

ODIHAM PARISH COUNCIL
BANK RECONCILIATIONS
YEAR ENDED 31 MARCH 2019

NOVEMBER 18

	£	£
Opening balance	375,147.85	
Income	1,949.65	
Expenditure		25,214.14
Closing balance		351,883.36
	<u>377,097.50</u>	<u>377,097.50</u>

	£
Unity Trust Account	247,763.20
Treasurer's Account	39,059.80
Deposit Account	61,540.04
30 Day Notice Account	3,520.32
	<u>351,883.36</u>
Outstanding lodgements	-
	<u>351,883.36</u>

Unpresented

-

REPORT ON: Requests for Information held by OPC

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA NO: 226/18

The following requests for information have been received by OPC:

1. 4 December 2018. Actioned.

Appendix 1 as referred to in the NH Plan MG meeting minutes from 29 August 2018

2. 29 December 2018. Respond by 28 January 2019.

I am writing to request information in relation to a procurement recently conducted by your organisation, for which you are the identified contact in the award notice published on Contracts Finder.

Title: Refurbishment of Toilets

I am keen to understand how successful the procurement was in terms of securing bids that fully met or even exceeded your requirements.

Please provide electronic copies of the following information:

1. A copy of the tender questions.
2. An anonymised version of best responses to each of the tender questions i.e. those that you awarded the highest scores to in your evaluation.

There is a public interest in the disclosure of this information to ensure transparency in, and accountability for, the management of public funds; that public money is being used effectively and that maximum value is being created for the taxpayer. However I recognise the need to protect privacy and commercial interests, and accept that there may be minor and selective redaction of personal and commercial information from these documents.

Whilst I expect you will address my request with due regard to its merits, and I thank you in advance for your professionalism, I must stress that any decision to withhold information must be fully justified and fully explained. The ICO has made it very clear that in order for an exemption to disclosure under section 43 of the FOIA to be engaged it is necessary to demonstrate that disclosure would result in some identifiable commercial prejudice which would or would be likely to affect one or more parties. To avoid an exemption under section 43 of the FOIA I am requesting that the responses be anonymised, and that personal and commercial information be selectively redacted, thus removing any risk of commercial prejudice.

The ICO has been guided on the interpretation of the phrase 'would, or would be likely to' by a number of Information Tribunal decisions. The Tribunal has been clear that this phrase means that there are two possible limbs upon which a prejudice based exemption can be engaged; i.e. either prejudice "would" occur or prejudice "would be likely to" occur.

With regard to "likely to prejudice", the Information Tribunal in *John Connor Press Associates Limited v The Information Commissioner (EA/2005/0005)* confirmed that "the chance of prejudice

being suffered should be more than a hypothetical possibility; there must be a real and significant risk" (Tribunal at paragraph 15).

With regard to the alternative limb of "would prejudice", the Tribunal in *Hogan v Oxford City Council & The Information Commissioner* (EA/2005/0026 & 0030) commented that "clearly this second limb of the test places a stronger evidential burden on the public authority to discharge" (Tribunal at paragraph 36).

If you claim that disclosure "would or would be likely to result in some identifiable commercial prejudice" please explain the reality and significance of the risk(s) clearly and individually for each piece of information that is withheld or redacted from a document.

REPORT ON: Scribe Accounting

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA ITEM: 227/18

At the December meeting it was agreed to defer the decision on the accounts package until the next meeting to allow Cllrs to take the opportunity to engage with the Executive Officer regarding the accounts package and pass on their recommendations.

Scribe Accounting is specifically designed for local government and have quoted OPC £697 ex VAT per year to have an unlimited user license and use of the cloud storage from April 2019. The price includes full training with their accountant and unlimited ongoing support with them via phone, email, live chat and a 24 hours online help centre. Attached are some of the reports that can be produced, many generated at a click of a button.

This figure was approved in the budget for the general account at the previous meeting.

REPORT ON: s106
WRITTEN BY: Sarah Weir
MEETING DATE: 7 January 2019
AGENDA ITEM: 228/18

As advised at the December meeting, Hart DC are carrying out a review of the s106 funds that they are holding for parish related leisure projects. They are keen to see that these funds have some spending plans attached to them, otherwise they can't justify taking further contributions or may come under pressure to return the unspent funds to developers.

As of 1 November 2018 Hart DC have advised that OPC's funds are:

Brought forward 1/4/18	£205,244
Received in 2018/19	£1026
Committed balance remaining from on-going agreed projects	-£187,269
Remaining balance	£19,002

Invoice for Peace Garden believed to be	- £14,250
BALANCE	£4752

All councils have been asked to identify spending intentions that demonstrate that it is lawful and will be tested against the following criteria:-

1. The funds can only be spent on new capital projects related to the provision of parish leisure or open space.
2. The funds cannot be used for general maintenance or renewal.
3. The need to spend the funds has to be supported by some form of evidence to demonstrate that the use of the funds is needed to enhance the open space or leisure infrastructure as a result of the development that has taken place.

