
Apologies:- there were none required

1. The minutes of the November 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 - DC Continuing

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

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

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 Ten Club Continuing

2.5 A 5yr electrical test may be required for the toilet block and is being investigated by Cllr. Verrall (It has been determined that a 5yr test is required) 9.2 JV Completed

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

2.7 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 JE-W Continuing

2.8 Complaint from resident re charging for recycling sacks (Clerk has responded) 10.4 Clerk Completed

2.9 The clerk is to investigate if Bank Credit Ratings should be obtained 11.2 Clerk Continuing

2.10 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 (just for toilets) 11.3 JE-W Completed

2.11 A letter had been received from the Methodist Church regarding removal of trees on the Church/Allotment border. The clerk to respond 11.4 Clerk Completed

2.12 The clerk to contact a local plumber to fix the boiler which continually malfunctions in cold weather. (Plumber contacted but could not rectify) 11.5 Clerk Completed

2.13 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 diseased cherry tree. The Clerk will contact the Heritage Centre Management Committee for detailed total costs 11.6 Clerk Continuing

3. General
Minutes of the F&GP committee December 2012

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

3.2 Details of receipts and payments to date were tabled and agreed

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

3.4 The RBS accounting system has been investigated and the “Alpha” or basic model is being investigated. The quotation is currently with the internal auditor

3.5 An update on next years budget was tabled. **If there are any requirements for expenditure for the forthcoming year, please let the clerk know so that they can be accounted for in the budget.** It was agreed that a review of the precept would be carried out in January after SDC had provided the Band D rates

ALL TO NOTE

4. Cemetery

4.1 It was decided that the Cemetery maintenance fund should be set up

4.2 There is a slight increase in maintenance which is expected for this time of year

4.3 A letter has been received complimenting OPC on the cemetery

5. Car Park

5.1 There are no financial aspects to report other than a VAT query where a response is awaited from HMRC.

6. Toilets

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

6.3 The Gents toilet door is not locking – to be rectified

7. Allotments

7.1 A cheque for rents has been submitted to OPC.

8. Bus Stop(s)

8.1 Hard standing at Rye Lane – Continuing *(Norman’s work-load to be organised by Brian)*

8.2 Clerk

9. Recreation Grounds/Pond

9.1 The recharging of costs to OUFC to be organised

9.2 The charge for the Tennis Club lease is to be progressed by the Recreation Committee

9.3 Hale Lane recreation ground – retention of 5% to be resolved by clerk

10. School House/Heritage Centre
10.1 The boiler is still giving problems – it was suggested that the clerk arrange a time for Gears to attend when the councillors are available to question their repair techniques.

10.2 The clerk is to ascertain detailed costings from the chairman of the Heritage Centre before reimbursement for garden upgrade can be considered.

11. The Chalk Pit

11.1 The scouts have requested that the gates to the chalkpit be made wider and it was noted that they should contain a personnel gate.

12. Other Matters.

12.1 Email from Kent Fire and Rescue consultation
12.2 Email from KALC re precept setting
12.3 Email from KALC re invitation from the Kent Police Crime Commissioner
12.4 Invite to annual Civic Service at All Saints Maidstone

DATE OF NEXT MEETING

The date of the next meeting was noted as 7th January 2013 at 09.15.

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

Signed…………………………………………Chairman

Dated ..........