



**MEMBERS OF ODIHAM PARISH COUNCIL COMMUNITY COMMITTEE  
ARE SUMMONED TO ATTEND THE COMMUNITY COMMITTEE MEETING  
WHICH WILL BE HELD AT ALL SAINTS CHURCH, THE BURY, ODIHAM, RG29 1LZ  
ON 15 June 2021 at 8.30pm  
(or following the conclusion of the full council meeting commencing at 7.30pm)**

9<sup>th</sup> June 2021

*Sara Jones* Deputy Parish Clerk

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Members of the public are welcome to attend and are asked to adhere to Covid guidelines by wearing a face mask and following a socially distanced seating arrangement. OPC reserves the right to restrict numbers should the number of attendees cause concern.

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- CC01/21 To receive apologies for absence**
- CC02/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- CC03/21 Public Session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2021/03/Standing-orders-revised-February-2021.pdf>
- CC04/21 Approval of Minutes**  
To APPROVE the minutes of the Community Committee meeting held on 11<sup>th</sup> February 2020 (CC69/19–CC78/19).
- CC05/21 Meeting Action Points (page 3)**  
To review the Meeting Action Points list.
- CC06/21 Community Awards sub-committee (page 4)**  
To review the Terms or Reference and confirm changes for recommendation to Full Council.
- CC07/21 Grant Giving Policy (pages 5-8)**  
To review the changes to the Grant Giving Policy for recommendation to Full Council.
- CC08/21 Flowers in the High Street**  
Verbal update from the Deputy Clerk and Chair and to note the potential costs for floral arrangements over forthcoming years should OPC resolve to accept future responsibility.



**CC9/21 Keep Odiham Tidy (page 9)**

To review the Community Litter pick and to update on further planned litter picking events in collaboration with the Lions.

**CC10/21 Heritage Open Days 2021**

Verbal update from the Deputy Clerk regarding information on the Odiham Society's planned events for September and any further action required.

**CC11/21 Walk Alton**

To note response to Walk Alton regarding OPC's involvement in Walk Odiham.

**CC12/21 Queens Platinum Jubilee**

To discuss and agree whether OPC should lead and consider the formation of a working group involving community representatives to discuss further plans to celebrate this occasion.

**CC13/21 Events Calendar (pages 10-11)**

To approve the events calendar.

**CC14/21 To note the date of the next meeting**

21<sup>st</sup> September 2021.

Community Committee				
Date of meeting	Agenda ref n	Cllr to action	Details	Status
Dec-19	66/19	All	Agree VE Day budget for 2020/21.	Completed
		Clerk	Confirm band booking for VE Day.	Completed
Feb-20	74/19	Clerk/PV/AM	Draft and send letter to the Bury residents & food outlets notifying of VE Day event 8th May.	Completed
		Clerk	Book Robert Mays School for APA.	Completed
		Clerk	Invite Hart Rural Exception Site team to APA to explain to to get on housing register.	Completed
		Clerk/Chair	Draft APA agenda.	Completed
	76/19	All	Provide newsletter articles to office by 6th March.	Completed
		Clerk/AO	Send draft newsletter to Community Committee for review by 20th March.	Completed
		Clerk/AO	Send final newsletter to printers by 31st March for distribution by 21st April.	Completed
		Clerk/AO	Research alternative distribution options within agreed budget.	Completed
	77/19	Clerk	Purchase/organise equipment for Spring Clean.	Completed
		Cllr MacPhee	Run social media thread asking for hot spot areas and asking for volunteers.	Completed
Clerk		Develop risk assessment and ensure insurance.	Completed	
Apr-20	307/19	Clerk	Arrange date for Annual Parish Assembly later in the year.	
May-20	25/20	Clerk	Add Grants Giving Policy to website.	Completed
		Clerk	Develop new application form and circulate to Councillors for comment.	Completed
		Clerk	Develop application evaluation criteria.	Completed
		All	Promote OPC grants to community organisations.	Completed
Jun-20	40/20	All	Promote Community Grants closing date.	Completed
Jul-20	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.	Pending response Hart DC
	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.	
	69/20	All	Start planning for 2020 Remembrance - set up partnership, apply road closure, r/a, insurance, promotion.	Completed
	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
Aug-20	95/20	Clerk	Notify Buryfields school of grant award and make payment.	Completed
Sep-20	115/20	Clerk/AO/Councillors	Draft newsletter and arrange printers, distributors etc as required.	Completed
	116/20	Clerk/AO/Councillors	Publish and notify partners of OPC's decision to cancel 2020 Community Awards due to Covid.	Completed
	120/20	Clerk/AO/CllrJC	Include article on Deer Park working group in Autumn newsletter.	Completed
	125/20	Clerk/AO	Include details of rec pathways in Autumn newsletter.	Completed
Nov-20	157/20	Clerk	Arrange to purchase RAF Christmas gifts.	Completed
		Councillors	Sign RAF Christmas cards.	N/A
Jan-21	201/20	Clerk	Notify grant recipients and arrange payments.	Completed
		Clerk	Promote next round of community grants Apr/May	Completed
Feb-21	216/20	All	Note Queen's Platinum Jubilee 03.06.22 and start thinking about celebratory event.	To be discussed 15.06.21
	226/20	Clerk	Book Cross Barn for APA 13.04.21.	N/A
			Liaise with Councillors re APA agenda.	Complete
			Publish details to community.	Complete
Mar-21	256/20	Clerk	Notify Lions of OPC's request to arrange Spooktacula 30.10.21.	Complete
		Clerk	Arrange transfer of Spooktacula grant to Lions (after mid-April).	



