



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE  
MEETING OF FULL COUNCIL TO BE HELD VIRTUALLY THROUGH ZOOM  
ON 18<sup>th</sup> AUGUST 2020 COMMENCING AT 7:30PM**

12<sup>th</sup> August 2020

*Andrea Mann* Parish Clerk

Members of the press and public can join the meeting:

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Join Zoom Meeting

<https://us02web.zoom.us/j/84700327580?pwd=KzNSdXBuZFPVUJHWHXBaZUIoMHcyQT09>

Meeting ID: 847 0032 7580

Passcode: 369720

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- 80/20 To receive apologies for absence**
- 81/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 82/20 Approval of Minutes**  
To approve the minutes of the full Council meeting held on 21<sup>st</sup> July 2020 (56/20-79/20).
- 83/20 Chair's Announcements**
- 84/20 To accept the donation of paintings on behalf of the parish**  
To formally accept three framed paintings of Odiham donated by Basingstoke Cllr Paul Miller.
- 85/20 Public Session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <http://www.odiham.org.uk/your-council/policies/> or contact the Parish Office for further advice.
- 86/20 Previous Committee Minutes**  
To receive and NOTE the minutes of the Planning & Development Committee held on 14<sup>th</sup> July previously circulated to Members.
- 87/20 To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (page 4)**



- 88/20 Notice of Conclusion of Audit for the year ended 31 March 2020 (pages 5-8)**  
To accept the External Auditors review of the Annual Governance & Accountability Return (AGAR) for Odiham Parish Council for the year ended 31 March 2020 and note the Notice of Conclusion of Audit.
- 89/20 Odiham Library Closure (pages 9-15)**  
To receive and discuss a briefing note following Hants CC's decision to close Odiham Library at the end of 2020 and an update on OPC's decisions from the previous meeting:
- To consider:
- i) A Working Group be set up to research options and feasibility for a Community Library and to continue dialogue with Hants CC.
  - ii) Subject to decision of i), to approve the Working Group's terms of reference.
- 90/20 Market Fixings in the High Street (page 16-17)**  
To consider the Parish Clerk's report on a meeting with InOdiham including the recommendation to utilise the "Re-energising the High Street" earmarked reserve to fund market fixings in the High Street.
- 91/20 Mildmay Ct Footpath DMMO 1249 (page 18-19)**  
To consider a request from a resident that OPC make representation to The Secretary of State requesting expedition of the DMMO application 1249 at Mildmay Court.
- 92/20 OPC Policy Review (page 20)**  
To discuss and accept the Clerk's review of OPC Policies included the recommended actions and review dates.
- 93/20 The Swan, North Warnborough**  
To consider lobbying Hart District Council to provide at least one social rented, affordable rent or shared ownership dwelling as part of The Swan redevelopment.
- 94/20 August 2020 Payments**  
To approve the payments listing for August 2020 and two Councillors with cheque signatory rights to complete the approval process. (This listing will be circulated to Councillors by email before the meeting).
- 95/20 Buryfields School Grant Application**  
Further to OPC's decision to reserve £1,000 towards the cost of installing a running track at Buryfields School (item 77i refers), to consider the school's response and whether to release funds.



“the running track is so we can use it specifically for the daily mile, an integral activity in the School's physical life. An all-weather surface is more suitable for games not running. We use the field for invasion games such as rugby or football which is much better for infants as if they fall the grass is kinder to their skin than an astro turf or similar. The track has also been designed specifically to not impact the field space which an all-weather pitch would have done.”

### ***Councillor Reports***

- 96/20 Meeting reports from Councillors**  
To receive any verbal reports from Councillors on their attendance at outside meetings.
- 97/20 Reports from other Councillors**  
To receive any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.
- 98/20 To note the date of the next meeting**  
22<sup>nd</sup> September at 7.30pm.

