



**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE
ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING
WHICH WILL BE HELD VIRTUALLY VIA ZOOM
ON 20th OCTOBER 2020 AT 7:30PM**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

Join Zoom Meeting

<https://us02web.zoom.us/j/89998363851?pwd=dm0rZmVjY09jZ3N6ZmoyT0RTeGVyZz09>

Meeting ID: 899 9836 3851

Passcode: 935746

14th October 2020

Andrea Mann Parish Clerk

- F14/20 To receive apologies for absence**
- F15/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F16/10 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.
- F17/20 Approval of Minutes**
To approve the minutes of the Finance Committee meeting held on 21st July 2020 (F01/20-F13/20).
- F18/20 October 2020 Payments**
To approve the payments listing for October 2020 and appoint two Councillors with signatory rights to complete the payment process.
(This listing will be circulated to Councillors by email before the meeting).
- F19/20 July-September Bank Reconciliations (page 3-5)**
To approve the July, August and September bank reconciliations to be signed by the Committee Chair at a later date.
- F20/20 Quarter 2 Payments Listing (pages 6-8)**
To review and accept the 2020 Quarter 2 Payments Listing which will be published on OPC's website following the meeting.



- F21/20** **Quarter 2 Year to Date Budget Report (pages 9-11)**
To review and accept the 2020 Quarter 2 budget position.
- F22/20** **Quarter 2 Earmarked Reserves Position (pages 12-13)**
To review and note the 2020 Quarter 2 Reserves Position and note the comments in the Clerk's covering report.
- F23/20** **Half Year Position (page 14-15)**
To review and note the comments in the Parish Clerk's report.
- F24/20** **Investments and Unity Corporate MultiPay Card**
The Parish Clerk to give a verbal update on the progress of resolutions made for investments and the application for a Unity Corporate MultiPay Card.
- F25/20** **To note the date of the next meeting**
The next Finance Committee meeting will be held on 19th January 2021 and a Budget Workshop held with Councillors in November to assist in drafting the 2021/22 budget.
- F26/20** **To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**
- F27/20** **Recommendation from the Staffing Committee (page 16)**
To consider financial implications of Staffing Committee recommendations following the Staffing Committee meeting on 7th October.
i) For changes to the staffing structure.
ii) Recommendations following staff appraisals.

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2020		
	Cash in Hand 01/04/2020		190,281.17
	ADD		
	Receipts 01/04/2020 - 31/07/2020		96,515.75
			286,796.92
	SUBTRACT		
	Payments 01/04/2020 - 31/07/2020		52,085.39
A	Cash in Hand 31/07/2020 (per Cash Book)		234,711.53
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2020	0.43
	Lloyds 30 days notice account	31/07/2020	3,523.24
	Unity Trust	31/07/2020	129,905.62
	Lloyds Treasurer's Account	31/07/2020	39,276.80
	Lloyds Money Market	31/07/2020	62,014.84
			234,720.93
	Less unrepresented payments		9.40
			234,711.53
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		234,711.53
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2020		
	Cash in Hand 01/04/2020		190,281.17
	ADD		
	Receipts 01/04/2020 - 31/08/2020		97,571.35
			287,852.52
	SUBTRACT		
	Payments 01/04/2020 - 31/08/2020		64,238.99
A	Cash in Hand 31/08/2020 (per Cash Book)		223,613.53
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2020	0.43
	Lloyds 30 days notice account	31/08/2020	3,523.36
	Unity Trust	31/08/2020	118,792.62
	Lloyds Treasurer's Account	31/08/2020	39,281.80
	Lloyds Money Market	31/08/2020	62,015.32
			223,613.53
	Less unrepresented payments		0.00
			223,613.53
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		223,613.53
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2020		
	Cash in Hand 01/04/2020		190,281.17
	ADD		
	Receipts 01/04/2020 - 30/09/2020		181,787.94
			372,069.11
	SUBTRACT		
	Payments 01/04/2020 - 30/09/2020		76,942.16
A	Cash in Hand 30/09/2020 (per Cash Book)		295,126.95
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2020	2.93
	Lloyds 30 days notice account	30/09/2020	3,523.39
	Unity Trust	30/09/2020	192,912.96
	Lloyds Treasurer's Account	30/09/2020	39,281.80
	Lloyds Money Market	30/09/2020	62,015.88
			297,736.96
	Less unrepresented payments		2,610.01
			295,126.95
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		295,126.95
	A = B Checks out OK		

