

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on **Monday 2 October 2017** (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 on 4 September 2017**
- 4. Matters arising.**

- 5. Sports Pavilions/Football Pitches**
 - 5.1 Hale Lane roof repair quotes.
 - 5.2 Members to consider the quotation for an engineer's inspection of the air handling unit at the Eric Dilley Pavilion.

- 6. General Financial**
 - 6.1 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.
 - 6.2 Insurance. To consider the replacement of the bus shelter opposite Rye Lane following a car accident.
 - 6.3 Heritage Centre Recharge.
 - 6.4 Members to note the Parish Council Annual Return has been agreed by PKF Littlejohn, Auditors.
 - 6.5 Members to note the Annual Return 2016-17 for the charity Otford Recreation Ground has been submitted to the Charity Commission.
 - 6.6 Members to note the Annual Return 2016-17 for the Charity of John Charman has been submitted to the Charity Commission.
 - 6.7 Members to note the increase to the session rates for hire of the Otford Village Memorial Hall.
 - 6.8 Members to consider any items to be added to the Projects section of the Reserves list for the 2018-19 Budget.

- 7. Cemetery/Churchyard**

- 8. Car Park**
 - 8.1 To receive an update on any matters arising since the last meeting.
 - 8.2 To receive a copy of the latest figures from Britannia.

- 9. Toilets**
 - 9.1 To receive an update on any matters arising since the last meeting.

- 10. Allotments**
 - 10.1 To receive an update on any matters arising since the last meeting.

11. Recreation Grounds/Pond

11.1 To receive an update on any matters arising since the last meeting.

12. School House

12.1 To receive an update on any matters arising since the last meeting.

12.2 Water leak update.

12.3 Resignation of the Office Cleaner.

13. Chalkpit

13.1 To receive an update on any matters arising since the last meeting.

14. Other/Correspondence

14.1 Members to consider the Complaints Procedure and consider recommending to Council for adoption.

15. Date of next meeting – Monday 6 November 2017