### ***Confidential Matters***

- 99/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
- 100/20 Exempt Staff Related Matters (page 21).**

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
Jun-20	35/20	Clerk	Change previous minutes from draft and add to website.	Completed
	40/20	All	Promote Community Grants closing date.	Completed
	41/20	Chair	Chair to forward permanent appointment letter to Clerk.	Completed
	42/20	Clerk	Add Disiplinary and Grievance Policy to website.	Completed
	43/20	Clerk	Revise Social Media and Electronics Communication Policy and add to website.	Completed
	44/20	Clerk	Notify the Lions of OPC's decision to be involved in Community Needs Assessment & Cllr AMc as rep.	Completed
	45/20	Clerk	Notify The Odiham Society consent to install poppies.	Completed
	46/20	Clerk	Input payments to Unity Trust.	Completed
		Cllrs RC and DS	Authorise payments.	Completed
	47/20	Clerk	Add revised Investment Policy to website.	Completed
	48/20	Clerk	Open new HSBC Flexible Saver account.	
		Clerk/Finance Committee	Research alternative savings accounts covered under FSCS.	Completed
		Clerk/Finance Committee	Refer to decision to next Finance Committee meeting.	Completed
	49/20	Clerk	Order new PC and arrange installation.	Completed
	54/20	Clerk/Website Work Gro	Hold discussions with Somerset Websites.	Completed
			Award contract (subject to successful discussions above).	Completed
			Launch campaing to the community asking for photos be used on new website.	Completed
Jul-20	58/20	Clerk	Change previous minutes from draft and add to website.	Completed
	65/20	Clerk/Chair	Notify community groups of opportunity to make deputation re Library decision.	Completed
	65/20	Clerk/Chair	Pursue discussions/research with HCC on future of library building.	Underway
	65/20	All	Pursue discussions/research with HCC and community groups on options to provide books to residents.	To be considered 18.08.20
	66/20	Clerk	Publish Strategic Plan on website.	Completed
	66/20	Clerk/Committees	Update full version of Strategic Plan and work with committees to implement and monitor plan.	Underway
	67/20	Clerk	Write to High St properties with flag holders & offer to inspect, repair & insure.	Completed
	67/20	Clerk	Instruct contractor to carry out above.	
	67/20	Clerk	Write to High St properties without flag holders & offer a fitting.	Completed
	67/20	Clerk	Arrange for display of flags as agreed, next event VJ Day, union jack flags to be displayed 01.08.20.	Completed
	67/20	Clerk	Order 2 x Pride rainbow flags for 2021.	
	68/20	Cllr A McFarlane/Staff	Submit Galleon Marine nomination for an asset of community asset to HDC.	Completed
	69/20	Staff/Community Committee	Start planning for 2020 Remembrance - set up partnership, apply road closure, r/a, insurance, promotion.	
	72/20	Chair/Clerk	Arrange meeting with Thames water (include Cllr J Glen & Cllr K Crookes).	Suggested
	72/20	Clerk/Chair	Ask HCC to escalate flooding at Mill Corner & identify a major flood alleviation scheme.	Enquiries made
	77/20	Clerk	Notify grant applicants of the decision and make payments - Leapfrogs, NW Village Hall & NW Football.	Completed
	77/20	Clerk	Request further info from Buryfields & Lions.	Completed
	78/20	Clerk	Notify contractors who quoted for Parish Room contract and award contracts for outside decoration & floor.	Completed

# Odiham Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for <b>Odiham Parish Council</b> for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 November. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Odiham Parish Council</b> on application to:</p> <p>(a) <u>Andrea Mann, Parish Clerk</u> <u>The Bridewell</u> <u>The Bury</u> <u>Odiham</u></p> <p>(b) <u>Mon Tue, Wed &amp; Fri</u> <u>9-30 am to 2-30pm</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £ <u>1</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Andrea Mann, Parish Clerk</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>7/8/20</u></p>	<p>(e) Insert the date of placing of the notice</p>



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### ODIHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19/05/2020

and recorded as minute reference.

