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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 2 March 2017 for the transaction of the following business. Your attendance is required.



Dated this 23 February 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.
  4. To review the report on the adherence to the Code of Conduct.
  5. To review Broughton Astley Parish Councils Reserves Policy.
  6. To review the Grant Award Policy
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7. Urgent items with consent of the Chairman.