## Community Awards Sub-Committee - Terms of Reference

1. The Community Awards sub-committee is constituted to assist Odiham Parish Council's Community Committee in providing an award for residents of Odiham and North Warnborough to recognise outstanding service to the community.
2. The sub-committee is made up of representatives from the Community Committee, All Saints Church, The Odiham Society, InOdiham, Neighbourhood Watch, RAF Odiham, RAF Odiham Fire Station, and the Head Teachers of Buryfields Infant School, Mayhill Junior School and Robert Mays School.
3. The Chair of the Community Committee will Chair the meeting of the sub-committee.
4. Awards are to be held on alternate years to coincide with a village event. Every award year Each year, OPC will request nominations in the spring newsletter and give the details of where to send the nominations to. This will also be detailed on social media and in our noticeboards.
5. A maximum of four ~~three~~ awards per year will be given out including a youth category award for the under 18s. The number of awards This will be reviewed in future years if a large number of nominations are received.
6. A nominee for an award who has previously received a Community Award they will not be considered again unless the reason for their nomination differs from the previous nomination and award.
7. Posthumous awards will only be given out to nominated persons who were alive during the previous 12 months.
8. The sub-committee will meet after the closing date for nominations to review the nominations and agree on a recommendation to be given to the Community Committee.
9. The final decision for nominations will be made by the Community Committee.
10. Nominations for Cllrs or representatives on the sub-committee will be discarded.
11. The Community Committee will include the expenditure for the awards in its budget.
12. These terms of reference will be reviewed annually by the Community Committee.



**Odiham**  
Parish Council

## **GRANT GIVING POLICY**

**Reviewed and adopted on 19<sup>th</sup> May 2020**

## Introduction

Odiham Parish Council offers grants within the parish of Odiham and North Warnborough to support the health, wellbeing, protection and enhancement of its area and residents. Grants from public funds are subject to the (financial controls) and are therefore only available to voluntary organisations. Grants from the George Rothery Bequest are subject to the terms of the bequest and are available to individuals aged 14-25.

Grants will also be considered to organisations outside the parish which can demonstrate a direct benefit to residents living within the parish.

OPC offers three grant funding streams:

- Community grants
- Event grants
- One-off projects or events under the terms of the George Rothery Bequest

**In accepting the Grant Award recipients agree to acknowledge OPC in all publicity for the services, items or events that the award has helped to fund.**

### 1. Community Grants

The annual Community Grants budget runs from April to March with the amount of available funding being subject to change each year. Applicants can apply for a community grant at any time by completing an application form with supporting documentation and submitting it to [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk). Applications are considered in January and July by the full Council or the Community Committee, whichever meeting is sooner. No individual Councillor has the power to make such a decision.

