

OTFORD PARISH COUNCIL

Clerk: Mrs. S. Palmer

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

Telephone/answerphone: 01959 524808 Fax: 01959 525298

Office hours 8.30 to 12.30 Monday to Friday

otfordpc@btinternet.com

The next meeting of the Finance and General Purposes committee of Otford Parish Council will take place on Monday 7 September 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. Approval of the minutes of the meeting on 3 August 2015 and matters arising from these minutes.
3. Matters arising.

To consider the items below and make any necessary recommendations:

4. General Financial

- 4.1 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.
- 4.2 Allocation of Reserves.
- 4.3 Change of bank signatories.
- 4.4 The Annual Return 2015 for the charity 'Otford Recreation Ground' has been submitted to the Charity Commission.
- 4.5 The Annual Return 2015 for the 'Charity of John Charman' has been submitted to the Charity Commission.

5. Cemetery

- 5.1 To receive an update on any matters arising since the last meeting.
- 5.2 Note: North West Kent Countryside Partnership will be coppicing the willows at the Cemetery at the end of July (29th & 30th). The cost is £200.
- 5.3 Cllr Verrall will report on health and safety and excavations in public open areas.

6. Car Park

- 6.1 To receive an update on any matters arising since the last meeting.
- 6.2 A notice of re-evaluation of the car park for non-domestic rates has been received.

7. Toilets

7.1 To receive and update on any matters arising since the last meeting.

7.2 The cleaners have given notice of termination of the contract.
Members to consider future cleaning arrangements.

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 and consider:

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.

12. Other

13. Correspondence

Date of next meeting – 7 September 2015 at 9.15am