OPC's response is requested by 31 January 2019.

[illegible]

REPORT ON: Annual Parish Assembly

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA ITEM: 231/18

The Annual Parish Assembly must be held between 1 March and 1 June inclusive each year.

As OPC has elections on 2 May 2019, it may be considered best to hold the APA prior to Purdah.

Purdah is the term used to describe the pre-election period, between the time an election is announced and the date the election is held. Specific restrictions on communications activity will be in place.

Note:

- Easter is 19-22 April.
- Hampshire school holidays start on 8 April and end on 22 April.
- OPC has meetings already on 1 and 2 April.
- If you want to avoid holding the APA in the school holidays, you may wish to consider Tuesday 22 April, Wednesday 24 April, Tuesday 30 April, Wednesday 1 May, Tuesday 26 March or Wednesday 27 March.
- The other alternative is to hold the APA after elections.

ODIHAM PARISH COUNCIL
SUMMARY
BUDGET FOR 2019/20

	FORECAST			BUDGET	Reserves	2018/19				Actual					
	2022/23	2021/22	2020/21	2019/20		Actual 9 months £	Forecast 3 month £	Projected to y/e £	Budget £	2017/18	2016/17 £	2015/16 £	2014/15 £	2013/14 £	2012/13 £
Income				£	£										
Bank interest			260	260		229	35	264	80	130	120	173	171	161	167
Chapel Cottage rent			13,200	13,200		8,820	4,400	13,220	13,200	8,149	13,050	12,765	12,357	10,290	11,940
Burial fees			7,000	7,000		5,165	1,835	7,000	7,000	17,195	8,795	11,410	5,741	6,510	6,590
Tennis/Bowls club rents			10	10		505		505	10	505	505	1,382	505	1,070	-
Other income			107	107		333		333	20	166	18	505	6	1,596	2,897
Allotment rents			988	988											
Miscellaneous (Bufton/bench)											105	400	-	29,226	-
Tennis courts grant						-		-				-	-	-	-
Christmas event						-		-				-	-	-	-
Twinning Bequest						-		-				-	-	-	-
Insurance income								-				-	-	-	100
Grants (MOD)								-				-	-	-	-
Tesco Grant								-		2,626	7,500	8,000	14,279	-	-
Grant AFD								-		1,900				-	-
RAF contribution to Battles Over						319		319							
Total Income	-	-	21,565	21,565	-	15,371	6,270	21,641	20,310	30,671	30,093	34,635	33,059	48,853	21,694
Annual Costs															
General Account	-	-	75,630	88,830	1,990	56,464	15,002	71,466	70,590	62,435	60,518	58,842	51,618	48,985	48,851
Amenity Areas	-	-	66,581	70,101	48,311	38,904	32,036	70,940	67,570	50,763	66,051	58,156	49,568	48,076	31,457
Traffic and Transport	-	-	6,600	6,600	4,949	6,119	-	6,119	9,200	5,891	5,967	7,105	9,413	6,529	3,330
Community	-	-	4,800	4,800		4,431	60	4,491	4,800	4,768	4,391	4,581	4,049	3,899	4,880
Planning and Development	-	-	140	240	640	40	-	40	140	-	140	1,208	245	30	293
Total Expected costs	-	-	153,751	170,571	55,890	105,958	47,098	153,056	152,300	123,857	137,067	129,892	114,893	107,519	88,811
Project Costs															
General Account	-	-	-	-	1,748	1,748	-	1,748	-	-	2,590	3,400	-	-	-
Amenity Areas	-	-	5,890	4,500	3,674	16,156	1,820	17,976	2,500	39,072	5,975	7,931	800	2,192	3,893
Traffic and Transport	-	-	-	-	4,260	213	2,000	2,213	-	-	-	-	3,290	-	-
Community	-	-	17,500	19,500	2,010	12,974	5,679	18,653	19,200	19,999	22,139	18,729	12,672	12,648	16,781
Planning and Development	-	-	150	2,650	-	88	48	136	150	188	4,051	14,045	11,970	-	145
Total Project Costs	-	-	23,540	26,650	11,692	31,179	9,547	40,726	21,850	59,259	34,755	44,105	28,732	14,840	20,819
Total Costs	-	-	177,291	197,221	67,582	137,137	56,645	193,782	174,150	183,116	171,822	173,997	143,625	122,359	109,630

REPORT ON: Precept request
MEETING DATE: 7 January 2019
WRITTEN BY: Sarah Weir
ITEM NO: 234/18

Proposal for 2019/20

If the full council approves the requests for each committee, this will be a total budget for 2019/20 of £197,221, which is an increase of £23,071 on last year. Increases to note are: elections budgeted £10,000, staff wages increased by £4650, increase in £2000 for amenity projects and £2531 amenity fixed costs and planning projects increased by £2500.

