

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Tuesday 3 May 2016 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 April 2016.**
4. **Matters arising.**
To consider the items below and make any necessary recommendations:
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 Two signatories to sign the new direct debit for the photocopier (this is a replacement direct debit to the one signed in April due to errors in the sort code on the original).
6. **Cemetery**
 - 6.1 To receive an update on any matters arising since the last meeting.
7. **Car Park**
 - 7.1 To receive an update on any matters arising since the last meeting.
 - 7.2 To receive a copy of the latest figures from Britannia.
8. **Toilets**
 - 8.1 To receive an update on any matters arising since the last meeting.
 - 8.2 Council made the decision to close the toilets and to strip out the furniture from the building. Quotes are being sought.
9. **Allotments**
 - 9.1 To receive an update on any matters arising since the last meeting.
10. **Recreation Grounds/Pond**
 - 10.1 To receive an update on any matters arising since the last meeting.
 - 10.2 Cllr Verrall will update the Committee on the security of the tractor store doors.
11. **School House**
 - 11.1 To receive an update on any matters arising since the last meeting.
12. **Chalkpit**
 - 12.1 To receive an update on any matters arising since the last meeting.
13. **Other**
 - 13.1 A copy of the signed lease for Otford Palace Field has been received.

14. Correspondence

14.1 KALC has issued a new update to Legal Topic Note 14E – Bylaws. The update reflects a changed DCLG contract address for byelaw queries as well as minor cosmetic changes.

15. Date of next meeting – Monday 6 June 2016