Minutes of the F&GP Committee February 2015

Present: Cllr.Mrs J Lawrey (in the Chair), Cllr. M Whitehead,

In attendance: Clerk

Apologies:- Cllr J Edwards-Winser

1. The minutes of the January meeting were approved as a true record and signed accordingly.

2. Matters arising from previous meetings

2.1	Further estimates for works to the front entrance, path, hedge, dropped kerb to ensure that they are EA compliant are awaited.	**7.3 JV/JE-W Continuing**
2.2	The toilet refurbishment to be costed. Estimates to be obtained.	**6.10 JV/JE-W Continuing**

3. Finance

3.1	The receipts and payments were received together with the bank reconciliation. Orders for payment were approved.	
3.3	Pro forma Standing Orders have been forwarded to all Councillors, indicating those aspects that are combined with the existing Standing Orders. Cllrs Lawrey and Whitehead will meet again with the Clerk on 10 February at 9:15am to review the Standing Orders and Financial Regulations. The Local Government Transparency Code and Accountability Risk Assessment will also be considered.	**7.5 Continuing**
3.4	The web-site is progressing slowly. A meeting with the constructor will be arranged.	**Continuing**
3.5	It was agreed that at the present time the Clerks will continue to be paid by cheque by an agreed date.	**Completed**

4. Cemetery

4.1	Nothing financial to report	
4.2	Litter in the Cemetery car park is being monitored.	**Continuing**
4.3	Installation of a gate is being considered. The potential cost needs to be assessed. This will be passed to Highways Committee to consider.	**Continuing**
4.4	The Clerk has been asked to seek confirmation from the Church of England regarding financial responsibility for the monuments in the churchyard.	

5. Car Park

5.1	Financial details have been received for the car park.	**Completed**
5.2	Faulty lights on the Pavilion. Enquiries will be made into who has ownership/maintenance responsibility.	**J L**

6. Toilets

6.1	A new timer for the door locks has been purchased – the chairman will install it as soon as possible.	**Continuing**

7. Allotments

7.1 Information will be obtained on costs associated with installation of a gate into the allotments, a support and a pedestrian gate to the side.

8. Recreation Grounds/Pond

8.1 It has been reported that several small "canisters" have been found near the children's play ground – the police have been informed. **Completed**

8.2 A parked car has suffered some damage to a screen or window. The resulting glass debris has been cleared up by B Thomas **Completed**

8.3 Following a survey of services/pipework underneath The Green, the Parish Council has been advised that no further trees can be planted in the area. **Completed**

9. School House

9.1 Quotes are still awaited for paving the front garden.

9.2 It was noted that water is still ingressing into the meeting room and top hall via the chimney stack. **JV/JE-W Continuing**
An inspection has been carried out and a verbal report has been given by Cllr Verrall. A written report will follow.
Before progressing this further, advice will be sought from the Conservation Officer at SDC regarding how any necessary work will be carried out.

10. The Chalk Pit

10.1 It was noted that the scouts have not re-turfed the area of their November bonfire. The clerk will contact the scouts. **1/15 Clerk**

11. Correspondence.

11.1 A letter has been received from Unity Trust regarding changes to services.

11.2 A letter from Barclays Bank has been received regarding the revised business customer Agreement.

11.3 A request for financial assistance from the Sevenoaks Volunteer Transport Group. It was agreed a donation of £100 will be granted.

DATE OF NEXT MEETING

The next meeting will be held on **Monday 2nd March** 2015 at 09.15

There being no other business to discuss this meeting was closed at 10.50am

Signed……Chairman

Dated .....