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85	21/07/2020		Unity Trust	67	July PAYE & NI	HMRC	E	662.85	0.00	662.85
86	21/07/2020		Unity Trust	68	July Pensions	Hampshire Pension Fund	E	988.55	0.00	988.55
146	21/07/2020		Unity Trust	67	Employers NI	HMRC	E	334.25	0.00	334.25
88	21/07/2020		Unity Trust	70	Electricity - King St Toilets	SSE	L	11.44	0.57	12.01
71	21/07/2020		Unity Trust	59	Chapel Cottage plumbing and	Astral PMS Ltd	S	188.00	37.60	225.60
73	21/07/2020		Unity Trust	61	Play Areas - Covid signs	Alphabet Signs	S	120.00	24.00	144.00
74	21/07/2020		Unity Trust	62	Printer rental Qtr 2 20/21 and	Ricoh	S	77.12	15.42	92.54
75	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	53.32	10.66	63.98
76	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	74.95	14.99	89.94
77	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	4.97	1.00	5.97
78	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	15.95	3.19	19.14
79	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	4.01	0.80	4.81
80	21/07/2020		Unity Trust	63	Clerk's expenses	Andrea Mann	S	29.50	5.90	35.40
81	21/07/2020		Unity Trust	64	Bench repairs	Richard Harris	S	178.09	35.62	213.71
83	21/07/2020		Unity Trust	65	New website	Somerset Web Services Ltd	S	300.00	60.00	360.00
87	21/07/2020		Unity Trust	69	Cemetery Grounds Maintenan	Nigel Jeffries Landscapes	S	1,035.00	207.00	1,242.00
82	21/07/2020		Unity Trust	64	Bench repairs	Richard Harris	X	15.00	0.00	15.00
84	21/07/2020		Unity Trust	66	July salaries	July salaries	X	2,965.94	0.00	2,965.94
72	21/07/2020		Unity Trust	60	Bridewell rent	HCC	Z	862.50	0.00	862.50
89	27/07/2020		Unity Trust	71	Microsoft 365-Clerks laptop	Microsoft Ireland	Z	9.40	0.00	9.40
94	03/08/2020		Unity Trust	76	Microsoft 365	Microsoft Ireland	E	468.00	0.00	468.00
98	03/08/2020		Unity Trust	80	Grant Payment	Odiham Pre-School	E	250.00	0.00	250.00
99	03/08/2020		Unity Trust	81	Grant Payment	NW Football Club	E	500.00	0.00	500.00
91	03/08/2020		Unity Trust	73	Parish Room Electricity	SSE	L	117.33	5.86	123.19
96	03/08/2020		Unity Trust	78	Chapel Electricity	SSE	L	40.89	2.04	42.93
90	03/08/2020		Unity Trust	72	Telephones	BT	S	221.20	44.24	265.44
92	03/08/2020		Unity Trust	74	Cemetery Grounds Maintenan	Nigel Jeffries Landscapes	S	1,035.00	207.00	1,242.00
95	03/08/2020		Unity Trust	77	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
97	03/08/2020		Unity Trust	79	Intruder Alarm Service	Crime Detection Systems	S	85.00	17.00	102.00
93	03/08/2020		Unity Trust	75	Microsoft 365-Clerks laptop	Microsoft Ireland	Z	9.40	0.00	9.40
106	18/08/2020		Unity Trust	87	August Salaries	August Salaries	E	2,965.94	0.00	2,965.94
107	18/08/2020		Unity Trust	88	August PAYE & NI	HMRC	E	662.85	0.00	662.85
108	18/08/2020		Unity Trust	89	August Pensions	Hampshire Pension Fund	E	988.55	0.00	988.55
145	18/08/2020		Unity Trust	88	Employers NI	HMRC	E	334.25	0.00	334.25
100	18/08/2020		Unity Trust	82	War Memorial Mortar Test	The Lime Centre	S	164.00	32.80	196.80
101	18/08/2020		Unity Trust	83	External Audit Fees	PKF	S	400.00	80.00	480.00

