

Council Office, Station Road,  
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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 March 2020 for the transaction of the following business. Your attendance is required.



Dated this 28 February 2020

**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. To confirm and sign the minutes of the Administration and Finance Committee meeting held on Thursday 5 December 2019.
4. Review of Terms of Reference for each Parish Council Committee.
5. Review the amendments to Broughton Astley Parish Council's Standing Orders in relation to the new Committee Terms of Reference.
6. Review the amendments or new publication of the following Policies and Procedures:
  - Allotment Terms and Conditions – Western Willows and Sutton Sites
  - Fire Risk Policy
  - Hirers Check List / Regular User Policy and Agreement
  - London Bridge Protocol
  - Portable Heater Policy
7. To review Regular User Hire Charges
8. To review the report on budget virement
9. To review the adherence to the Code of Conduct

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10. Urgent items with consent of the Chairman.