We are predicting an income of £21,565. The Tax base for 2019/20 has increased slightly to 2286.15 (eligible properties to be taxed).

If we ask Hart DC for the balance of £175,656 this will mean an increase of 27.38% (£16.51) and a Band D rising to £76.83.

To keep the Band D charge at £60.32 as per last year, with the increased Tax base, this would generate a precept of £137,900.56. Meaning OPC will need to take £37,755.44 out of reserves.

If we increase the Band D charge by 5% (£3.02), this would mean a precept request of £144,795, a Band D rising to £63.34 and the need to use £30,861 out of reserves.

If we increase the Band D charge by 10% (£6.03), this would mean a precept request of £151,690, a Band D rising to £66.35 and the need to use £23,966 out of reserves.

History

2018/19

£0 grant

The precept request from Hart DC was £136,711.66.

Band D equivalent property charge was £60.32, based on a tax base of 2266.44

2017/18

£0 grant

The precept request from Hart DC was £132,507.

Band D equivalent property charge was £60.32, based on a tax base of 2196.74

2016/17

£0 grant

The precept request from Hart DC was £129,540.

Band D equivalent property charge was £60.32, based on a tax base of 2147.66

2015/16

The grant was £2207.64.

The precept request was £127,332.36. Total payment from Hart was £129,540.

Band D equivalent property charge was £60.38, based on a tax base of 2108.68.

2014/15

The grant was £4415.27.

Our precept request was £125,124.73. Total payment from Hart DC was £129,540.
Band D equivalent property charge was £59.83, based on a tax base of 2091.34.

2013/14

The grant was £6690.

The precept payment was £122,850. Total income from Hart DC was £129,540.
Band D equivalent property charge was £59.03, based on a tax base of 2081.

Once the precept is agreed, the paperwork needs to be signed by the Chairman and one other Cllr.

[illegible]

REPORT ON: Grant applications
WRITTEN BY: Sarah Weir
MEETING DATE: 7 January 2019
AGENDA ITEM: Community 104/18

There is £4734 left under the heading of grants in the budget.

The following grant applications have been received:-

1. Victim Support - £150 to purchase security items that they provide FOC to victims and their families.

OPC granted Victim Support £150 in January 2017.

2. Odiham Tennis Club - £648 over 4 years for a defibrillator installed on the pavilion outside wall. The first year (£162) has already been paid by the tennis club.

The Amenity Committee gave permission for the tennis club to install the defibrillator on the pavilion outside wall in Aug 2018 and reminded them about grant applications.

3. Little Wings Nursery - £809.78 to purchase new furniture and storage units.

The following has previously been awarded to Little Wings:-

Jan 16 - £400	Walkodile's
Jan 17 - £350	Bogie Beats sessions
Jan 18 - £649.20	Tablets and software

4. Hampshire & Isle of Wight Wildlife Trust - £1000 to run outreach events for families at Warnborough Greens Nature Reserve.

5. Baker Hall - £2350 to paint the exterior of the building and the fitting of new carpets.

6. Mildmay Court Residents Association - up to £2000 to create a pedestrian access by opening up the hedge from Reytiens View into the cemetery and creating a short gravel footpath to join the existing path.

In Odiham									
<u>Extravaganza 2018</u>									
Income			2018				2017		
OPC			2,000.00				2,000.00		
Stalls			3,115.00				2,700.00		
Flyers			1,070.00				1,305.00		
John Searle Funfairs			605.00				550.00		
Banners			450.00				450.00		
				7,240.00				7,005.00	
Expenditure									
Kidsrome			605.00				585.00		
Band							400.00		
Postman for Leaflets			80.00				110.00		
St John Ambulance			391.50				336.00		
GFI Events			3,573.60				3,453.72		
MJ Events			1,657.32				1,639.96		
Hart District Council for Bins							217.02		
Roupcycle			795.00						
Printing (Banners, Flyers, Letters, Road Signs)			758.95				773.00		
Clipboards			14.95						
				7,876.32				7,514.70	
<u>Excess of Expenditure over Income</u>						-636.32			-509.70

REPORT ON: Lengthsman

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA ITEM: Amenity 105/18

OPC has 20.5hrs of works left to be carried out by the Lengthsman for this financial year and has advised he will be in Odiham on 9 January 2019. As agreed previously, he has been asked to prioritise items 9 and 12.

