

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Oxford Sevenoaks
Kent TN14 5PG

MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE

at The School House on 6 June 2016 from 9:15am

Present: Cllr J Edwards-Winsor (in the Chair)
Cllr J Lawrey and Cllr J Verrall
Also Present: Cllr N Rushby
Clerk: Mrs S Palmer

Public Forum: There were no members of the public present at the meeting.

1. **Election of a Chairman** Action
RESOLVED that Cllr J Edwards-Winsor is elected as Chairman for the coming year.
2. **Election of a Vice-Chairman**
RESOLVED that Cllr J Lawrey is elected as Vice-Chairman for the coming year.
3. **Apologies for absence** - Cllr M Whitehead
4. **Disclosures of Interest** - None.
5. **Minutes of the Previous Meeting.**
The Minutes of the meeting held on 3 May 2016 were agreed as being an accurate record of the meeting.
6. **Matters Arising** (not included elsewhere in the Minutes).
 - 6.1 St Bartholomew's Church Fair – 18 June 2016
Copies of the Risk Assessment and Insurance have been received by the Clerk.
 - 6.2 Licence agreement for The Green. The Occupier has received a copy of the Licence Agreement for signature. 73/15 Clerk
Continuing
 - 6.3 Civic Service, St Bartholomew's Church, Sunday 12 June at 10am. Four Councillors have confirmed attendance so far.
7. **Lease for the Eric Dille Pavilion**
Cllr N Rushby reported to the meeting on the proposed lease.
 - 7.1 The version number and page numbers will be added to the lease. 21/16
PC to Agree
 - 7.2 It is RECOMMENDED that the Parish Council signs the new lease following this amendment. It was agreed that new locks will be fitted and Licenced Keys will be obtained. Two keys will be kept at the Parish Office. Additional keys will be signed for and will be replaced at the Club's expense.
 - 7.3 It was agreed that check meters will be considered at a future date if the apportionment of shared services becomes an issue.
 - 7.4 It was agreed that the current ventilation system is inadequate. Money has been set aside within the Reserves to rectify this. Quotes will be sought for repair/replacement (Cllr Verrall will advise).
 - 7.5 Pitch drainage. Mr Thomas will be asked to advise on installing a land drain.
8. **General Financial**
 - 8.1 Details of receipts and payments made since the last Council meeting together with details of the last bank reconciliation were received. Orders for payment were approved.
 - 8.2 New Deposit Accounts. 7/16
Continuing
New accounts are being sought.

- 8.3 Photocopying. A notice will be placed above the photocopier advising that a charge of 5p per copy will be made for non-Council business. Clerk
- 8.4 Annual Audit
- 8.4a System of Internal Control – it is RECOMMENDED that Council agrees the System of Internal Control following a minor amendment. 22/16
PC to Agree
- 8.4b It is RECOMMENDED that Council approves the Annual Governance Statement. 23/16
PC to Agree
- 8.4c It is RECOMMENDED that Council approves the Accounting Statements. 24/16
PC to Agree
- 8.5 Reserves. The list of Reserves was agreed. No new items were added.
- 8.6 Recharges. The Committee noted the current status of recharges.
- 8.7 NALC Salary Award. Members noted the salary awards issued by NALC for 2016 and 2017.
- 8.8 Cllrs signed the forms to update the bank signatories.
- 9. Cemetery**
- 9.1 Hedge cutting. Mr Thomas has advised that hedge cutting and mowing will be carried out in accordance with the schedule of planned work. 64/15
Completed
- 9.2 Occasional spot checks will be made on users of the car park.
- 10. Car Park**
- 10.1 The car park receipts were noted.
- 10.2 The car parks will be checked to see how many cars use it on a Saturday and Sunday.
- 11. Toilets**
- 11.1 Council agreed to close the toilets permanently. The Clerk will write to St Bartholomew's Church to inform them of this decision. The Church will be asked to take the building back into their possession and to terminate the lease. 18/16 Clerk
Continuing
- 11.2 Quotes are being sought to strip the toilets of all furnishings. 20/16 Clerk
Continuing
- 12. Allotments**
- 12.1 The Parish Council has agreed to purchase two tonnes of Type 1 Granular Material to improve the track to Mill Meadow. The Clerk will wait to hear from the Allotments Association regarding the purchase of this material. 14/16 Clerk
Continuing
- 13. Recreation grounds/pond**
- 13.1 Repainting the Posts around the Pond. This will take place in 2016. 38/15 BT
Continuing
- 13.2 Work to cut back and thin out the reeds at the Pond. This will take place in 2016. 47/15 BT
Continuing
- 13.3 Reflective strips will be placed on the Trim Trail and Orbits by Cllr Edwards-Winser when the weather improves. 4/16 JE-W
Continuing
- 13.4 It has been noted that the entrance to the Recreation Ground is still very muddy. The Clerk will ask Mr Thomas to have another look at how to help the drainage in this area. 13/16
BT/Clerk
Continuing
- 13.5 The garage on the Recreation Ground is not considered a safe storage area for equipment. It was agreed that security doors will be sought to replace the existing. 21/16 JV
- 13.6 The insurance company will be approached regarding applying Bylaws to the Recreation Ground. Clerk

14. School House

- 14.1 Damp in the School House. Cllr Verrall will be meeting with contractors in the near future. 60/15 JV
Continuing
- 14.2 Clearing the loft in the School House of rubbish. This will be undertaken when the work on the chimneys of the School House is agreed. 39/15 Clerk
Continuing
- 14.3 The earth beneath the fence has been levelled and shingle put down to keep the wood away from the earth. The fence has been stained to match the original. Completed
- 14.4 Windows in the School House. The windows in the top floor of the School House need replacing. The Clerk will obtain quotes. 25/16 Clerk
The window sills on the ground floor will be inspected and repaired as necessary.

15. Chalkpit

- 15.1 The Clerk has asked Mr Thomas to increase the number of grass cuts. Completed

16. Other

- 16.1 Risk Assessments. The management of Risk Assessments within the Parish Council will be considered at the next Amenities Meeting. To Amenities
- 16.2 Fire Drill. Amenities Committee will be asked to arrange for the necessary fire drills/practice evacuations to be carried out. To Amenities
- 16.3 Purchase of Planter. Final measurements are awaited. 16/16
Asst Clerk
Continuing
- 16.4 The Clerk has been requested to write to Network Rail and ask them to clean up the litter beside the track and adjoining areas. 26/16 Clerk

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 to borrow theirs. 27/16
PC to Agree
It is RECOMMENDED that a grant of £1000 (which represents 50% of the total cost) is agreed by the Parish Council.

- 18. Date of next meeting – Monday 4 July 2016**