Applications should demonstrate how Odiham & North Warnborough residents will benefit from grant spending and the amount of funding requested should be commensurate with the number of beneficiaries.

Applications meeting OPC's aims and objectives will be looked upon favourably (refer to OPC Statement of Commitment to the Parish of Odiham 2019-23). <http://www.odiham.org.uk/your-council/policies/>

All applications will be assessed against the same evaluation criteria:

- Does the application aim to meet OPC's aim and objectives?
- Is the purpose of the grant something which a local Council has the power to fund?
- Have quotes and supporting documentation been provided where required?
- Does the application benefit the Odiham & North Warnborough area and inhabitants?
- Is the level of funding requested commensurate with the number of people benefitting from grant spending?
- Does the applicant have the capacity to deliver the project?
- Has the applicant requested and secured match funding?
- Where funding is requested for capital expenditure, has the applicant demonstrated how the asset will be maintained and protected in the future?

There are no restrictions on the number of times an applicant can apply but, where the available funding is limited, OPC may also consider past grant awards and the breadth & variety of the applications being considered at the same meeting.

Applicants are welcome to attend the Council meeting when their application is being considered and make verbal representation to the Council at the start of the meeting, but not enter into discussion whilst the application is being discussed.

OPC reserves the right to refuse an application or attach a reasonable and justifiable condition to a grant award, eg that OPC will not release grant funds until match funding has been secured.

Applicants will be notified of the Council's decision and funds transferred as soon as possible after the meeting.

All successful applicants should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant has been to support and should report the grant in their publicity thus reporting to local residents how OPC funds have been spent.

## **2. Event Grants**

OPC supports events held in the Parish which promote prosperity and community cohesion. Specific event budgets are initially considered each year when drafting the annual budget (usually December) for funding from the following financial year commencing April.

The majority of events grants are normally awarded to InOdiham, a local CIC organisation run by volunteers which has historically run the majority of local events and delivered projects for local benefit. Voluntary charitable organisations such as the Lions have also been supported. In all cases applications should be made to OPC by October of the year before the planned events, allowing time for consideration as part of the annual budget setting process. It may be more appropriate for smaller applications to apply for a Community Grant.

Applications should be made in writing to [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk) with a copy of the organisation's most recent accounts and an event budget for each planned event showing how the grant contributes to the overall cost of staging the event, how the remainder of the costs are planned to be met, any surplus anticipated and how this will be re-invested in the community.

Applications must be specific on how the grant will be spent and funds must be used solely towards the costs of running the event. An event grant should not be passed on to a 3<sup>rd</sup> party by way of a grant or donation or used to fund a different event without prior consent from the Council.

Applications will be formally considered in January, when OPC sets its precept, and funding paid in two instalments - April for events held between April and September and October for events held between October and March. The purpose of which is to coincide with OPC's precept receipts which are also paid in two instalments.

OPC is entitled to refuse funding or suggest alternative ways of delivering an event. OPC is permitted to attach any condition to a grant which is necessary to demonstrate accountability and transparency to its residents and auditors.

A grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.

OPC recognises there may be occasions when a planned event may not be able to go ahead due to circumstances outside of the event organisers control. On these occasions, each

cancelled event will be assessed on an individual basis in consultation with the grant recipient before deciding what actions should be taken.

### 3. George Rothery Grants

George Rothery grants differ from Community and Event grants as they are funded from the George Rothery Bequest and not from OPC's annual precept. The George Rothery bequest will award an annual grant of up to £300, or the interest earned on the bequest in any given year should that be greater. The grant scheme will continue until the original bequest is exhausted and no more than 10% of the original capital bequest of £3000 should be spent in one year.

Grants will be made to young people aged 14-25 in the year of the award who are resident in the civil Parish of Odiham, or who have a member of their family so resident.

The grant should support a 'one-off' event or project which will broaden the education of the applicant in a way which might not be available within the UK education system. This could include a trip or expedition, holiday project or scheme, youth exchange, training course, community event, music, drama, arts or sporting activity.

Applicants will be expected to show some evidence of personal development, help to others or the community at the completion of the activity for which the grant was awarded (which should be within 12 months of receipt of the grant). The form of this evidence will be agreed at the time of the award.

