

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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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 4 December 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 November 2017**
- 4. Matters arising.**

- 5. Sports Pavilions/Football Pitches**
 - 5.1 Air handling unit at the Eric Dilley Pavilion - update.

- 6. General Financial**
 - 6.1 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.
 - 6.2 Draft Budget.
 - 6.3 Consider quote for maintenance to the War Memorial.

- 7. Cemetery/Churchyard**

- 8. Car Park**
 - 8.1 To receive an update on any matters arising since the last meeting.
 - 8.2 To receive a copy of the latest figures from Britannia.

- 9. Toilets**
 - 9.1 To consider the email received from St Bartholomew's Church.

- 10. Allotments**
 - 10.1 To receive an update on any matters arising since the last meeting.

- 11. Recreation Grounds/Pond**
 - 11.1 To receive an update on any matters arising since the last meeting.
 - 11.2 To consider the quote for tree work.

- 12. School House**
 - 12.1 To receive an update on any matters arising since the last meeting.

- 13. Chalkpit**
 - 13.1 To receive an update on any matters arising since the last meeting.

- 14. Other/Correspondence**

- 15. Date of next meeting – Tuesday 2 January 2018**