I have attached the list of outstanding ideas for this financial year so far. Any more ideas?

ODIHAM PARISH COUNCIL BUSINESS PLAN		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2028	2040
Amenity Committee											
Internal re-decoration of parish room											
External re-decoration of parish room					Oct-21						
Parish room floor - sanding/resealing					Oct-21						
Electrical testing in Parish room			Oct-19		Oct-21						
Stain the stocks surround				May-20							
Danish oil to stocks				Aug-20							
Electrical testing to stocks			Oct-19								
King St toilets		Tender accepted for refurbishment Dec 18									
Chapel Cottage - internal decoration						Sep-22					
Chapel Cottage - external decoration						Sep-22					
Chapel Cottage - electrical testing				Apr-21							
Notice boards - North Warborough/cemetery		£2k budget + reserves	Dec-19								
Notice boards - Parish room			Feb-20								
Notice board - High Street					Mar-22						
Benches		Purchasing 2 x WW1 benches for Peace Garden									
South Chapel - electrical testing			Nov-19								
Buildings insurance re-evaluation			Nov-19								
Asbestos testing carried out in Nov 2017											
Play area - Chamberlain Gdns opened 2006											
Play area - Bufton Field - believed to be installed 2002. Transferred to OPC 2013		Replacing wetpour Jan 19									
Play area - Chapel Pond Drive. Transferred to OPC 2013		Works to wetpour Jan 19									
Play area - The Rec - Believed to be installed 2000											
Play area - Junior equipment at rec installed in July 18											
MUGA completed October 2018											
Trim trail at rec completed July 18											
Partially seal bins in all play areas		£1k budget									
Dunleys Hill open space - apply for ownership. Peace			Jun 19								

		Budget?					
Stocks - enclosing them/moving them	£2k budget + reserves						
War Memorial - refurbishment							
Feeder pillars - electrical testing		Nov-19					
Tree maintenance/survey update	18 month updates done July	Nov 19					
Bowls club lease - renewal							
Tennis club lease	working on it						Dec-40
Memorial testing at cemetery - done Dec 15		Dec-19					
Gates to the village and bulb planting - Joint T&T							
Cycle paths - joint T&T							
NH Plan projects as they come in and land passed to							
Supported upgrades to NH village hall							
Supported upgrades to Baker Hall							
Canal boat basin/visitors centre - vision already							

REPORT ON: Boundary between Mildmay Court and the Cemetery

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA ITEM: Amenity 107/18

On 6 December, the land surveyor advised the following:

Following your email and attachments of 16 November (which I have reviewed in detail) please find attached copy for your information of my letter of today's date to HM Land Registry. This invites their comments regarding the anomaly in boundary position shown on the two critical boundary plans.

I am not certain whether we will get anything more than a standard reply viz. referring us to the "rule of general boundaries"; however, it was necessary to ask the question before moving on to the next stage.

Turning to the Mildmay Resident's Association Chairman's letter of November, the criticisms of the survey methodology are, I feel, unfounded. The remainder of the letter outlining their position is, however, noted and understood.

As I am sure you are aware an industry protocol exists for resolving disputes of the kind which escalate in cost/complexity as each stage fails to bring about a satisfactory resolution.

Please let me know when you would like me to advise the Council on initiating such a process. It may, thought, be a good idea to wait until a response is received from the Land Registry, even if it's only a standard reply.

REPORT ON: Public toilets
WRITTEN BY: Sarah Weir
MEETING DATE: 7 January 2019
AGENDA ITEM: Amenity 108/18

It has been brought to my attention that the toilets were left in a really bad state after the Extravaganza, with a Cllr concerned that we could get an extra bill for cleaning them above and beyond the contract.

It has been suggested that if we do allow the toilets to be opened for events that there is a small charge for decontamination by the cleaning company after the event.

The current cleaning company did not bring anything to my attention after the Extravaganza and as yet, we have not received any extra charges.

Perhaps the committee would like to agree to pass on any extra charges to the event organisers if OPC receives any or that a standard fee of £x is charged to allow for an extra clean? Currently OPC pays £390 ex VAT per month for cleaning on weekdays only.

REPORT ON: Tenancy agreement for Chapel Cottage

WRITTEN BY: Sarah Weir

MEETING DATE: 7 January 2019

AGENDA ITEM: Amenity 109/18

The tenancy agreement for Chapel Cottage is due to expire on 12 February 2019. The agent has asked if we wish to renew for a further 12 months with a two month break clause effective immediately. The cost of renewal is £90 ex VAT.

The agent has advised that they approach the landlord in the first instance to confirm that they wish to renew before contacting the tenants. They have also advised that they feel the current rent of £1100 per calendar month is in line with the current market.