Minutes of the F&GP committee May 2014

Present:- Cllr. J Edwards-Winser (Chairman), Cllr. M Whitehead, Cllr. Mrs J Lawrey, 
Ms B Hambrook (Clerk & RFO)

Apologies:- None – all present

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

2. Matters arising from previous meetings

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

6.1 DC  
Continuing

2.2 Assistant clerks contract – The clerk has obtained a specimen contract and has forwarded it to the chairman who will utilise it to compose a suitable contract and job description for the Assistant Clerk

2.5 JEW  
Continuing

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

7.3 Clerk/JV  
Continuing

2.4 The toilet refurbishment to be costed

9.10 JV  
Continuing

2.5 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them for safe keeping. Brian/Norman will repair the wall as soon as practicable.

5.1 BT

2.6 The “two signatures” rule for cheques has been rescinded and will now require our Financial Regulations and Standing Orders to be amended.

4.5 Clerk  
Continuing

3. General

3.1 An updated cash flow was tabled and agreed. Approximately £10k will be carried forward into specific reserves re expenditure planned but not spent in 2013/2014.

3.2 The receipts and payments lists were agreed. The cricket club had refunded the cost of worming and 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. It was agreed that an article be placed in the next newsletter seeking assistance from local web builders.

5.2 Clerk

3.4 The final funding costs for the defibs includes the cost of connecting to a suitable electricity supply and was estimated to be IRO £200 each. A training event 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

3.6 OPC accounts are undergoing their internal audit. Our thanks go to Brian Beacom

4. Cemetery

4.1 Brian Thomas has carried out more work on the drainage system

4.2 Future maintenance of the churchyard was discussed, but the details of

Page 1
requirements were a bit sketchy. Further enquires will be made.

5. Car Park

5.1 There were no financial matters to discuss

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. It was noted that both doors required at least ½” to be removed from the bottom to prevent gravel jamming them. A local contractor to assist with in-house labour to be approached.

7. Bus Shelters

7.1 There were no financial matters to discuss.

7.2 There have been several complaints about the timings of the new bus service.

8. Allotments

8.1 There were no financial matters to discuss

8.2 There would be tighter control of hose pipe use

9. Recreation Grounds/Pond

9.1 The Duck House has been rebuilt and is now back on the pond

9.2 The posts and chains around the Green have been repainted

10. School House/Heritage Centre

10.1 There were no financial matters to discuss

10.2 The fete committee has offered to contribute to the cost of repair to the duck house. The clerk to complete an application form. 5.3 Clerk

11. The Chalk Pit

11.1 There were no financial matters to discuss

12. Other Matters.

12.1 A response from St Bartholomew’s is awaited re the Smyth Charity. The Clerk has chased this.

12.2 E-mail received from KALC re draft transparency for the majority of Parish Councils

12.3 E-mails from Westerham Town Council regarding SDC refusal to contribute to the Council Tax rebate to be discussed by SDC.
DATE OF NEXT MEETING

The May meeting will be held on Monday 2\textsuperscript{nd} June 2014 at 09.15

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

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

Dated ........