Minutes of the F&GP committee February 2013


Apologies:- there were none required

1. The minutes of the January 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.

2.2 Document update continuing – Standing Orders and Financial Regulations will be completed later in the year when the new regulations have been issued by KALC. A new grievance policy has been drafted by NALC and this will be presented at the next meeting. Lone Working Policy (see below12.3 below)

2.3 A draft complaints document has been produced for the committee to consider (see 3.5 below)

2.4 The School House emergency lighting problem has been resolved, but there are questions regarding its functionality and testing. The Chairman to speak with JV. (JV to speak with electrical contractors)

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

3. General Financial

3.1 An updated cash flow was tabled and agreed.

3.2 Details of receipts and payments to date were tabled and agreed although questions regarding postage were raised. It was proposed that the, postage of newsletters, should be substantially reduced by e-mailing the newsletters to the recipients. The Chairman will draft a fly sheet to be placed in the envelopes explaining the situation and requesting e-mail addresses if possible.

3.3 Update on progress with Village gateways (Installation has been promised before end of the financial year – OPC awaiting KCC invoice to enable donations from SDC and the Otford Society to be made).

3.4 The RBS accounting system has been investigated and the “Alpha” or basic model was recommended by the internal auditor. The Clerks have completed an online training session and it is recommended that OPC purchase the RBS system to run in parallel with the Scribe system for OPC to Vote
the ensuing year

3.5 The draft complaints policy was considered and is recommended for adoption. **OPC to vote**

3.6 See 2.2 above

3.7 See 2.5 above

4. Cemetery

4.1 Income has been lower than predicted with no clear indications as to why

4.2 Correspondence with KALC has indicated that OPC should join the Association of Burial Authorities and reinforce the issue regarding non-conforming gravestones with Funeral Directors **2.2 Clerk**

5. Car Park

5.1 OPC to obtain quotes for a possible slight enlarging of the car park together with removal of the central tree to enable a circulatory system to be established. New trees would be planted along the fence as a replacement

6. Toilets

6.1 The hand dryer in the ladies has been removed due to a malfunction that kept it running continuously. The chairman is investigating a suitable replacement **2.3 JEW**

6.2 The Gents toilet door is not locking – to be rectified **2.4 JEW**

7. Allotments

7.1 Ownership of the overhanging trees on the footpath by the river are being investigated by the Recreation Committee.

8. Bus Stop(s)

8.1 Hard standing at Rye Lane – Following a meeting with the Chairman, Arriva have now agreed to organise the required hard standing

9. Recreation Grounds/Pond

9.1 It is understood that negotiations with OUFC are being carried out by the recreation committee and it is expected that OUFC will be self-financing within the next 3 years, meanwhile OPC to assist with the H&S costs for one year.

9.2 Cllr. Knight has contacted OLTC re the proposed 50 year lease and is awaiting a response

9.3 The Hale Lane playground grant has been received and the contractors final invoice has now been paid. Other playground costs are covered by the SDC Big Community Fund grant which will be claimed as soon as final invoices have been received.

9.4 It is recommended that the new lease that SDC legal dept have been **OPC to Vote**
working on for some considerable time is signed up and put in place.

10. School House/Heritage Centre

10.1 The heating engineer from Gears has repaired the boiler and it has been reprogrammed to enable more efficient usage and reduce running costs

11. The Chalk Pit

11.1 Nothing new to report

12. Other Matters.

12.1 The Clerk’s contract requires amending to ensure that evening work is restricted to Mondays only as agreed prior to the commencement of her employment. The Assistant clerk also requires a contract – the clerk to obtain model contract from another parish

12.2 KALC have requested that parish councils write to their MP’s regarding the recent changes to the Local Council Financing arrangements explaining the hardships and making recommendations. The Clerk is to draft a letter for the Council to consider.

12.3 It was agreed that the “lone working policy” should be transferred to the Services committee

12.4 OPC has received a nomination form for the NW Kent Crime Prevention Panel – Community Safety Awards. It was agreed that Paul would be a good candidate.

12.5 OPC has been requested to consider an applicant for the “Community Heroes” award which is being run by the Sevenoaks Chronicle

DATE OF NEXT MEETING

The date of the next meeting was noted as 4th March 2013 at 09.15

There being no other business this meeting was closed at 10.35am

Signed…………………………………………Chairman

Dated .........