

OTFORD PARISH COUNCIL

Clerk: Ms. B. Hambrook
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 Wednesday 4th January 2012 at 11.00am at the above address.

AGENDA

1. **Apologies for absence**
 2. **Approval of the minutes of the meeting on 6th December 2011 and matters arising from these minutes.**
 3. **General**
 - 3.1 To receive an updated cash flow
 - 3.2 To receive details of receipts and payments made since the last Council meeting
 - 3.3 To make a recommendation to the council on the level of the precept for 2012/2013.
 - 3.4 To note that the Clerk has been awarded her CiLCA qualification and is due an increase in pay rate under the terms of her contract.
 4. **Cemetery**
 - 4.1 To receive an update on any matters arising since the last meeting.
 5. **Car Park**
 - 5.1 To receive an update on any matters arising since the last meeting.
 6. **Toilets**
 - 6.1 To receive an update on any matters arising since the last meeting.
 7. **Allotments**
 - 7.1 To receive an update on any matters arising since the last meeting.
 8. **Bus stops**
 - 8.1 To receive an update on any matters arising since the last meeting.
 9. **Recreation ground**
 - 9.1 To receive an update on charging of recreation ground electricity/water
 - 9.2 To receive an update on recharging of costs of blocked drain
 - 9.3 To receive an update on recharging costs re Football Pavilion including VAT position.
 10. **School House**
 - 10.1 To receive an update on the installation of linked fire alarms at The School House
 - 10.2 To receive an update on the recharge to the Heritage Centre
 11. **Other**
 - 11.1 To receive an update on progress re the 99 year lease on Hale Lane.
 - 11.2 To receive an update on contract for hand driers.
 - 11.3 To review copies of charity returns for the Charity of John Charman and Otford Recreation Ground.
 - 11.4 To discuss financing of Diamond Jubilee celebrations.
 - 11.4 Other matters arising.
- Date of next meeting - 6th February 2012