

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
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The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Monday 6 June 2016 at 9.15am at the above address.

AGENDA

There will be 10 minute public forum before the start of the meeting.

1. **Elect a Chairman for the coming year.**
2. **Elect a Vice Chairman for the coming year.**
3. **Apologies for absence.**
4. **Disclosures of Interest for items on the Agenda**
5. **Approval of the Minutes of the meeting on 3 May 2016.**
6. **Matters arising.**
 - 6.1 St Bartholomew's Church Fair on 18 June 2016. Copies of the Risk Assessment and Insurance have been received by the Clerk.
 - 6.2 Civic Service, St Bartholomew's Church, Sunday 12 June 10am.
Four Councillors have confirmed attendance so far.
7. **Lease for the Eric Dilley Pavilion**

Cllr N Rushby will present the draft lease to the members for consideration.
8. **General Financial**
 - 8.1 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.
 - 8.2 Annual Audit - To consider the following items to recommended for approval by Council.
 - 8.2a To review the effectiveness of the System of Internal Control.
 - 8.2b To Recommend approval of the Annual Governance Statement.
 - 8.2c To Recommend approval of the Accounting Statements.
 - 8.3 To consider the Reserves as at 1 April 2016.
 - 8.4 Current position on recharges to Heritage Centre and Sports Clubs.
 - 8.5 NALC Salary Award. The salary awards have been published for 2016 and 2017.
 - 8.6 Update Bank Signatures
9. **Cemetery**
 - 9.1 To receive an update on any matters arising since the last meeting.
10. **Car Park**
 - 10.1 To receive an update on any matters arising since the last meeting.
 - 10.2 To receive a copy of the latest figures from Britannia.
11. **Toilets**
 - 11.1 To receive an update on any matters arising since the last meeting.

12. Allotments

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

13. Recreation Grounds/Pond

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

14. School House

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

15. Chalkpit

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

16. Other

17. Correspondence

17.1 A request for a grant has been received from the Oxford Medical Practice Patient Participation Group. The purpose of the grant is to help purchase a 24 hour heart/blood pressure monitor so that patients do not have to keep travelling to Pembury hospital on consecutive days.

18. Date of next meeting – Monday 4 July 2016