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	Subscriptions	18/08/2020		Unity Trust	84	HALC LCPD Bronze Membershi	HALC	S	160.00	32.00	192.00
103	Play Areas	18/08/2020		Unity Trust	85	Annual Play Inspections	NW Adams	S	418.30	83.66	501.96
104	Promotion of village	18/08/2020		Unity Trust	86	Flags, office supplies	Andrea Mann	S	49.87	9.97	59.84
105	Postage and consumables	18/08/2020		Unity Trust	86	Flags, office supplies	Andrea Mann	S	4.85	0.60	5.45
109	Parish room - maintenance	18/08/2020		Unity Trust	109	Parish Room Outside Maintena	Gregory Property Services	Z	295.00	0.00	295.00
110	Community Grants	21/08/2020		Unity Trust	110	Community Grant	NW Village Hall	E	2,000.00	0.00	2,000.00
140	Community Grants	02/09/2020		Unity Trust	140	Community Grant	Buryfields PTA	Z	1,000.00	0.00	1,000.00
141	Allotment Deposits	04/09/2020		Petty Cash		Allotment Deposit	Eden - Plot 7	E	60.00	0.00	60.00
142	Allotment Deposits	04/09/2020		Petty Cash		Allotment Deposit	Eden - Plot 7	E	0.00	0.00	0.00
143	Allotment rents	04/09/2020		Petty Cash		Allotment Rent	Eden - Plot 7	E	37.50	0.00	37.50
117	Promotion of village	15/09/2020		Unity Trust	117	Premises License	Hart DC	E	70.00	0.00	70.00
118	Travel	15/09/2020		Unity Trust	118	Mileage	Catherine Ryle	E	6.12	0.00	6.12
124	Staff Salaries	15/09/2020		Unity Trust	124	September Salaries	September Salaries	E	3,073.21	0.00	3,073.21
111	Training	15/09/2020	198611	Unity Trust	111	SLCC Virtual Conference	SLCC	S	25.00	5.00	30.00
112	Cemetery Maintenance	15/09/2020		Unity Trust	112	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	815.00	163.00	978.00
115	Play Areas	15/09/2020		Unity Trust	115	Repair Beacon flag	Light Angels	S	640.00	128.00	768.00
116	Website	15/09/2020		Unity Trust	116	New website	Somerset Web Services Ltd	S	80.00	16.00	96.00
120	Cemetery rates and water	15/09/2020		Unity Trust	120	Cemetery - Water	Castle water	S	138.02	27.61	165.63
121	Toilets - cleaning	15/09/2020		Unity Trust	121	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
122	IT Support and Back up	15/09/2020		Unity Trust	122	IT Support Jul & Aug	Connect Computer Consultan	S	270.00	54.00	324.00
123	IT Support and Back up	15/09/2020		Unity Trust	123	IT Support Sep & Oct	Connect Computer Consultan	S	270.00	54.00	324.00
113	Subscriptions	15/09/2020		Unity Trust	113	Parish Online	Parish Online GeoXphere	Z	216.00	0.00	216.00
114	Parish room - maintenance	15/09/2020		Unity Trust	114	Parish Room floor repair	Trust Property Services	Z	280.00	0.00	280.00
119	Parish room - maintenance	15/09/2020		Unity Trust	119	Repair Post Parish Room	Gregory Property Services	Z	150.00	0.00	150.00
125	Staff Salaries	15/09/2020		Unity Trust	125	September PAYE & NI	HMRC	Z	669.83	0.00	669.83
126	Pension Contribution	15/09/2020		Unity Trust	126	September Pensions	Hampshire Pension Fund	Z	999.01	0.00	999.01
144	Employers' NI	15/09/2020		Unity Trust	125	Employers NI	HMRC	Z	350.56	0.00	350.56
131	Subscriptions	30/09/2020		Unity Trust	131	ICO Annual Data Protection Fe	ICO	E	40.00	0.00	40.00
132	Office Rental	30/09/2020		Unity Trust	132	Bridewell rent	HCC	E	862.50	0.00	862.50
133	IT Support and Back up	30/09/2020		Unity Trust	133	Microsoft 365-Clerks laptop (A	Microsoft Ireland	E	9.40	0.00	9.40
134	IT Support and Back up	30/09/2020		Unity Trust	134	Microsoft 365-Clerks laptop (S	Microsoft Ireland	E	9.40	0.00	9.40
135	Parish room - Caretaking	30/09/2020		Unity Trust	135	Parish Room Cleaning	FS Cleaning & Maintenance	E	15.00	0.00	15.00
136	Parish Room Maintenance	30/09/2020		Unity Trust	136	Parish Room Floor Refurbishm	FS Cleaning & Maintenance	E	720.00	0.00	720.00
127	Toilets - Power and rates	30/09/2020		Unity Trust	127	Electricity - King St Toilets	nPower	L	88.92	4.45	93.37
128	Other amenity areas mainter	30/09/2020		Unity Trust	128	Scalpings for Rec Ground	Premier Grounds & Garden M	S	40.00	8.00	48.00
129	Training	30/09/2020		Unity Trust	129	HALC VAT Course for Clr RC	HALC	S	30.00	6.00	36.00
130	Telephone and internet	30/09/2020		Unity Trust	130	Phones & broadband	BT	S	263.62	44.72	308.34
137	Toilets - cleaning	30/09/2020		Unity Trust	137	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
138	Bank Charges	30/09/2020		Unity Trust	138	Bank charges	Unity Trust	Z	0.90	0.00	0.90

