

Council Office, Station Road,
Broughton Astley, Leicester, LE9 6PT

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Dear Sir/Madam

NOTICE OF MEETING

A Meeting of the **ADMINISTRATION & FINANCE COMMITTEE** will be held at 7.30pm on Thursday 1 July 2021 in the Cottage for the transaction of the following business. Your attendance is required.



Dated this 24 June 2021

DEBBIE BARBER
Parish Manager

A G E N D A

1. Election of Chair and Vice-Chair of the Administration and Finance Committee for the Municipal Year 2021-22.
 2. Attendance and apologies.
 3. Declaration of Members' interests on any matters to be placed before the Committee.
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Council Management

4. To receive the minutes of the Administration and Finance Meeting held on 3 December 2020.
5. Review the Management Accounts for Year End 2019-2020 and Year End 2020-2021.
6. Policies and Procedures – updates, amendments and new

Fees & Charges - Burial Fees

Community - Commercial Use of Frolesworth Road Recreation Ground
- Community Engagement Strategy
- Continuing Regular Users' Policy
- Covid Football Pitch Hire Training
- Fire Safety and Evacuation Procedure
- Football Pitch Hire
- Hire of Village Hall Accommodation
- Hirer's Agreement
- Litter & Dog Waste Bins Policy
- Memorial Benches
- Sutton Site Allotment Terms & Conditions
- Users of the Village Hall – Health & Safety
- Western Willows Allotment Terms & Conditions
- Zero Tolerance Policy

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|----------------------------|---|---------------------------------------|
| Council | - | Complaints Procedure |
| | - | Operational -Highway & Related Issues |
| | - | Public Open Spaces |
| | - | Social Media Policy |
| Financial | - | Financial Regulations |
| | - | Internal Control Systems |
| Health & Safety | - | Safeguarding Children |

7. Urgent items with consent of the Chair.