

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 7.45 pm on Thursday 5 February 2015 for the transaction of the following business. Your attendance is required.



Dated this 29 January 2015

**CHRISTINE LORD**  
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. Reinvestment of reserves
  4. Review of the Financial Regulations
  5. Review of adherence to the Code of Conduct
  6. Draft Community Grants Policy and Procedure
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7. Urgent items with consent of the Chairman.