
Apologies:- there were none required

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

2. Matters arising from previous meetings

2.1 OVMH documentation ownership being investigated by Cllr. Cracknell. 6.1 Continuing DC

2.2 Document update continuing – (Grievance, Lone Worker Policies, Standing Orders and Financial Regulations) 4.5 Continuing Clerk

2.3 Otford United Football Club to be chased regarding monthly payment of charges – Recreation committee/ OSA to expedite solution. 5.3 Continuing RK/OSA

2.4 The tennis club lease has been left for further consultation with the tennis club and the recreation committee. (The District Valuation officer has visited and provided what he considers a fair rent.) 7.2 Continuing Tennis Club

2.5 A 5yr electrical test may be required for the toilet block and is being investigated by Cllr.Verrall 9.2 Continuing JV

2.6 Having ascertained that the toilets are leased, the clerk has located the lease and Cllr.Verral is determining OPC responsibilities. 9.3 Continuing JV

2.7 The lights and door locks require resetting to take account of the daylight hrs. Doors and Internal lights 7.00am to 7.00pm. External lights 6.30pm to 11.00pm 10.1 Completed JV

2.8 The School House emergency lighting problem has been resolved, but there are questions regarding its functionality and testing. The Chairman to speak with JV 10.2 Continuing JE-W

2.9 Letter from Kent Libraries requesting that OPC are a key holder. Clerk to speak with Angela/ Library Services as office hours are not compatible 10.3 Completed Clerk

2.10 Complaint from resident re charging for recycling sacks (Clerk to respond) 10.4 Continuing Clerk

3. General

3.1 An updated cash flow was tabled and agreed. Nothing of note to report 9.1 continuing JV

3.2 Details of receipts and payments to date were tabled and agreed 9.2 continuing JV

3.3 Update on progress with Village gateways (all funding guaranteed, KHS have submitted designs. Installation promised before end of year). 10.1 continuing JV

3.4 The RBS accounting system has been investigated and the “Alpha” or basic model is being investigated. The Clerk will revert to RBS with further queries. 10.2 continuing JV

3.5 An update on next years budget was tabled indicating a small rise in the precept to bring the reserves up to an acceptable level. If there are any
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requirements for expenditure for the forthcoming year, please let the clerk know so that they can be accounted for in the budget

ALL TO NOTE

3.6 VAT on a recent insurance claim was discussed. The Clerk will liaise with the insurance company regarding an overpayment

3.7 The clerk is to investigate if Bank Credit Ratings should be obtained

3.8 KALC had advised that disclosure of payments was in line with best practice.

3.9 As from 6th April 2013 PAYE and NIC records would have to be dealt with online. The HMRC free online software will be used.

4. Cemetery

4.1 There are no financial aspects to report.

4.2 A request for a shelter at the cemetery was considered, but not thought possible as the cemetery was in the Green Belt

5. Car Park

5.1 There are no financial aspects to report.

5.2 The car park data had been forwarded to Britannia, but to date we have not received a response. KALC had advised that if we charge for the car park it will be necessary to register for VAT.

6. Toilets

6.1 The timers have been reset for the Winter 07.00 – 16.30

6.2 The Chairman will enquire from SDC if the Council Tax we pay for the toilets, is just for the toilets or if it include the store rooms used by the play-school and the church hall

6.3 An e-mail has been received from PHS confirming that the hand dryer contract will terminate on 16th Dec 2014

7. Allotments

7.1 There were no matters to report.A letter had been received from the Methodist Church regarding removal of trees on the Church/Allotment border. The clerk to respond

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8. Bus Stop(s)

8.1 Hard standing at Rye Lane – Continuing (Norman’s work-load to be organised by Brian)
9. Recreation Grounds/Pond

9.1 The recharging of costs to OUFC is being dealt with by the recreation committee.

9.2 A contribution to damage to the pond has been paid for by the transport company responsible - who have also donated a cheque to support a suitable Otford charity or event. It is recommended that the money goes towards the Community Waren's Community Tea Dance on the 14th December.

10. School House/Heritage Centre

10.1 The clerk to contact a local plumber to fix the boiler which continually malfunctions in cold weather.

10.2 HC refurbishment costs - The HC had upgraded the museum and were now working on the garden. It had been agreed that OPC would provide half of the costs of providing sand (for re-laying the paving slabs) and felling the desease cherry tree. The Clerk will contact the Heritage Centre Management Committee.

11. The Chalk Pit

11.1 SDC had confirmed that the sides of the Chalkpit were not the responsibility of OPC.

12. Other Matters.

12.1 An email had been received from SDC re the Community Payback Scheme.

12.2 A comprehensive risk assessment and details of their insurance policy had been received from the scouts for their bonfire night

12.3 An email had been received from KALC re data collection for lobbying on 2013-2014 precept increase.

12.4 An email had been received from Kent Police re Sevenoaks District PCSO distribution. PCSO Jane Wright’s area now covers the parishes of Otford, Shoreham, Dunton Green and Riverhead

12.5 An email had been received from KCC re budget consultation document.

12.6 An email had been received and expires on 16/12/2014.

12.7 The Autumn 2012 newsletter had been received from Came and Co.

12.8 An update had been received from NALC re timing of precept 2013/2014

12.9 The October 2012 newsletter had been received from Unity Trust Bank.

DATE OF NEXT MEETING

The date of the next meeting was noted as 3rd December 2012 at 09.15

There being no other business this meeting was closed at 10.55am

Signed.........................................................Chairman
Dated ...........