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
139	Bank Charges	30/09/2020		Unity Trust	139	Bank charges	Unity Trust	Z	26.40	0.00	26.40
								Total	31,527.66	1,676.70	33,204.36

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	Get mapping	0.00	0.00	0.00	0.00	0.00	0.00
77	Petty cash	0.00	0.00	0.00	0.00	0.00	0.00
1,005	Staff Salaries	0.00	0.00	-5.65	53,357.00	21,892.64	31,458.71
1,010	Employers' NI	0.00	0.00	5.65	4,201.00	2,016.16	2,190.49
1,015	Pension Contribution	0.00	0.00	0.00	9,018.00	5,974.62	3,043.38
1,020	Travel	0.00	0.00	0.00	1,200.00	111.42	1,088.58
1,025	Training	0.00	0.00	0.00	1,250.00	85.00	1,165.00
1,030	Office Rental	0.00	0.00	0.00	5,400.00	3,745.95	1,654.05
1,035	Rates	0.00	0.00	0.00	2,200.00	0.00	2,200.00
1,040	Telephone and internet	0.00	0.00	0.00	1,200.00	484.82	715.18
1,045	Office Equipment	0.00	0.00	0.00	500.00	138.62	361.38
1,050	IT Support and Back up	0.00	0.00	0.00	4,705.00	1,469.40	3,235.60
1,055	Postage and consumables	0.00	0.00	0.00	1,000.00	29.41	970.59
1,060	Accounts Package	0.00	0.00	0.00	600.00	0.00	600.00
1,065	Bank Charges	0.00	0.00	0.00	360.00	61.65	298.35
1,070	Audit Fees	0.00	0.00	0.00	1,400.00	464.16	935.84
1,075	Professional Costs	0.00	0.00	0.00	3,000.00	0.00	3,000.00
1,080	Subscriptions	0.00	0.00	0.00	1,700.00	1,702.02	-2.02
1,085	Insurance	0.00	0.00	0.00	3,200.00	0.00	3,200.00
1,090	Election Expenses	0.00	0.00	0.00	2,000.00	0.00	2,000.00
1,095	Civic Hospitality	0.00	0.00	0.00	250.00	0.00	250.00
1,100	Caretaking Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1,500	Precept	0.00	164,202.00	164,202.00	0.00	0.00	0.00
1,505	VAT	0.00	0.00	4,577.08	0.00	0.00	4,577.08
1,510	Bank Interest	0.00	250.00	8.86	0.00	0.00	-241.14
1,515	S106 Income	0.00	0.00	0.00	0.00	0.00	0.00
1,525	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	164,452.00	£168,787.94	96,541.00	£38,175.87	62,701.07

