

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE
HELD AT 4.00pm ON THURSDAY 6 DECEMBER 2023
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY.**

PRESENT: Councillors: R Patrick, C Grafton-Reed, S Oliver, P Shipman, and Mrs M Stell

APOLOGIES: Councillor: R Gahan & Mrs L Teague

NONE ATTENDANCE: Councillor Ms A Butteriss

CLERK: Mrs E Patrick

1. APOLOGIES

259.23 **RECOMMENDED:** That apologies were received and accepted from Councillors R Gahan and Mrs L Teague. No apologies were received from Councillor Ms Butteriss.

2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

260.23 **RESOLVED:** No declarations of Members Interests were received.

3. TO RECEIVE THE MINUTES OF 30 NOVEMBER 2023

261.23 **RESOLVED:** That the minutes of the Administration and Finance Committee meeting were accepted as a true record. Proposed and seconded by Cllrs Shipman and Patrick.

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 COMMERCIALY SENSITIVE INFORMATION

262.23 **RESOLVED:** A show of hands passed the resolution unanimously.

5. TO RECEIVE THE NDR UPDATE FROM THE COUNCIL APPOINTED SOLICITOR AND APPROVE NEXT STEPS

The committee received a copy of the letter to Parkwood provided by the Solicitor for approval.

Amendments were suggested and it was agreed to ask the Solicitor to review the revisions before sending a copy to full Council for information and then onto Parkwood.

263.23 **RESOLVED: That the amended Solicitor letter to Parkwood to advise them of our position be issued to full council for information and then sent to Parkwood.**

264.23 Meeting closed at 17.38