

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 September 2015 or the transaction of the following business. Your attendance is required.



Dated this 27 August 2015

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 of the Financial Delegation to the Parish Manager
 4. Review the Financial report for the first quarter 2015/16
 5. Review the Terms and Conditions for the Western Willows and Sutton Site Allotments.
 6. Review and consider Insurance quotations received for renewal
 7. To consider quotations for replacement fire doors for the Broughton Hall and windows for the Parish Office.
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8. Urgent items with consent of the Chairman.