21/20

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

± Clerk




**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

[www.odiham.org.uk](http://www.odiham.org.uk)



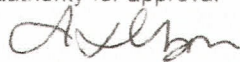
## Section 2 – Accounting Statements 2019/20 for

### ODIHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	199877	205510	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	136712	165656	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	208339	23294	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	53241	57277	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0.00	0.00	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	286177	140,013	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	205510	197,170	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	203888	190,281	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1223730	1233160	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0.00	0.00	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets</i>
	✓		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

27/04/2020

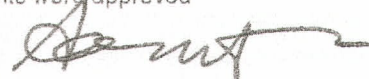
I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2020

as recorded in minute reference:

22/20

Signed by Chairman of the meeting where the Accounting Statements were approved





### Section 3 – External Auditor Report and Certificate 2019/20

In respect of

**ODIHAM PARISH COUNCIL – HA0201**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

05/08/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))





**REPORT ON:** Odiham Library

**WRITTEN BY:** Cllr Dr A McFarlane

**MEETING DATE:** 18<sup>th</sup> August 2020

**AGENDA ITEM:** 89/20

### **Introduction**

In response to the HCC report published on 20<sup>th</sup> July listing Odiham library for closure, this matter was discussed at the meeting on 21<sup>st</sup> July where OPC resolved to:  
Pursue discussions with Hants CC to seek options to:

- i) Make the best use of the Odiham Library building for community use
- ii) Provide Odiham and North Warnborough residents with access to a supply of books

On 24<sup>th</sup> July an opportunity arose to express to HCC regret at the decision to close the library in the face of local opposition and to communicate the Council's resolution if the closure were to go ahead, in a letter composed jointly with the local MP.

A deputation of 8 residents from Odiham made strong representation to Cllr Woodward on 28<sup>th</sup> July that specific groups of Odiham residents would be disproportionately disadvantaged by the closure, namely the young and older members of the community. The deputation included representatives from a local school, U3A and the Odiham Society as well as other groups.

On 28<sup>th</sup> July Cllr Sean Woodward announced the decision to close Odiham along with 7 other HCC run libraries. The decision was made despite a majority of responses to the consultation on library closures supporting the option to reduce hours across the board (which mirrored the OPC decision agreed in the March 10<sup>th</sup> meeting item 281/19 and communicated to HCC on 13<sup>th</sup> March).

In his announcement he made reference to the decision to make HCC officers available to help with any realistic alternative arrangements and a grant of up to £10k to assist with setting up such arrangements. He also made reference to the joint letter from OPC and our MP which he believed committed to an independent community library service. The letter in fact referred to seeking options to provide access to books which we do not believe constitutes an 'independent community library service'.

On 6<sup>th</sup> August the Clerk and Chair had a meeting with the Deputy Director of HCC library service and one other officer, the officer responsible for the estates aspect of library service and HCC Cllr Glen.



This meeting confirmed that any library service offered locally would not benefit from any HCC library services. Care homes and early years settings can currently take out membership which provides them with 100 books 4 times per year which have to be collected and returned (as well as monitored during use, obviously).

We also have a helpful brief on the obligations on any group wishing to set up an independent community library service.

The terms of the grants available are not yet available.

The future of the building will be subject to the outcomes of a survey of all the affected buildings which should be completed in the coming month.

In the light of strong local feeling on the loss of the local access to the HCC library service and the need for a proposal on what, if any, OPC's role should be in the future of The Bridewell, it is proposed that a working party is established under the T&Cs attached to report back to OPC with proposals before the end of October in time for any budget implications to be fed into the budget planning process for FY 21/22.



## **Library Working Group Terms of Reference**

1. Following Hampshire CC's decision to close Odiham Library at the end of 2020, the Library Working Group is constituted to fulfil OPC's agreed decision of 21.07.20:

To pursue discussions with Hants CC to seek options to:

- i) Make the best use of the Odiham Library building for community use.
  - ii) Provides Odiham & North Warnborough residents with access to a supply of books.
2. The Working Group shall comprise of a minimum of 4 and maximum of 6 Councillors as appointed by full Council.
  3. The Odiham Society, U3A, Mayhill Junior School and Buryfields Infant School shall each be invited to put forward a representative to join the Working Group.
  4. The Hampshire County Councillor shall be invited to input to the Working Group and join meetings.
  5. The Working Group shall be empowered to carry out research and liaise with third parties on OPC's behalf, including Hampshire CC.
  6. The Working Group is entitled to appoint its own Chair if deemed appropriate.
  7. As a Working Group of the Council, this group shall make recommendation to full Council and is not empowered to make decisions on OPC's behalf.
  8. This Group shall remain in existence for as long as is required to complete the objectives set out in item 1.



