



**REPORT ON: Subscriptions and Contracts**

**WRITTEN BY: Parish Clerk**

**MEETING DATE: 16<sup>th</sup> March 2021**

**AGENDA ITEM: 262/20**

### Introduction

As required by the Internal Auditor, this list of annual subscriptions and contracts is presented for approval.

Supplier	Purpose	Value	Terms
BT	Telephone and broadband – Parish Office.	Variable	
Castle Water	Water supply – <ul style="list-style-type: none"> <li>King St toilets</li> <li>Allotments, Hook Road</li> <li>Cemetery, King Street.</li> </ul>	Variable	
CJH Cleaning	Cleaning King St toilets.	£390 per month	Contract ends ?
Connect Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract
Campaign to Protect Rural England (CPRE)	Annual subscription.	£45 per annum	Annual subscription
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable	Ad hoc
FCS Cleaning & Maintenance	Cleaning – Parish Room.	£15 p/h, two hours per month.	Currently 1 hour p/m.
Hampshire Association of Local Councils		2021 membership fees not yet published.	Membership.
Hampshire Pension Fund	Staff pensions.	No fee.	Membership.
Hart District Council	Ranger services for: <ul style="list-style-type: none"> <li>Odiham Common</li> <li>Broad Oak</li> </ul>	£1,000 £500	
HCC	Leased offices at The Bridewell, The Bury	£862 per quarter + a % of utilities and maintenance costs	Ends 2021



HCC	Contribution towards the Basingstoke Canal Authority.	Variable. Approx £4,000 per annum.	
HCC	Street Lighting.	Variable. Approx £3,500 per annum.	
ICO	Data protection registration.	£40 per annum.	Annual registration.
Lightatouch	Internal Auditor.	2021 fees tbc.	
Lenthall Landscapes	Grounds maintenance.	£8,122.33 per annum plus additional adhoc work.	3 year contract from 1 <sup>st</sup> April 2021.
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	Variable. Up to £9.40 per mailbox per month.	
Nigel Jeffries Landscapes	Grounds maintenance – cemetery.	£9,622 per annum plus adhoc work.	2 year contract ends 31.03.21, one year extension agreed.
NPower	Electricity supply – King St toilets.	Variable	
Open Spaces Society	Annual subscription.	£45 per annum	Annual subscription.
PCC Odiham	Parish News subscription.	£9 per annum	Annual subscription.
PKF Littlejohn	External Audit.	2021 fees not yet published.	Essential.
Ricoh	Office printer and toners.	Rental £32 per month, 1.37p per b&w copy and 6.31p per colour copy.	36 months, expires February 2023.
Safe Data Storage	Weekly server back-up storage.	Approx £500 per annum.	
Scribe	Finance software and support.	£648 per annum	Annual subscription.
SLCC	Membership for Clerk.	£336 per annum	2021 membership agreed by Staffing Committee 02.03.21
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum.	
SSE	Electricity supply – <ul style="list-style-type: none"> <li>Parish Room</li> <li>South Chapel</li> <li>The Bury feeder pillars.</li> <li>High St feeder pillars.</li> <li>Chapel Cottage currently leased).</li> </ul>	Variable	
TSO Host	Current website host	£87.90 per annum	



Walker Fire	Fire extinguisher service.	Variable.	
Zoom	Annual subscription	£119 per annum	Due 27.03.21
Zurich Municipal	Insurance	Approx £3,151 per annum	3 year contract expires 31.03.23.