

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

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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 7 March 2019 for the transaction of the following business. Your attendance is required.



Dated this 1 March 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 Broughton Astley Parish Council Standing Orders.
 4. Review of Allotment Rents.
 5. Review of Parish Council Reserves Policy
 6. Review of Community Grants Policy and Procedures
 7. Review of Late Payment Policy
 8. Review the Procedure for the Co-option of Councillors.
 9. Review the monitoring report on the Code of Conduct
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10. Urgent items with consent of the Chairman.