OTFORD PARISH Parish Clerk: The School House Sharon Palmer 21 High Street 01959 524808 Otford Sevenoaks Kent TN14 5PG

COUNCIL Email: clerk@otfordpc.co.uk

The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Monday 4 April 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 7 March 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 The Year End Return has been completed for the Pension Scheme and returned to KCC.
- 5.3 The papers for the PC Year End Return have been received from PKF Littlejohn.
- 5.4 SDC has advised that the
- 5.5 Legal Topic Note LTN 31 March 2016 has been received on Section 137 of the Local Government Act 1972.
- Two signatories to sign the letter cancelling the Direct Debit with the Bank of Ireland for the Public Works Loan Board payment, as this has now been paid in full.
- 5.7 Two signatories to sign the new direct debit for the photocopier.
- 5.8 National Insurance. Changes come into effect from April 2016 to both employers and employees as the National Insurance rebate relating to pension contributions ceases.

## 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.

### 9. Allotments

- 9.1 To receive an update on any matters arising since the last meeting.
- 9.2 To consider the request from the Otford Allotments Association that the Parish Council purchases two tonnes of Type 1 Granular Material to improve the track to Mill Meadow as the Allotment Car Park improvements will not be taking place in the foreseeable future and the money allocated to this improvement will not be used.

#### 10. Recreation Grounds/Pond

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

### 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

Purchase of Planter. Members to consider the purchase of the proposed planter that matches others in the area and meets the specifications ordered by KCC.

# 14. Correspondence

- Members to note that an email has been received advising an increase in the charges for Otford Village Memorial Hall. The charge for use of the Club Room for the evening meeting has risen from £27.00 to £29.00.
- 14.2 A letter has been received from SDC together with a cheque refunding in full the recent invoice for the May 2015 Election costs. Parish Councils who did not hold an election in May 2015 have had the charges waived. In future years, SDC has advised that charges will be made for relevant costs e.g. poll cards, and a rough estimate will be send to Town and Parish Councils prior to future elections.
- A request has been made from a resident for a donation in support of her participating in the London Marathon in aid of Alzheimer's Research UK. The resident has pledged to raise £3000 in total.

### 15. Date of next meeting – Tuesday 3 May 2016