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
29	Cemetery additional maintenance	0.00	0.00	0.00	0.00	0.00	0.00
37	Amenity Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00
47	Parish room - Caretaking	0.00	0.00	0.00	0.00	15.00	-15.00
48	Tennis Courts rates	0.00	0.00	0.00	0.00	0.00	0.00
54	Revaluation of buildings	0.00	0.00	0.00	0.00	0.00	0.00
55	Replacement of carpet in cottage	0.00	0.00	0.00	0.00	0.00	0.00
56	Replanting of trees	0.00	0.00	0.00	0.00	0.00	0.00
59	Tennis and bowls rent	0.00	0.00	0.00	0.00	0.00	0.00
78	Toilet refurbishment	0.00	0.00	0.00	0.00	0.00	0.00
2,005	Chamberlain Gardens (SC Trust)	0.00	0.00	0.00	2,300.00	1,100.00	1,200.00
2,010	Cemetery Maintenance	0.00	0.00	0.00	13,890.00	6,720.00	7,170.00
2,015	Cemetery rates and water	0.00	0.00	0.00	2,146.00	2,439.67	-293.67
2,020	Cemetery electricity	0.00	0.00	0.00	186.00	76.69	109.31
2,030	Memorial testing	0.00	0.00	0.00	500.00	0.00	500.00
2,035	Other amenity areas maintenance	0.00	0.00	0.00	4,730.00	2,086.79	2,643.21
2,040	Play Areas	0.00	0.00	0.00	4,000.00	1,751.50	2,248.50
2,050	Allotments - maintenance	0.00	0.00	0.00	850.00	375.00	475.00
2,055	Allotments - Water	0.00	0.00	0.00	150.00	0.00	150.00
2,065	Tree works	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2,070	Bin emptying	0.00	0.00	0.00	2,484.00	0.00	2,484.00
2,075	Benches and Noticeboards	0.00	0.00	0.00	500.00	0.00	500.00
2,080	Basingstoke Canal	0.00	0.00	0.00	6,320.00	4,036.00	2,284.00
2,085	Broad Oak Maintenance	0.00	0.00	0.00	500.00	0.00	500.00
2,090	Commons Ranger	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2,095	Toilets - Maintenance	0.00	0.00	0.00	450.00	0.00	450.00
2,100	Toilets - Power and rates	0.00	0.00	0.00	1,800.00	1,454.94	345.06
2,105	Toilets - cleaning	0.00	0.00	0.00	4,680.00	2,340.00	2,340.00
2,110	Parish Room - power and rates	0.00	0.00	0.00	675.00	535.10	139.90
2,115	Parish room - maintenance	0.00	0.00	0.00	200.00	823.70	-623.70
2,120	Chapel Cottage Maintenance	0.00	0.00	0.00	1,000.00	558.00	442.00
2,125	Estate Agent Fees	0.00	0.00	0.00	2,200.00	0.00	2,200.00
2,135	Tree Survey	0.00	0.00	0.00	500.00	0.00	500.00
2,500	Chapel Cottage rent	0.00	12,000.00	7,511.00	0.00	177.10	-4,666.10
2,505	Burial fees	0.00	9,000.00	4,415.00	0.00	0.00	-4,585.00
2,510	Allotment rents	0.00	950.00	950.00	0.00	37.50	-37.50
2,515	Allotment Deposits	0.00	0.00	60.00	0.00	0.00	60.00
2,520	Other income	0.00	100.00	0.00	0.00	0.00	-100.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

