

**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 **Monday 6 February 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 3 January 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 Charity of John Charman. The Annual Return has been submitted to the Charity Commission.

5.3 Charity of Otford Recreation Ground. The Annual Return has been submitted to the Charity Commission.

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 consider quotations for replacement of the Mower Shed roof.

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.

11.2 Members to consider quotation for tree work in the Chalk Pit to T1 Sycamore and T2 Whitebeam. Traffic management is required in order to remove them safely due to their location by the road side.

11.3 Members to consider quotation for tree work in the Chalk Pit to remove vegetation on and surrounding the Pilgrims Way East retaining wall.

12. Other

12.1 Members to consider asking Gardens of England to clear weeds from well-used footpaths.

13. Correspondence

13.1 A request for a donation has been received from the Sevenoaks Volunteer Transport Group.

13.2 Updates have been received for Legal Topic Note 36 – Unfair Contract Terms and Legal Topic Note 42 – Occupiers Liability.

14. Date of next meeting – Monday 6 March 2017