

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
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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 November 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 2 October 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 Insurance Claim - update.
  - 6.3 Heritage Centre Recharge. This has been received.
  - 6.4 Members to consider the payment to the Royal British Legion for the Remembrance Day Wreath.
  - 6.5 Members to note the CIL receipts.
  - 6.6 Draft Budget.
  - 6.7 To consider Office Cleaner applications.
  - 6.8 Members to note insurance payment in respect of the demolished bus shelter.
  - 6.9 Members to consider charges for use of recreation grounds by outside organisations.
  
- 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 receive an update on any matters arising since the last meeting.
  
- 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.
  - 11.3 To consider the quote for the replacement tennis net.
  - 11.4 OSA/Football pitch arrangements.

**12. School House**

- 12.1 To receive an update on any matters arising since the last meeting.
- 12.2 Water leak update.
- 12.3 Resignation of the Office Cleaner.

**13. Chalkpit**

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

**14. Other/Correspondence**

- 14.1 Members to consider the Draft Confidentiality Agreement and consider recommending to Council for adoption.
- 14.2 Members to consider the 2018 Calendar of Meetings.
- 14.3 War Memorial.
- 14.4 Bus stop seating.

**15. Date of next meeting – Monday 4 December 2017**