

OTFORD PARISH COUNCIL

Clerk: Mrs. S. Palmer

The School House, 21, High Street, Otford, Sevenoaks, Kent TN14 5PG

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Office hours 8.30 to 12.30 Monday to Friday

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The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on 2 February 2015 at 9.15am at the above address.

AGENDA

There will be 10 minute public forum before the start of the meeting

- 1. Apologies for absence**
- 2. Approval of the minutes of the meeting on 5th January 2014 and matters arising from these minutes.**
To consider the items below and make any necessary recommendations:
- 3. General Financial**
 - 3.1 To receive details of receipts and payments made since the last Council meeting together with details of the last bank reconciliation and approve orders for payment where appropriate.
 - 3.2 To consider the update of standing orders.
 - 3.3 To receive an update re parish website.
 - 3.4 To receive an update on payment of salaries by BACS
 - 3.5 To discuss requirements under the Local Government Transparency Code
 - 3.6 To review the Accountability Risk Assessment and make any necessary amendments. Revised Assessment to be approved by the Council.
- 4. Cemetery**
 - 4.1 To receive an update on any matters arising since the last meeting.
- 5. Car Park**
 - 5.1 To receive an update on any matters arising since the last meeting.
- 6. Toilets**
 - 6.1 To receive an update on any matters arising since the last meeting.
- 7. Allotments**
 - 7.1 To receive an update on any matters arising since the last meeting.
- 8. Recreation grounds/pond**
 - 8.1 To receive an update on any matters arising since the last meeting.
 - 8.2 To receive an update on a replacement tree for the Green.
- 9. School House**
 - 9.1 To receive an update on any matters arising since the last meeting.
- 10. Chalkpit**
 - 10.1 To receive an update on any matters arising since the last meeting.
- 11. Correspondence**
 - 11.1 Letter from Unity Trust re changes to services.
 - 11.2 Letter from Barclays Bank re revised business customer Agreement
 - 11.3 A request for a grant has been received from the Sevenoaks Volunteer Transport Group to assist with meeting their operating costs.

Date of next meeting – 2nd March 2015 at 9.15am