

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

www.broughton-astley.gov.uk

e-mail: parishmanager@broughton-astley.gov.uk

Dear Sir/Madam

NOTICE OF MEETING

A Meeting of the **ADMINISTRATION & FINANCE COMMITTEE** will be held by Zoom Video and Web Conferencing at 7.30pm on Thursday 4 June 2020 for the transaction of the following business. Your attendance is required.

Zoom address: <https://zoom.us/j/93141684716?pwd=RWV0dkRGNXA3NE9pNjJCa2cwDExUT09>

Meeting ID: 931 4168 4716

Password: 419482



Dated this 30 May 2020

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 2020-21.
 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 5 March 2020.
 5. Review the recommended amendments to the draft Corporate Plan 2020-2025.
 6. Consider how the Covid-19 crisis may affect the Parish Council income and expenditure.
 7. Policies and Procedures
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8. Urgent items with consent of the Chairman.