a lead time thought to be 6-8weeks. Cost for additional defib pads; Adult £29.00 Child £48.00 has been given. *Clerk requested to obtain two further quotes and to check with First Responders under what circumstances additional defibrillator pads are needed and how many are appropriate to purchase.*

Take to Full Council **Action**

It was suggested that once installed information regarding the location of defibrillators in Lawford should be placed on council's website. That the item be 'tagged' so that a simple search in google for defibrillators in Lawford' would highlight the list.

- d) **Website going live:** training to update the site is being carried out 25th March. Currently there is a link to the new site on the old site. An article about the history of Lawford has been provided by Cllr Thurlow. Currently awaiting relevant photographs and it will then be published.

6. Personnel and related matters:

- a) Clerks remaining holiday entitlement 9.3hrs to take before end March or carry forward with agreement. It was agreed the Clerk could carry over any remaining holiday.

Proposed: Cllr Adcock Jones **Seconded:** Cllr Miles **Agreed**

- b) **Training booked:** *Councillor Training* Cllr Payne 9th & 23rd June 2020, Cllr Kinsmore 15th & 29th July, *Chairman's Day short course* Cllr Woods and E- learning Cllr Pretty – *Data Protection Principals (GDPR)*

- c) To agree the revised Rules of Procedure (circulated)

Proposed: Cllr Adcock-Jones **Seconded:** Cllr Miles **Agreed**

- d) To approve timings for the Parish Meeting and Annual Council Meeting on 18 May 2020.

Proposed: Cllr Woods **Seconded:** Cllr Kinsmore **Agreed**

7. Legal Updates:

Circulated with Agenda

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

General items raised;

- a) Mrs Langstone (previous Chair of Personnel and Council Chairman) has been contacted by the Pensions Regulator about re-enrolment, which has to happen every 3 years. She has completed the form on behalf of council but advised that council should have a Personnel committee to deal with such items as per Standing Orders. As a result, it has been suggested Standing Orders be amended to state Administration Committee in place of Personnel Committee. **For inclusion on Full Council Agenda**

- b) A Byelaws working party meeting be arranged for 6.30 pm on 16 March 2020 before Full Council

The next meeting is scheduled for **4 May 2020**

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