

OTFORD PARISH COUNCIL

Clerk: Mrs. S. Palmer

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

Telephone/answerphone: 01959 524808 Fax: 01959 525298

Office hours 8.30 to 12.30 Monday to Friday

otfordpc@btinternet.com

The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Monday 30 March 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 2nd March 2015 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.
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.
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/Other**
 - 11.1 To consider the Clerk attending the KALC Clerk's Conference.

Date of next meeting – 20th April 2015 at 9.15am