

Dear Sir/Madam

## NOTICE OF MEETING

A Meeting of the **ADMINISTRATION & FINANCE COMMITTEE** will be held in the Astley Room at the Village Hall, Station Road Broughton Astley at 7.30pm on Wednesday 8 March 2017 for the transaction of the following business. Your attendance is required.



Dated this 3 March 2017

**DEBBIE BARBER**  
Parish Manager

## A G E N D A

1. Attendance and apologies.
  2. Declaration of Members' interests on any matters to be placed before the Committee.
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### Council Management

3. To review the financial report to date for 2016/17.
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4. Urgent items with consent of the Chairman.