

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 5 December 2019 for the transaction of the following business. Your attendance is required.



Dated this 28 November 2019

**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 Committee Structures.
4. Review of the Cemetery Terms and Conditions.
5. Review of the Draft Budget for 2020/21.

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6. Urgent items with consent of the Chairman.