



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
FINANCE COMMITTEE HELD ONLINE VIA ZOOM ON
20th April 2021 COMMENCING AT 7PM**

Present: Cllrs R Coleman (Chair), J Coffey, A McFarlane, and J Raw.

In attendance: Andrea Mann, Parish Clerk, Sara Jones, Deputy Clerk

FC46/20 To receive and accept apologies for absence
Apologies from Cllr Stewart.

FC47/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda
None.

FC48/20 Public Session
There were no members of the public present.

FC49/20 Approval of minutes
RESOLVED
The minutes of the previous meeting held on 19th January were agreed as a true record of the meeting to be signed by the Chair at a later date.
(Proposed by Cllr R Coleman, seconded by Cllr J Raw, ALL agreed).

FC50/20 January-March Bank Reconciliations
The January, February and March as presented with the agenda were approved, to be signed by the Finance Committee Chair at a later date.
(Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, ALL agreed).

FC51/20 Quarter 4 Payments Listing
RESOLVED
The Quarter 4 Payments Listing as presented with the agenda was reviewed and agreed. It was noted it was an amalgamation of January through to March. There were no further comments. (Proposed by Cllr R Coleman, seconded by Cllr J Raw, ALL agreed).

FC52/20 Quarter 4 Year End Budget Report
It was commented that there was still an opportunity to transfer between codes. Following discussion, it was confirmed not to carry forward an earmarked reserve for the bin emptying as OPC had not received an invoice and the contract was not being renewed.

It was noted to check the spelling for the George Rothery Bequest for continuity on all documents.



It was confirmed that the payment of £117.00 against the Chapel Cottage rent was for Council Tax and should be listed separately to the rent.

It was also suggested that in future it may be useful to have a visual display the precept of expenditure in a pie chart.

RESOLVED

The Quarter 4 year end budget position before any virements were agreed in F53/20 was accepted. (Proposed by Cllr R Coleman, seconded by Cllr J Raw. ALL agreed).

FC53/20

End of Year Virements

Councillors considered the list of end of year budget virements which would be implemented following the meeting before the year end accounts were produced. The current earmarked reserves listing was attached for information.

It was commented that the list of end of year budget virements was very sensible.

The need for an EMR for Tree Surveys, separate from the Ground Maintenance EMR, was discussed. It was commented that, due to the amount of trees in the parish and the concern of the prevalence of Ash dieback in the area, the frequency of tree surveys should be increased. A separate Tree Survey EMR was agreed

It was commented that an EMR for the OPC newsletter was needed as the auditor would not accept an accrual for the invoice recently received.

It was noted that all figures listed excluded VAT.

It was agreed to accept the virements. (Proposed by Cllr R Coleman, seconded by Cllr J Raw. ALL agreed).

FC54/20

April 2021 Payments

The payments listing emailed to Councillors before the meeting (Appendix 1) was approved and it was agreed to release the previously agreed grants to InOdiham of £1000 for Bands in the Bury and £1000 for Flavourfest. (Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, ALL agreed).

Cllr J Raw and Cllr A McFarlane were appointed to complete the payment process.

It was noted that the new insurance policy would provide cover for all the OPC voluntary activities including Odiham Book Exchange and Speedwatch.



FC55/20

Date of Next Meeting

The date of the next Finance Committee was agreed to be held on 20th July 2021.

There being no further business the meeting closed at 7.20pm.

Signed.....

Date.....

Payments Listing 1-20 April 2021

For approval by Finance Committee 20.04.21

<u>Date of invoice</u>	<u>Supplier</u>	<u>Supplier Invoice No.</u>	<u>Purpose</u>	<u>Net value</u>	<u>VAT</u>	<u>Total value</u>	<u>Code</u>	<u>Payment Method</u>
09.04.21	Npower	LGWKTD6Z	Electricity King St toilets	97.00	4.85	101.85	2100	DD
15.04.21	Zurich Municipal	506383367	OPC 2021/22 policy	3,224.21	0.00	3,224.21	1085 (2020/21)	Pd 15.04.21
01.04.21	Connect Computers	2521	IT support and back-up April	135.00	27.00	162.00	1050	BACS
01.04.21	Hart DC	700263558	Business rates Parish Room	334.33		334.33	2110	BACS
01.04.21	Hart DC	701023726	Business rates Parish Office	2,020.95		2,020.95	1035	BACS
01.04.21	Hart DC	700263532	Business rates Cemetery (inc discretionary rate relief)	2,646.90		2,646.90	2015	BACS
01.04.21	Hart DC	701030298	Business rates King St toilets	1,272.45		1,272.45	2100	BACS
24.03.21	CJH Cleaning	137	Cleaning King St toilets	390.00	78.00	468.00	2105	BACS
30.03.21	IC Printing	OPC009	Printing Spring 2021 newsletter	786.00		786.00	3010 (2020/21)	BACS
05.04.21	Castle Water	5323961	Water & waste King St toilets	135.22		135.22	2100	BACS
30.03.21	Wel Medical	1240742	Defibrillator and cabinet	1,390.00	278.00	1,668.00	7040	BACS
31.03.21	FS Cleaning & Maint	2020-053	Cleaning Parish Room	15.00		15.00	47	BACS
01.04.21	SLCC	MEM234717	Annual membership Parish Clerk	344.00		344.00	1080	BACS
01.04.21	Somerset Web Services Ltd	SWS107865	Balance for new website plus 2021-22 annual hosting	750.00	150.00	900.00	7020	BACS
09.04.21	Survey Monkey	40427712	Annual subscription	320.00	64.00	384.00	1080	BACS
12.04.21	The Extra Mile	668	Delivery Spring 2021 newseltter	167.50		167.50	3010	BACS
16.03.21	Expenses A Mann		Zoom annual subscription, inv 76841683	119.90	23.98	143.88	1080	BACS
23.04.21	Staff salaries		Staff salaries - April	4,399.11		4,399.11	1005	BACS
23.04.21	HMRC		April PAYE & NI	895.83		895.83	1005	BACS
23.04.21	HMRC		April employer NI	479.70		479.70	1010	BACS
23.04.21	Hampshire Pensions		April employee contributions	370.40		370.40	1005	BACS
23.04.21	Hampshire Pensions		April employer contributions	1,144.40		1,144.40	1015	BACS
23.04.21	HCC	3650006551	Annual contribution Basingstoke Canal	4,036.00		4,036.00	2080	BACS
19.04.21	HALC	INV-4446	2021/22 HALC Affiliation Fee and NALC Levy	981.40		981.40	1080	BACS
				26,455.30	625.83	27,081.13		