## Independent Community Libraries

An Independent Community Library is one which is separate from the Local Authority's statutory library network. It is responsible for its own stock, membership, records, policies and procedures (including charging policies). The Local Authority may provide advice and/or pump-priming funding at start up.

## Considerations for Interested Organisations

### Is my organisation appropriately constituted?

- If you are already a constituted organisation, does running an Independent Community Library fit with the Objects of your Governing Document?
  - A search on the [Charity Commission website](#) can lead to examples of Objects for existing Independent Community Libraries and the Charity Commission can provide advice on appropriate objects for charities.
- If you are not already constituted, what kind of organisation would be most appropriate for your circumstances?
  - Information on setting up a charity <https://www.gov.uk/set-up-a-charity>
  - Information on setting up a social enterprise <https://www.gov.uk/set-up-a-social-enterprise>

### Book Stock

If you are taking over an existing library that is due to close, some/all of the existing stock may be donated by the Library Service. To keep this stock refreshed, consider good quality donations from the public, purchase from supplier, [carer group membership scheme](#) from Hampshire Libraries (to enable you to borrow a number of items that can then be leant out to your members and also to access a number of reservations from Hampshire Libraries stock).

### Membership and Loan Records

Consider how you will recruit and maintain records of your customers and records of loans and returns – this could be in hard copy or digital format. It must comply with General Data Protection Regulation (GDPR) legislation. Information on GDPR is available from a range of sources, including <https://www.gov.uk/data-protection> and <https://communitylibrariesnetwork.wordpress.com/?s=gdpr>

Costs for digital Library Management Systems range from free, open source software to off the shelf packages for up to approx. £2k per year.

- An example of a free, open-source Library Management System is [koha](#)
- Hampshire Library Service can provide information on a range of Library Management Systems used in schools, which could be appropriate for use

Consideration may also need to be put to the purchase of a suitable computer - low cost options may be available through IT schemes for charities / community groups (Council for Voluntary Services could advise). Grant funding could be available to support set up costs.

### Public Wifi and Public Access Computers

Are these services you would like to continue to provide? If so, there are a range of suppliers such as [BT Business Broadband](#) to provide unlimited data, guest wifi and digital phoneline. Consideration may need to be put to the purchase / replacement over time of a suitable computer for public access - low cost options may be available through IT schemes for charities / community groups (Council for Voluntary Services could advise). Grant funding could be available to support set up costs.

### Volunteer Recruitment and Management

Consider how you will recruit enough volunteers to cover your opening hours and how you will train and manage them. <https://www.ncvo.org.uk/practical-support/information/volunteer-management>.

Consider if you might employ any staff.

### Ongoing Costs

Consider how your organisation will cover ongoing costs such as:

- Utilities
- Cleaning and maintenance
- Equipment replacement
- Marketing
- Training
- Insurance
- Software and Licences
- Admin, Telephones and Broadband
- Business Rates (you may be eligible for [reduced rates](#) from your Borough/District Council)

### Insurance and Policies

Consider the following, at least:

- Public Liability Insurance (check this also covers your volunteers)
- Employers Insurance (if you may be employing any staff)
- Buildings Insurance (if relevant)
- Health and Safety
- Manual Handling
- Safeguarding (child protection and/or vulnerable adults)
- Data Protection
- Membership criteria
- Fees and Charging policies
- Volunteer Management policies

Model policies are available through organisations such as Councils for Voluntary Services and the NCVO KnowHow hub (see below).

## **Where else can I go for information and advice?**

- Community Managed Libraries National Peer Network <https://communitylibrariesnetwork.org/>
  - For setting up and managing an independent community-run library. Includes case studies, advice and updates on funding opportunities.
- DCMS Toolkit <https://www.gov.uk/government/collections/community-libraries-good-practice-toolkit>
  - Good practice toolkit, case studies, exemplar documents and checklist for setting up a community-run library. Note some advice applies only to community-run libraries within the Local Authority Statutory Network so will not be relevant.
- Hampshire Council for Voluntary Services Network <https://www.hampshirecvs.org.uk/> (with links to district Councils for Voluntary Services)
  - For setting up and managing a voluntary / community organisation
- National Council for Voluntary Organisations <https://knowhow.ncvo.org.uk/>
  - For setting up and managing a voluntary / community organisation

## Examples of Independent Community Libraries elsewhere

This sample provides an insight in the range of scale and variety of models amongst Independent Community Libraries.

