

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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Otford Sevenoaks
Kent TN14 5PG

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The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on **Monday 3 April 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 6 March 2017**
- 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 Members to consider recommending the Statement of Internal Control 2017 to Council for approval and signature.
 - 5.3 Members to consider recommending the Accountability Risk Assessment to Council for approval and signature.
 - 5.4 The End of Year Pension Return has been completed and returned to KCC.
 - 5.5 Appraisals & Salary Review

- 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.
 - 9.2 Members to consider the Mowing Agreement with the OSA and the amount to be recommended to Council.

- 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**
- 14. Date of next meeting – Tuesday 2 May 2017**