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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 1 December 2016 for the transaction of the following business. Your attendance is required.



Dated this 24 November 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. To review the capital expenditure, investments and loans report on year to date.
  4. To confirm the appointment of an Internal Auditor for 2016/17.
  5. To review the Grant Award policy
  6. To review the Late Payment of Commercial Debts policy
  7. To review the Co-option of a Councillor policy
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8. Urgent items with consent of the Chairman.