There are hundreds of community libraries in the country, so research online will bring more results.

Library	Links for further info	Notes
Jesmond Library	<a href="http://jesmondlibrary.org/">http://jesmondlibrary.org/</a> <a href="#">Charity Commission Overview and Links</a> <a href="#">Latest Annual Report and Accounts</a>	Large independent community library with a wide-ranging service offer. Council continue to maintain a public access computer on site, which HCC do not propose to do.
Langney Community Library	<a href="https://langneycommunitylibrary.com/">https://langneycommunitylibrary.com/</a> <a href="#">Charity Commission Overview</a>	Smaller independent community library, based in a shopping centre.
Walton Community Library	<a href="http://www.waltonlibrary.org.uk/">http://www.waltonlibrary.org.uk/</a> <a href="#">Charity Commission Overview and Links</a>	Lease space from a primary school, provide public access computer on site.
Altofts Community Book Swap	<a href="http://thebrig.org.uk/book-scheme/">http://thebrig.org.uk/book-scheme/</a>	Operate less formally as a Book Swap scheme with £1 to take out first book and then loans of any period and take out as many books as you bring in.



### Odiham Library Data 2019-20\*

Metric	Figure
Loans of physical items 2019-20	13,110
Active Users 2019-20	654
Users of Borrowbox 2019-20	90
Borrowbox users who borrowed eBooks 2019-20	72
eBooks borrowed 2019-20	603
Borrowbox users who borrowed eAudiobooks 2019-20	60
eAudiobooks borrowed 2019-20	988
Go Online Use (total no. of hours 19-20)	117
Go Online users 2019-2020	56
Physical Issues per open Hour 2019-20	14
Visits per open hour 2019-20	21
Ready Reads requests since launch**	17
Ready Reads Cancellations	5

\*All figures are for time period 1st April 2019 to 31st March 2020. All HCC libraries closed from Sat 21st March 2020.

\*\*except Ready Reads requests which cover from June 6th 2020 to August 8th 2020.

Data cannot be extracted down to individual library level for other digital platforms such as PressReader and RB Digital, so this data is therefore not available



**REPORT ON:** Market Fixings in the High Street

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 18<sup>th</sup> August 2020

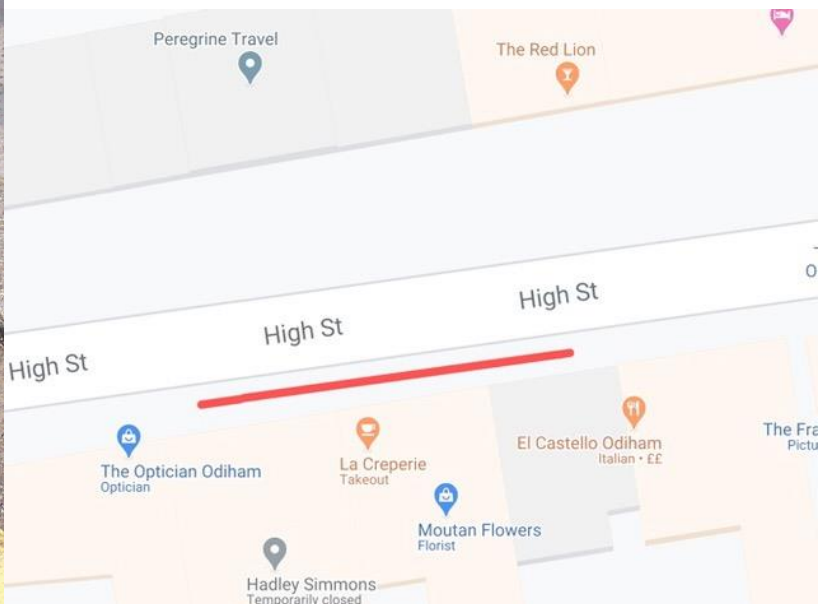
**AGENDA ITEM:** 90/20

### Introduction

The well established weekly market managed by InOdiham offers a valued amenity to local residents and augments the permanent retailers, as was evident during the Covid lockdown.

