

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
01959 524808

The School House  
21 High Street  
Otford Sevenoaks  
Kent TN14 5PG

Email: [clerk@otfordpc.co.uk](mailto:clerk@otfordpc.co.uk)

The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Monday 7 December 2015 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 November 2015.
4. Matters arising.
5. **To consider the items below and make any necessary recommendations:  
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 To consider the draft 2016/17 budget.
  - 5.3 To discuss salary levels and annual increase.
  - 5.4 The Grant procedure for OPC is not working as required. It is suggested that OPC reverts to the procedures adopted in
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.
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**

**14. Correspondence**

14.1 A letter has been received from Barclays Bank regarding the Community Account. In order to continue with this account, a sum of money needs to be paid into the account by February 2016 and regular use of the account needs to occur.

**15. Date of next meeting – 4 January 2016**