

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 Thursday 3 March 2016 for the transaction of the following business. Your attendance is required.



Dated this 25 February 2016

**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. Review the Financial report to date for 2015/16.
  4. Review the report on the adherence to the Code of Conduct.
  5. Review the Broughton Astley Parish Council Reserves Policy.
  6. Review and consider the report on Electronic Payment Systems.
  7. Consider the adoption of a Policy on the Commercial Use of Frolesworth Road Recreation Ground and the hire charges related to such use.
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8. Urgent items with consent of the Chairman.