

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

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

Email: clerk@otfordpc.co.uk

The next meeting of the Finance and General Purposes Committee of Otford Parish Council will take place on **Monday 28 November 2016** (starting 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. Disclosures of Interest for items on the Agenda**
- 3. Approval of the Minutes of the meeting held on 31 October 2016.**
- 4. Matters arising.**
- 5. General Financial**
 - 5.1 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.
 - 5.2 To receive an update on any matters arising since the last meeting.
 - 5.3 To consider the draft budget for 2017/18.
- 6. Car Park**
 - 6.1 To receive an update on any matters arising since the last meeting.
 - 6.2 To receive a copy of the latest figures from Britannia.
- 7. Toilets**
 - 7.1 To receive an update on any matters arising since the last meeting.
- 8. Allotments**
 - 8.1 To receive an update on any matters arising since the last meeting.
- 9. Recreation Grounds/Pond**
 - 9.1 To receive an update on any matters arising since the last meeting.
- 10. School House**
 - 10.1 To receive an update on any matters arising since the last meeting.
- 11. Chalkpit**
 - 11.1 To receive an update on any matters arising since the last meeting.
- 12. Other**

13. Correspondence

13.1 To consider a letter received from a resident regarding a request to purchase an area of The Green owned by the Parish Council (attached).

13.2 Volunteer Support Warden scheme

Members to consider taking part in the Volunteer Support Warden Scheme as outlined in the attached document from KCC/KALC.

14. Date of next meeting – Tuesday 3 January 2017