Minutes of the F&GP committee March 2014


Apologies:- None – all present

1. The minutes of the March 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 – The clerk has obtained a specimen contract and will forward it to the chairman who will utilise it to compose a suitable contract and job description for the Assistant Clerk

2.3 It was observed that the gutters need replacing – Cllr. Verrall to obtain quotes and budget for next year. (Three quotations have been received, all fairly competitive.)

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). The chairman discovered that similar work had been carried out in other Parish’s for much less. However, it was decided that the work was not essential so it has been dropped from the list of requirements)

2.6 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. (The football club have been informed – It is understood that they have a member who is an electrician that could carry out the work)

2.7 The toilet refurbishment to be costed

2.8 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them for safe keeping. The chairman volunteered to repair the wall as soon as practicable. (Brian/Norman to be asked to carry out the repairs due to the Chairmans back problems)

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

2.10 Action 3.1 – Norman has provided a quotation of £600 to build a new duck house. The fete committee to be approached for funding

2.11 Two of the defibs have been fitted (Office and Dentist). Looking at space available at Yvonnes.

2.12 The clerk has been investigating alternative bank accounts as it was agreed that the Bank of Ireland could be risky. The clerk had liaised with Sevenoaks District Council to find recommended alternatives and it was
decided to investigate Barclays and The Nationwide for Parish usage.

3. General

3.1 An updated cash flow was tabled and agreed. Disregarding any postulated income from the car park, it appears that approximately £15k will be carried forward into next year's reserves.

3.2 The receipts and payments lists were agreed. However, the list highlighted that the cricket club would be refunding the £292 cost of worming and that the hand dryer contract would be ending this Financial Year.

3.3 The Parish web-site – Cllr. Whitehead reported that his contact was not readily available to assist and that the base programme was not entirely suitable for our requirements. The Clerk agreed to ask other Parishes for advice.

3.4 The final funding costs for the defibs would need to include the cost of connecting to a suitable electricity supply and was estimated to be IRO £100 each. A training day has been organised for Thursday 1st May at 7.00pm in the Hope Room and also at the start of the “meeting of Electors” on Monday 12th May.

3.5 The clerk has investigated suitable alternative banks and from the information returned it was agreed to set up a third account with Barclays. Assuming approval by OPC, the clerk will investigate how long it will take to set up.

3.6 The “two signatures” rule for cheques has been rescinded and will now require our Financial Regulations to be amended. The clerk will investigate the mechanics of the new system before it is used.

3.7 British Gas has refunded £150 from the previous account.

3.8 This year's audit may have to be an “Intermediate Audit” as our income has just put us over the £140k limit. As part of that audit the Risk Assessment and Internal Control document has been updated and OPC are requested to accept the changes.

4. Cemetery

4.1 Nothing financial to report

5. Car Park

5.1 Nothing financial to report

6. Toilets

6.1 It was noted that the Gents door had jammed shut and would be investigated. It was not thought to be the electronic locking mechanism.

7. Allotments

7.1 Nothing financial to report
8. Recreation Grounds/Pond

8.1 The Duck House to be rebuilt following its vandalisation (see 2.10)

8.2 The posts around the Green are being repainted

9. School House/Heritage Centre

9.1 Three estimates/quotations for replacement gutters have been received and it was agreed that the quotation from Boulinds at Kemsing be accepted [OPC to Vote]

11. The Chalk Pit

11.1 There were no financial matters to discuss

12. Other Matters.

12.1 As a suitable replacement representative for the Smyth Charity was not forthcoming. As it was run on behalf of St Bartholomew’s and it was thought that some pastoral care might have to be administered, it was recommended that the request from the charity be forwarded to St Barts [OPC to VOTE]

12.2 A request of financial support from the Sevenoaks International Chamber Music Festival was not thought to be appropriate as suitable funding was not available

12.3 E-mails from Westerham and Sevenoaks Town Councils requesting financial support to take SDC to court for their refusal to contribute to the Council Tax rebate received no support from OPC or other parishes as the cost would outweigh any income, even if the case was proven.

12.4 The clerk agreed to attend an Allotment course on 24th April if available

DATE OF NEXT MEETING

The May meeting will be held on Monday 28th April 2014 at 09.15

There being no other business to discuss this meeting was closed at 11.00am

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

Dated ........