Minutes of the F&GP committee January 2014


Apologies:- None – all present

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

2. Matters arising from previous meetings

2.1 OVMH documentation ownership is being investigated by Cllr. Cracknell.

2.2 Assistant clerks contract – Now that a specimen contract has been obtained, the chairman will compose suitable contract and job description

2.3 It was observed that the gutters need replacing – Cllr. Verrall to obtain quotes and budget for next year.

2.4 Estimates for works to the front entrance, path, hedge, dropped kerb to ensure that they are DDA compliant are awaited.

2.5 It was agreed to increase the width of the dropped kerbs outside the office car park. The clerk has obtained quotations from KCC (The costs appeared exorbitant - £150 to process the work and £1000-£2500 for completion. The Chairman to speak with KHS)

2.6 A quotation has been received for the painting of the wooden posts around the pond – it was considered to be too expensive and alternative quotations are being sought.

2.7 Several inputs have been received regarding the budgeting process. All costed requirements have to be with the clerk by the end of Nov 2013 to allow for the Budget to be compiled and agreed at the January meeting – still awaiting adult gym estimate

2.8 It was decided that in order to separate out the football club from the car park lighting, a separate meter should be provided in the car park electricity box – the clerk to progress

2.9 The toilet refurbishment to be costed

2.10 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them. The chairman volunteered to repair the wall as soon as practicable.

2.11 The chairman has located a new locking system for the toilets as the current one is no longer manufactured. He was authorised to purchase and fit the replacement.

2.12 The members looked at various current Parish web-sites and Cllr Whitehead volunteered to investigate a new system for Otford

2.13 The Clerk will investigate additional banks to the Bank of Ireland and Unity Trust Bank
2.14 The Chairman volunteered to mow the Solar System orbits and would arrange a meeting with Tremain Clinton to determine their location. Met on 15th December – all info transferred.

3. General

3.1 An updated cash flow was tabled and agreed.

3.2 The receipts and payments lists were agreed. The clerk to investigate the year end training requirements for the new finance package.

3.3 Web site update – Cllr. Whitehead was progressing the situation and it is looking positive. Efforts will be made to ensure that it is as accessible as possible.

3.4 The 2014/2015 budget had been amended as the Clerk had only just received notification from KCC that the employer's pension contribution had risen to 20.7% for that year. The draft budget showing a precept of £149196 was presented. This took account of all estimated costs. This would result in a precept increase of 8.44% which in turn would result in a band D increase of 7.35% (a yearly increase of £6.74). The committee looked at several ways of reducing the increase and arrived at the following two proposals.

Option 1 - to reduce the budget to £145929 which results in a 5% band D increase (an annual band D increase of £4.18)
Option 2 - to reduce the budget to £141736 which results in a 1.99% increase (an annual band D increase of £1.66)

Option 1 is the committee's recommended proposal

4. Cemetery

4.1 A request has been made for a refund of a pre-payment for the Green Area as the recipient had moved out of the District. Technically a refund is not permitted, but the committee decided that this was a special case and was prepared to offer a reimbursement of £300

5. Car Park

5.1 There were no financial matters to discuss

6. Toilets

6.1 There were no financial matters to discuss

7. Allotments

7.1 There were no financial matters to discuss

8. Bus Stop(s)

8.1 There were no financial matters to discuss
9. Recreation Grounds/Pond

9.1 Three fence posts bordering the recreation ground/car park have been broken by a car and Mr Thomas is replacing them.

9.2 It was agreed that the painting of the white posts around the pond should be subcontracted by Mr Thomas.

10. School House/Heritage Centre

10.1 The clerk has obtained estimates for the redecoration of the hall and lobby area and it was agreed to give the work to Paul Tapper, who was the best of the three quotes received. – cost £525

10.2 Three estimates for repair to the chimney had been received, two of them for just over £6k and one for £2.5k. Other estimates that were in the pipeline have now been received and these will be discussed with JV for technical assessment. One of them included gutter replacement which will be considered as a separate issue.

11. The Chalk Pit

11.1 There were no financial matters to discuss

12. Other Matters.

12.1 There were no other matters to discuss

DATE OF NEXT MEETING

The February meeting will be held on Monday 27 January 2014 at 09.15

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

Signed..........................................................Chairman

Dated ........