

# Lindfield Parish Council

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2 November 2016

## To: Members of the Administration Sub Committee

You are hereby summoned to attend the meeting of the **Administration Sub Committee** to be held on **WEDNESDAY, 9 NOVEMBER 2016** at the **Parish Office, Clock Tower House, Lewes Road, Lindfield** at **9.30 a.m.** to transact the following business:

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Welcome and emergency announcements.

### AGENDA

1. To receive and accept apologies and reasons for absence.
2. To receive Declarations of Interest by Members in respect of any Item on the Agenda.
3. Questions/comments from members of the public. *(This will be limited to a maximum of 15 minutes. In accordance with Standing Order 1 (f) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.*
4. To confirm and sign the Minutes of the meeting of the Administration Sub Committee held on 7 July 2016 *(previously circulated)*.
5. To consider the Administration Budget for 2017/18 and to make a recommendation thereon to the Finance and General Purposes Committee *(breakdown to follow)*.
6. Any Other Business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Such matters will be for noting or deferral to a future meeting only.

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Signed



Christine Irwin  
Clerk to the Council

c.c. All other Parish Councillors  
WSCC Cllr. Mrs. C. Field  
MSDC Cllrs. Mrs. A. Lea and Mr. A. Lea