Lawford Parish Council



***Clerk to the Council*:** Bridget Tighe
Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR, Tel: 01206 395898 Mob: 0798 396 0679, Email: clerk@lawfordparishcouncil.gov.uk

**You are hereby summoned to attend a meeting of the Administration Committee being held in the Meeting Room of Lawford Parish Community Hub, The Avenue, Lawford, CO11 2FR on Monday 9 November 2026 at 6.30pm**

## AGENDA

1. **Apologies for absence**

2. **To receive members declaration of interests on items that appear on the agenda.**

3. **Minutes** of the Administration Committee Meeting held on **Monday 7 September 2026** to be approved and signed by the Chair.

4. **Public Participation.** There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted.

5. **General**
   a) Social Media. See attached logo for discussion and agreement. Update Cllr C Guglielmi.

6. **Lawford Parish Community Hub**
   a. Hire schedule November/December. See attached for information.
   b. Scout/LBC use of the hub field. Update.

7. **Financial and related matters**
   a) Bank Statement to end October 2026. See attached.
   b) Bank Reconciliation to end October 2026. See attached.
   c) Budget Variance Report to end of October 2026. See attached.
   d) Budget 2027 – 2028. See attached draft budget and briefing for discussion and agreement.

8. **Staffing Matters**
   To be held in closed session excluding the public from the meeting, under the Public Bodies (Admissions to Meetings) Act 1960.
   a) Caretaker. Update.
   b) Parish Clerk. Update.
   c) Applicant for Parish Councillor. See attached for consideration.

9. **Items for next meeting**

***Signature:(Clerk)*** B Tighe **Date: 04** November 2026