OTFORD

PARISH

COUNCIL

Parish Clerk:
Sharon Palmer
01959 524808

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

The next meeting of the Finance and General Purposes Committee of Otford Parish Council will take place on **Monday 3rd October 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 30th August 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   The Annual Return has been signed by PKF Littlejohn. No action points have been raised.
5.4   The Licence to use a small area of the Green in Otford has been signed by Mr Fowler. Clerk and Chairman to sign for OPC.
5.5   To consider the quote for groundworks at Hale Lane Recreation Ground.
5.6   OPC Footpath Appeal

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   To discuss quote from Safeplay re works at Hale Lane playground.

10.   School House
10.1   To receive an update on any matters arising since the last meeting.
10.2   To discuss estimate from Chubb re replacement fire extinguishers in 2017.

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 1 November 2016**