InOdiham has been asked whether proper fixings can be installed on the road to better secure the market gazebos/tents which will reduce the risk of cancelling the market during adverse weather conditions and gives the potential to expand the market.

Hants CC has confirmed this is possible by obtaining two licences and as long as the Hants CC approved fixings are chosen:



The cost of this work is as follows:

To supply and install 16 fixings: Contractor 1 £7,228.96, Contractor 2 £8,850.00,

To install only: Contractor 3 £2,973.00.

Cost of 16 fittings (net): £231 each

HCC Licences x 2: £439 each

Total cost of project, assuming Contractor 3 = £6,669.00



Cllr McFarlane and the Clerk met with InOdiham representatives to hear the plans, discuss funding opportunities and puts forward this report to Councillors for consideration.

### **Recommendation**

OPC has an earmarked reserve “Re-energising the High Street” of £10,000 which could be put towards this purpose.

The benefits of OPC leading on this project are:

1. OPC can re-claim the VAT.
2. Having OPC registered as the infrastructure owner on the Hants CC licence will offer Hants CC a safer, long term option.
3. This is a good opportunity to work in partnership with community groups and deliver against OPC’s Re-energising the High Street priority.

It is, therefore, proposed that OPC consider:

- i) Taking a lead on this project.
- ii) Utilising funds from the Re-energising the High Street earmarked reserve.
- iii) Awarding a contract to Contractor 3 in the value of £2,973.00, purchasing 16 fittings directly @ £231 per unit = total net spend of £6,699.00.
- iv) Progressing the required licence applications at a total spend of £878.00.





**REPORT ON: Mildmay Court Footpath DMMO 1249**

**WRITTEN BY: Parish Clerk**

**MEETING DATE: 18<sup>th</sup> August 2020**

**AGENDA ITEM: 91/20**

## **Introduction**

In March 2020 OPC received notification from Hants CC that the Mildmay Court DMMO footpath application (1249) was considered for immediate investigation, subsequently due to a change in policy, Hants CC decided not to expedite this application although it remains on the priority list. There is currently no indication when this application will be looked at however it is reasonable to assume it will not be soon. The email below was received as we entered lockdown and is now being brought to OPC for consideration:

“Dear Councillor McFarlane,

I write with reference to the above application, and further to your recent correspondence with Hants CC.

The County Council has recently formalised a new policy for the prioritisation of applications for Definitive Map Modification Orders. Under this policy, the application to record a public footpath at Mildmay Court was afforded priority status, and placed in a priority list with other priority applications based upon user evidence (in chronological order based on date of receipt). At the time of writing the application remains in this list, and is currently ranked No.23.

The new policy provides for applications to be taken out of turn in exceptional circumstances, for example in instances where a route is under threat from planned development, or if it is demonstrably in the public interest that the matter is determined immediately. Whilst the possibility of taking this application up for investigation immediately was considered during the implementation of the new policy, ultimately the County Council has opted not to do this, on the basis that the claim has already been given priority status and that the route is not at risk of being lost. Although it will continue to monitor the situation. It should be noted that, after the expiration of a period of 12 months Odiham Parish Council (as applicant) will be entitled to write to the Secretary of State, seeking a direction from him that the County Council determine the application immediately. This option will be open to the parish council after 24<sup>th</sup> April 2020.

In light of the County Council's decision not to expedite this application at this time, I'd be grateful if any future correspondence relating to this matter is sent to [row.notices@hants.gov.uk](mailto:row.notices@hants.gov.uk) so it can be added to the case file. Once the claim is taken up for investigation it will be allocated to a member of the team (and this won't necessarily be xxx) who will carry out a full consultation with everyone who has engaged with us over this matter to date.



