

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 March 2018 for the transaction of the following business. Your attendance is required.



Dated this 22 February 2018

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 Broughton Astley Parish Council Standing Orders
 4. Review the Financial report to date for 2017/18
 5. Review of adherence to the Code of Conduct
 6. Review Late Payment Policy
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7. Urgent items with consent of the Chairman.