		£0.00	22,050.00	£12,936.00	53,561.00	£24,526.99	19,920.01
3000 - Community							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
3,005	APA	0.00	0.00	0.00	150.00	0.00	150.00
3,010	PR & Pub inc newsletter	0.00	0.00	0.00	4,000.00	20.00	3,980.00
3,015	Community Grants	0.00	0.00	0.00	7,000.00	3,750.00	3,250.00
3,025	Citizens Advice	0.00	0.00	0.00	1,500.00	0.00	1,500.00
3,030	Christmas Evening	0.00	0.00	0.00	2,500.00	0.00	2,500.00
3,035	Christmas Trees and Lights	0.00	0.00	0.00	1,100.00	0.00	1,100.00
3,040	Carols in Bury	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,045	RAF Christmas Gifs	0.00	0.00	0.00	2,500.00	0.00	2,500.00
3,050	Bi annual box cart race	0.00	0.00	0.00	500.00	0.00	500.00
3,055	Bands/Blues AFD	0.00	1,000.00	0.00	2,000.00	0.00	1,000.00
3,060	VE Day	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,065	Remembrance	0.00	0.00	0.00	50.00	0.00	50.00
3,070	Promotion of village	0.00	0.00	0.00	1,000.00	119.87	880.13
3,075	Survey Subscriptions	0.00	0.00	0.00	500.00	0.00	500.00
3,500	Community Income	0.00	0.00	0.00	0.00	0.00	0.00
3,505	Event Sponsorship Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	1,000.00	£0.00	24,800.00	£3,889.87	19,910.13
4000 - Planning							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
	73 Training and Membership	0.00	0.00	0.00	0.00	0.00	0.00
4,010	NH Plan	0.00	0.00	4.00	100.00	0.00	104.00
4,015	NW and Odiham CA Appraisals	0.00	0.00	0.00	2,500.00	0.00	2,500.00
		£0.00	0.00	£4.00	2,600.00	£0.00	2,604.00
5000 - Traffic and Transport							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
4,500	Lighting - Maint and admin	0.00	0.00	0.00	4,500.00	0.00	4,500.00
5,005	Lighting - energy costs	0.00	0.00	0.00	1,500.00	3,445.55	-1,945.55
5,015	Sustainable Transport	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£0.00	0.00	£0.00	10,000.00	£3,445.55	6,554.45
7000 - Earmarked Reserves							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			Budget	Actual	Budget	Actual	Budget
709	Increasing Biodiversity	0.00	0.00	0.00	0.00	0.00	0.00
7,005	Office Rental	0.00	0.00	0.00	0.00	0.00	0.00
7,010	IT Support/Upgrade	0.00	0.00	0.00	0.00	675.00	-675.00
7,015	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00
7,020	Website	0.00	0.00	0.00	0.00	380.00	-380.00
7,025	Allotment Deposits	0.00	0.00	60.00	0.00	60.00	0.00
7,030	Chapel Cottage Deposit	0.00	0.00	0.00	0.00	0.00	0.00
7,035	Cemetery Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,040	Amenity Equipment Repairs	0.00	0.00	0.00	0.00	0.00	0.00
7,045	Chapel Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,050	Chapel Cottage Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,055	War Memorial Maintenance	0.00	0.00	0.00	0.00	164.00	-164.00
7,060	Play Area Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,065	Buften Field Play Area	0.00	0.00	0.00	0.00	390.00	-390.00
7,070	Benches & Noticeboards	0.00	0.00	0.00	0.00	0.00	0.00
7,075	Parish Room Maintenance	0.00	0.00	0.00	0.00	720.00	-720.00
7,080	Grounds Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,085	Memorial Testing	0.00	0.00	0.00	0.00	0.00	0.00
7,090	Revaluation of Buildings	0.00	0.00	0.00	0.00	0.00	0.00
7,095	Footpaths Improvements	0.00	0.00	0.00	0.00	0.00	0.00
7,100	Development of Sustainable Trans	0.00	0.00	0.00	0.00	0.00	0.00
7,105	G Rotherby Bequest	0.00	0.00	0.00	0.00	0.00	0.00
7,110	Re-energising the High St	0.00	0.00	0.00	0.00	0.00	0.00
7,115	Conservation Area Character Appr	0.00	0.00	0.00	0.00	0.00	0.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

	£0.00	0.00	£60.00	0.00	£2,389.00	-2,329.00
NET TOTAL	£0.00	187,502.00	£181,787.94	187,502.00	£72,427.28	109,360.66



REPORT ON: Earmarked Reserves

WRITTEN BY: Parish Clerk

MEETING DATE: 20th October 2020

AGENDA ITEM: F22/20

Introduction

OPC's agreed earmarked reserves are now included in Scribe and reported on the following page showing the earmarked reserves position up to the end of September. Note that each earmarked reserve also has a budget line where expenditure is recorded and these are linked to the Reserves headings in the attached report.