If the request is for part of a larger sum needed to complete the project, evidence of personal fund raising or other appropriate grant applications must be provided.

The scheme will be advertised at the start of each financial year and applications should be submitted by the **30<sup>th</sup> June** ~~1<sup>st</sup> September~~ of that year. Awards will be decided by the Council at the **July** ~~October~~ meeting and announced as soon as possible thereafter. The grant should normally be spent by the following **March** ~~September~~ and the report presented at the first Annual Parish Meeting following completion of the project.





**REPORT ON:** Odiham Litter Pick events

**WRITTEN BY:** Deputy Parish Clerk

**MEETING DATE:** 15<sup>th</sup> June 2021

**AGENDA ITEM:** CC9/21

### **Introduction**

On Saturday 12<sup>th</sup> June OPC organised the community litter pick as part of the Great British Spring Clean. The Hook and Odiham Lions had agreed to support this litter pick and would like to see it as the launch of their monthly litter picks, working collaboratively with OPC, as part of their Village Connect initiative.

### **How the scheme works**

It has been agreed to make the monthly community litter pick every second Sunday of each month which would capitalise on advertising in the Parish Magazine which circulates during the first week of the month. The Lions would advertise for volunteers to attend and facilitate other community groups to take a lead each month.

It has been proposed to use a pop-up gazebo fixed to the High Street market fixings as the meeting place from which to collect equipment including litter picker, bags, gloves and high vis jackets. The litter pick would start at 10am and finish at 12pm in the High Street with the option of a cup of coffee and socialise. It has been suggested to work with the High Street cafes to see if they would sponsor the coffee time at the end of each pick.

For safety and to advertise the Litter Pick event the suggestion is to have high vis jackets. The recently purchased Speedwatch printed jackets cost £171.00 for 20.

### **For Decision**

To agree to fund the cost of the high vis jackets from the cost centre 3070, Promotion of the Village.

Week Commencing	April '21				May				June				July				August				September				October							
	5th	12th	19th	26th	3rd	10th	17th	24th	31st	7th	14th	21st	28th	5th	12th	19th	26th	2nd	9th	16th	23rd	30th	6th	13th	20th	27th	4th	11th	18th	25th	1st	8th
Hampshire School Holidays																																
Full Council			20th		4th						15th					20th					17th				21st				19th			
Community Committee				27th							15th														21st							
OPC Events																																
Annual Parish Assembly		13th																														
Picnic at Beacon Field											26th																					
Great British Spring Clean																																
OPC Newsletter Distribution		Spring																											Autumn			
Community Awards closing date																																
Community Awards sub-committee agree recommendations																																
Community Awards agreed at Community Committee											CC																					
George Rothery Bequest closing date																									1st							
George Rothery Bequest considered at Full Council																													FC			
Community Grants (closing Date)												30th																				
Community Grant agreed at Council or Committee																FC																
Event Grants to be agreed at Full Council																																
Village Events																																
All Saints Church Fete																									11th							
Vine Church Picnic at Chamberlain Garden																					5th Sep											
Spooktacula (The Lions)																																
All Saints Open Gardens							29th																						23rd ?	30th?		
Christmas Tree Festival (All Saints, InOdiham, OPC)																																
Tree of Light (the Lions)																																
Carols in the Bury (All Saints)																																
Box Cart Race 2022?																																
Raft Race																					5th											
Heritage Open Days (10th - 19th Sept)																																
InOdiham Events																																
Bands in the Bury																7th																
Flavourfest																					28th											
Extravaganza																																
Other Event																																
Armed Forces Day											26th																					
Queens Platinum Jubilee 2022 (Thursday 2nd and Friday 3rd)																																
June Bank Hol - late May Day																																
BH moved all in School Half Term Hol)																																
Flags																																
St Georges Day			23rd																													
Queen's Official Birthday											12th																					
Armed Forces Day											change	26th																				
VE Day											8th																					
VJ Day																									2nd							
Remembrance Sunday																																14th
Book Exchange																																
Working Group Meeting				29th																												
Open for Volunteers							10th																									
Open to public											14th																					
Official Launch																																

