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Dear Sir/Madam

### NOTICE OF MEETING

A Meeting of the **ADMINISTRATION & FINANCE COMMITTEE** will be held at 4.00pm on Wednesday 6 December 2023 in the Astley Room for the transaction of the following business. Your attendance is required.

Dated this 30 November 2023



**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 receive the minutes of the Administration and Finance Meeting held on 30 November 2023.
4. To pass a resolution in accordance with the Public Bodies (Admission to the meetings) Act 1960 to exclude the public and press for the discussion on agenda item 5 as it contains commercially sensitive information.
5. To receive the NNDR update from the Council appointed Solicitor and approve next steps.