Present:- Cllr. J Edwards-Winser (Chairman), Cllr. Mrs J Lawrey (Vice-Chairman)
Cllr. M Whitehead, Brenda Hambrook (Clerk & RFO)

Apologies There were no apologies required

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

2. Matters arising from previous meetings

2.1 The clerk has contacted the football club regarding Water/Electricity Charges. A revised charges schedule has been forwarded to RK, DC and JV to assist in negotiations with OUFC 9.5 Completed Clerk

2.2 The clerk to produce a specification and schedule for mowing of the cemetery and the Green and to request bids from contractors for 2012/13. 11.2 Completed Clerk

2.3 It was agreed that the winter opening times for the toilets would be 07.00hrs to 16.00hrs and that summer closing would be extended to 19.00hrs. Door lock clock altered accordingly 10.2 Completed JE-W

2.4 Unblocking the Park Lane sewer in the recreation Ground – some of the residents have contributed to the costs, clerk continuing to chase two defaulters. 11.6 Continuing Clerk

2.5 Following the re-routing of the bus service the chairman is progressing a new hard standing at Rye Lane. The matter is in hand, just waiting for an opportune moment. 11.8 Continuing JE-W

3. General

3.1 An updated cash flow was tabled and agreed

3.2 Details of receipts and payments were tabled and agreed – they would be updated with the latest information before the full council meeting on 12th March 2012

3.3 The draft Financial Regulations were tabled and altered accordingly. The corrected regulations will be presented to the council before the next meeting and it is recommended that they be approved OPC to Vote

3.4 It was agreed that the Risk Management Documentation would be considered along with Standing Orders at the next meeting

3.5 It is recommended that the following resolution be approved by the Council.
   1 - We wish to open an account with Unity Trust Bank plc (‘The Bank’) and produced to the meeting a copy of the Bank’s terms and conditions for operating an account
   2 - The Bank’s terms and conditions are approved and we appoint the Bank as it’s bankers
   3 - The Bank’s terms and conditions may vary from time to time and we agree to be bound by them
   4 - The Mandate for the operation of the bank account, payment instructions and banking services be provided to the Bank by persons OPC to Vote
authorised to do so in accordance with the Bank's procedures

5 - The Bank is entitled to rely upon this mandate until it receives a later mandate amending it.

3.6 It is recommended that the signatories for the new bank account be the same as existing signatories – viz any two from: Cllrs.Edwards-Winser, Cracknell, Whitehead and Cllr.Mrs Lawrey, along with that of the RFO

3.7 Making a nominal charge for plastic sacks was discussed. The clerk to check on the VAT issues before a recommendation is made to full council.

3.8 The net budget position will be approved by the Council in the April meeting.

4. Cemetery

4.1 It was noted that income from the cemetery would probably be lower than forecast by the end of the year.

4.2 Only two quotations for mowing the cemetery have been received and it was therefore agreed to continue with MDH. The village green areas were placed with “Green Man”. Due to lack of response it was agreed to seek further quotations before the contract for the Churchyard was recommended.

5. Car Park

5.1 Nothing for F&GP to report

6 Toilets

6.1 It was recommended that the opening hours be displayed on the doors. They have been set to 07.00 to 16.00. The hours can be altered after the clocks go forward at the end of the month to take into account longer evenings, although alternative toilets are available in the evenings.

7. Allotments

7.1 Nothing to report

8. Hand Driers

8.1 Nothing to report

9. Recreation

9.1 There are still two defaulters regarding payment for clearing the drains in the recreation ground earlier in the year

9.2 A reply has been received from Otford United Football Club regarding payment of back charges – Recreation committee to expedite solution.

10. Bus Stop(s)
10.1 Apparently there are no timetables on the bus stops on Pilgrims Way West, indicating times of buses travelling through Otford towards Shoreham or Dunton Green. Arriva to be contacted.

12. School House/Heritage Centre

12.1 The lights in the office are to be upgraded to comply with required lighting levels. **NB It would be useful if this was carried out before redecoration takes place.**

12.2 The emergency lights require replacement.

13. The Solar System

13.1 The “planets” are to be cleaned before the Jubilee walk.

14. Other matters to be noted

14.1 The clerk will chase SDC with regard to taking on the Hale Lane recreation ground on a 99 year lease at a peppercorn rent. *The Chairman agreed to chase SDC on both this matter and the chalkpit ownership.*

14.3 The Bank of Ireland had advised us of revised deposit protection arrangements – the clerk to liaise.

14.4 Funding for the Hale Lane tree planting have not been fully spent. John Hubbard to be approached to determine if his contribution could be put towards the Hale Lane play area.

14.6 Correspondence has been received from Otford village hall management committee regarding ownership of the hall. The clerk to investigate.

14.7 The clerk to obtain competitive quotes for insurance and extra cover is required for “fidelity” insurance

14.8 It was noted that there is an excessive amount of rubbish on the bend above Filston Lane. The Clerk to contact Dunton Green PC for them to arrange for it to be cleared.