

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 at 7.30pm on Thursday 25 July 2024 in the Astley Room for the transaction of the following business. Your attendance is required.

Dated this 19 July 2024



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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3. To approve and sign the minutes of the Administration and Finance Meeting held on 23 May 2024.
 4. Review the quarterly accounts & budget documentation.
 5. Review Asset Register.
 6. Review and approve amended and/or new Policies and Procedures.
 - Memorial Tree Policy - New Policy
 - Memorial Bench Policy – Amendments in red
 - Cemetery Policy – Amendments in red
 - Allotment Policy – Amendments in red
 7. Receive a report and approve the registration of the Village Hall, Cottage, and surrounding land with Land Registry.
 8. Receive a report on the request for Bollards to be installed at the Leisure Centre.