It is important to view and consider earmarked reserves when viewing bank balances to understand where funds are held in addition to budget requirements.

Total balances @ 30.09.20	£295,126
Less six months budget provision, Oct-Mar	£93,751
Less (approx.) six months general reserves held	£90,000
Less earmarked reserves @ 30.09.20	<u>£99,257</u>
Variance	£8,367

(estimated EOY budget position shown in report F23/20 = £7,850)

Note the following contracts awarded and either not completed or not yet paid:

Alan Baxter Associates for Conservation Area Character Appraisals	£9,000
Poulsom Plant Hire for pedestrian paths in Recreation Ground	£4,400
Trust Property Services for repairs to War Memorial	£1,720
Ian Garforth for painting & decorating the exterior of the Parish Room	<u>£2,600</u>
	£17,720

Odiham Parish Council
Reserves Balance
2020 - 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	60.00	1,100.00	60.00	60.00	1,160.00
Chapel Cottage Deposit	0.00	1,211.00	0.00	0.00	1,211.00
Buften Field Play Area	0.00	5,919.00	390.00	0.00	5,529.00
G Rotherby Bequest	0.00	3,522.00	0.00	0.00	3,522.00
Total Capital	60.00	11,752.00	450.00	60.00	11,422.00
Earmarked					
Office Rental	0.00	1,000.00	0.00	0.00	1,000.00
IT Support/Upgrade	0.00	5,000.00	675.00	0.00	4,325.00
Election Expenses	0.00	2,500.00	0.00	0.00	2,500.00
Website	0.00	3,500.00	380.00	0.00	3,120.00
Cemetery Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Amenity Equipment Repairs	0.00	1,000.00	0.00	0.00	1,000.00
Chapel Building Maintenance	0.00	30,000.00	0.00	0.00	30,000.00
Chapel Cottage Maintenance	0.00	1,500.00	0.00	0.00	1,500.00
War Memorial Maintenance	0.00	2,000.00	164.00	0.00	1,836.00
Play Area Replacement	0.00	5,000.00	0.00	0.00	5,000.00
Benches & Noticeboards	0.00	2,000.00	0.00	0.00	2,000.00
Parish Room Maintenance	0.00	1,000.00	720.00	0.00	280.00
Grounds Maintenance	0.00	10,000.00	0.00	0.00	10,000.00
Memorial Testing	0.00	1,000.00	0.00	0.00	1,000.00
Revaluation of Buildings	0.00	1,000.00	0.00	0.00	1,000.00
Increasing Biodiversity	0.00	2,000.00	0.00	0.00	2,000.00
Footpaths Improvements	0.00	2,000.00	0.00	0.00	2,000.00
Development of Sustainable Tra	0.00	5,000.00	0.00	0.00	5,000.00
Re-energising the High St	0.00	10,000.00	0.00	0.00	10,000.00
Conservation Area Character Ar	0.00	2,500.00	0.00	0.00	2,500.00
Total Earmarked	0.00	90,000.00	1,939.00	0.00	88,061.00
TOTAL RESERVE	60.00	101,752.00	2,389.00	60.00	99,483.00
GENERAL FUND					45,160.84
TOTAL FUNDS					246,335.84

