

Draft Minutes of the F&GP committee March 2015

Present:- Cllr.J Edwards-Winser (Chairman), Cllr.Mrs J Lawrey, Cllr. M Whitehead, Clerk

Apologies;- None – all present

1. The minutes of the February meeting were approved as a true record

2. Matters arising from previous meetings

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| 2.1 | Estimates for works to the front entrance, path, hedge, dropped kerb to be examined. | 7.3 Services Continuing |
| 2.2 | The toilet refurbishment to be costed. <i>(Provisional estimates were considered far too expensive – further estimates to be obtained)</i> | 6.10 JV/JE-W Continuing |
| 2.3 | It was noted that the scouts have not re-turfed the area of their November bonfire. The clerk to progress the situation. <i>(The area has now been re-seeded)</i> | 1/15 Clerk Completed |

3. Finance

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| 3.1 | The receipts and payments were received together with the bank reconciliation. Orders for payment were approved. | |
| 3.2 | The Updated Standing Orders were agreed – It is recommended that they be approved by full council | OPC to Vote |
| 3.3 | The Updated Financial Regulations were agreed - It is recommended that they be approved by full council | OPC to Vote |
| 3.4 | The Accountability Risk Assessment was agreed - It is recommended that it be approved by full council | OPC to Vote |
| 3.5 | It was agreed that OPC should discontinue the subscription to the NALC Direct Information Services (DIS) as little use had been made of their offices in the past 2 years. | |

4. Cemetery

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| 4.1 | Nothing financial to report | |
| 4.2 | After discussion, it was recommended that there was no need to join the Association of Natural Burial Grounds as OPC is already a member of the Institute of Cemetery and Crematorium Management. | |
| 4.3 | The litter situation in the cemetery car park continues to be monitored and the clerk has written to the manager of MacDonald's on the matter. | |
| 4.4 | The Clerk has been asked to seek confirmation from the Church of England regarding financial responsibility for the monuments in the churchyard. | 2/15 Continuing |

5. Car Park

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| 5.1 | Faulty lights on the Village Hall. Enquiries will be made into who has ownership/maintenance responsibility. | 3/15 Clerk |
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- 5.2 Income to date is £3747 Net. (aprox £1000/month). The situation is being monitored.
- 5.3 As the VAT has to be paid electronically, the clerk will obtain a Direct Debit card from the bank and suitable arrangements (see Financial Regs) will be applied to it's usage.

6. Toilets

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

**JEW
Continuing**

7. Allotments

- 7.1 A quotation for the gates has been received for £542 + VAT. It was agreed that purchase and installation should proceed. It was agreed that an offer from OBM for a contribution towards the materials would not be required.

8. Recreation Grounds/Pond

- 8.1 Quotes for the grass cutting of the Otford and Hale Lane Recreation Grounds have been received for £1254 **and it is recommended that they are accepted**
- 8.2 A quotation for grass cutting of the Village Green and the Cemetery has been received for £7876 **and it is recommended that they are accepted**

OPC to Vote

OPC to Vote

9. School House

- 9.1 Quotes for paving the front garden have been received are still awaiting assessment by the Services committee
- 9.2 It was noted that water is still ingressing into the meeting room and top hall via the chimney stack.
- 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. *(It is understood that the existing chimneys cannot be permanently removed)*

**4/15
Services**

10. The Chalk Pit

- 10.1 It was noted that the scouts have not re-turfed the area of their November bonfire. *(The area has been re-seeded)*

11. Correspondence.

- 11.1 An e-mail has been received from KCC regarding pension payments

It is recommended that Council passes an open resolution identifying The Clerk as a pensionable employee of the Council in order to facilitate joining the scheme. At present this is a closed resolution identifying only one individual by name.

OPC to vote

- 11.2 NALC Financial Topic Note on Pension Fund Matters

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- 11.3 ARC subscription has been renewed
- 11.4 A contract with Swale Heating for boiler maintenance has been agreed
- 11.5 Ownership of the land enclosed by the chain-link fence at Bubblestone Cottage has been agreed and is being formalised
- 11.6 Cllr Chard is investigating the cost of warning notices for Pickmoss Step

DATE OF NEXT MEETING

The next meeting will be held on **Monday 30th March** 2015 at 09.15

There being no other business to discuss this meeting was closed at 12.30pm

Signed.....Chairman

Dated