Please let me know if you have any queries about this matter.  
Map Review Officer”

OPC has recently received a request from a former Councillor asking OPC to progress this matter to the next and final stage of writing to the Secretary of State.

Considerations for Councillors:

- The Secretary of State’s decision is final. There will be no right of appeal.
- An enquiry has been sent to Hants CC asking whether this application will also be removed from Hants CC list if the Secretary of State refuses the request.
- It should also be noted that the decision made at the previous meeting to write to Mildmay Court residents has not yet been actioned so that any resolution on the current matter can also be referenced.

### **For decision**

To consider a request from a resident that OPC make representation to The Secretary of State requesting expedition of the DMMO application 1249 at Mildmay Court.

**REVIEW OF OPC Policies - 18.08.20**

Policy Name	Creation date	Latest review	Essential/ Desirable/ Optional	Recommendation
<b>Governance</b>				
Code of Conduct	Oct-17	May-19	Essential	Consider update following NALC consultation on model Code of Conduct.
Financial Regulations	New Apr-20	Apr-20	Essential	Review before May 2021 unless new model issued.
Complaints Procedure	Feb-14	Jun-19	Desirable	Consider abolishing procedure as process included in Statement of Commitment, along with reference to vexatious complainants
Publication Scheme	2008	May-19	Essential	Review before May 2021.
Protocol for public and press reporting at meetings	Apr-15	May-19	Optional	Consider abolishing. There is no merit in this protocol as OPC is bound by the Opennes of Local Council Bodies Regulations 2014.
Claiming expenses by Cllrs Policy	Jan-17	Jun-19	Optional	Review later in 2020 (see below)
Report on the Independent Remuneration Panel for Hart Parish Councils				Review later in 2020 (see above)
Standing Orders		Jan-20	Essential	Review before May 2021 unless new model issued.
<b>Data Protection</b>				
Data Protection Policy	Mar-15	Nov-19	Essential	Review before May 2021
Document Retention Policy	May-18	Jun-18	Desirable	Review before May 2021
Consent form for communication with OPC	May-18	Jun-18	Desirable	Review before May 2021
Privacy Notice - General	May-18	May-19	Essential	Review before May 2021
Privacy Notice - Staff, Cllrs and Role Holders	May-18	May-19	Essential	Review before May 2021 - consider whether this should be published on website?
Subject Access Request Policy	May-18	May-19	Desirable	Review before May 2021
<b>Council Policies</b>				
Strategic Plan		Jul-20	Desirable	Review and publish annually through Strategy Working Group and internal quarterly reviews through committees.
Statement of Commitment to the Parish of Odiham 2019-23	Feb-20	Feb-20	Desirable	Review annually through Strategy Working Group.
Business Continuity Plan	Sep-18	Mar-20	Desirable	Review before May 2022, unless significant change in circumstances or legislation.
Grant Giving Policy	May-20	May-20	Essential	Review before May 2022, unless significant change in circumstances or legislation.
Disciplinary and Grievance Arrangements	Jun-20	Jun-20	Desirable	Review before May 2022, unless significant change in circumstances, legislation or new model available.
Investment Policy	Jun-20	Jun-20	Essential	Review before May 2022, unless significant change in circumstances or legislation.
Health & Safety Policy	Sep-17	May-20	Essential	Review asap to ensure any changes in legislation or circumstances are covered. Annual review required.
Media Relations Policy and Communication Guidelines	Oct-14	May-19	Desirable	Review later in 2020 to ensure contents are current and in line with new Council's preferences.
Principles Governing OPC's Engagement and Consultation Process	Oct-17	May-19	Optional	Review later in 2020 to ensure contents are current and in line with new Council's preferences.
Reserves Policy	Oct-14	May-19	Optional	Review end of 2020 against Financial Regs and consider whether a separate policy is required.
Social Media and Electronic Communication Policy	Jun-20	Jun-20	Desirable	Review before May 2022, unless significant change in circumstances or legislation.
Training and Development Policy	May-19	Jun-19	Desirable	Review before May 2022, unless significant change in circumstances or legislation.
Tree Policy	Dec-17	May-19	Optional	Review end of 2020 to update and consider an ehanced policy for consideration as a Supplementary Planning Document.