Odiham Parish Council 2020/21 Budget - Report on Half Year Position

	Budget Expenditure	Expenditure to 30.09.20	Budget Income	Income to 30.09.20	Notes of significant variances & end of year position			Estimated EOY Position +/-
General Account	£96,541.00	£38,175.87	£164,452.00	£168,787.94	1005-1010	Salaries & NI	£4,680 was vired to 2105 due to a contractor continuing to clean King St toilets and £4,605 vired from 1100 as a caretaker was not appointed. The Staffing budget has been carefully calculated to cover a 3 month interim post from Oct-Dec and is expected to be more or less on budget at the end of the year.	
					1015	Pension Contributions	Slightly higher than budgeted due to the employers contribution being higher than expected.	300
					1020	Travel Expenses	Significantly under budget due to Covid with no travel to training, events or meetings.	-800
					1025	Training	Under budget. Staff & Councillors have attended virtual training but at a lower cost than physical training sessions.	-750
					1055	Postage & Consumables	Under budget due to working at home and changes in working practices which are likely to continue for the foreseeable future.	-500
					1075	Professional Costs	Currently unspent but the budget should be retained should OPC need professional legal support for staffing, leases/contractors and projects.	
					1090	Election Costs	Should be moved to earmarked reserves at the end of the year if unspent & stop allocation when reached £9k.	
					1095	Civic Hospitality	Unspent due to Covid. Potential to spend at APM.	
								-1750
	Budget Expenditure	Expenditure to 30.09.20	Budget Income	Income to 30.09.20	Notes of significant variances & end of year position			
Amenity Area	£53,561.00	£24,489.49	£22,050.00	£12,936.00	2015	Cemetery rates and water	Over budget due to the business rates being under budgeted. There will be one further Castle Water invoice before the end financial year.	500
					2030	Memorial testing	Unspent but this task is outstanding and still required.	
					2065	Tree works	Currently unspent but we are aware of several needs at the cemetery which require attention.	
					2070	Bin emptying	This was budgeted based on last years budget but for some reason this was unspent last year. Hart DC has issued new rates for 2021/22 & indicated last year's contract may have been missed.	
					2075	Benches & noticeboards	Consider new noticeboard at Parish Room. Earmark if unspent at EOY.	
					2085	Broad Oak Main	Will be invoiced at EOY.	
					2090	Commons Ranger	Will be invoiced at EOY.	
					2115	Parish Room Maintenance	Will be overspent due to grounds contractor not fulfilling contract & a new contractor required at short notice at higher cost and a repair to the water damaged door & improvements.	500
					2120	Chapel Cottage Maintenance	Under budget. Electrical testing required at end of financial year.	
					2125	Estate Agent Fees	Unspent and not required. Could consider virement to Staffing to cover additional staff hours to manage direct tenancy.	-2000
					2135	Tree Surveys	Unspent but surveys due.	

					2500	Chapel Cottage Rent	Over budget but this includes a deposit. EOY actual will be £12,600.	-600
								-1600
Community	£24,800.00	£3,889.87	£1,000.00	£0.00	3010	PR & publication inc newsletter	Significantly under budget. 2 x newsletters still to be funded. Could consider utilising underspend towards new website or projects to support Re-energising the High St project.	
					3025	Citizens Advice	Grant not requested??	
					3030	Christmas Evening	Extravaganza cancelled. Could consider some expenditure to support Tree of Light, High St or InOdiham activities.	-2000
					3035	Christmas trees and lights	Will be spent.	
					3040	Carols in the Bury	Likely to be unspent due to Covid.	-1000
					3045	RAF Christmas Gifts.	Will be spent.	
					3050	Bi-annual box cart	Earmark at end of year.	
					3055	Bands/Blues	Will be unspent.	-1000
					3060	VE Day	Will be unspent but could be used towards costs of replacement flags.	-500
								-4500
Planning	£2,600.00	£0.00	£0.00	£0.00	4015	Character Area Appraisals	Order placed.	
Traffic & Transport	£10,000.00	£0.00	£0.00	£0.00	4500	Lighting maintenance & admin	Currently unspent. Should earmark % of unspent at EOY.	-2000
					5005	Lighting energy costs	Over budget. Need to clarify split between code 4500 and 5005.	2000
					5015	Sustainable Transport	Projects on Strategic Plan. Should earmark unspent at EOY.	
								0
							Total	-7850