



MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE FULL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON 20th JULY 2021 COMMENCING AT 7.30pm

14th July 2021

Andrea Mann, Parish Clerk

Members of the public are welcome to attend and are asked to adhere to all Government Covid guidelines which are still in place at the time of this meeting.

OPC reserves the right to restrict numbers should the number of attendees cause concern.

48/21 To receive apologies for absence

49/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.

50/21 Approval of Minutes

To approve the minutes of the Council meeting held on 15th June 2021 (22/21-47/21) which will be signed by the Chair of the meeting.

51/21 Chair's Announcements

52/21 Public Session

An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

53/21 Councillor Co-option

- i) To co-opt Charlie Brown as a Councillor to either the Odiham Ward or North Warnborough Ward.
- ii) To resolve to grant dispensation to Charlie Brown to sign his Acceptance of Office and Disclosable Pecuniary Interest declaration form in September or upon his return to UK. (Hart District Council Committee and Members Services confirm, although it is a legal requirement to declare DPis with 28 days, under the circumstances described they will not raise the matter until the co-opted Councillor returns from deployment).
- iii) Following co-option, to note one Councillor position remains.



- 54/21 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Planning & Development Committees held on 1st and 22nd June 2021.
- 55/21 To consider Matters Arising from the Minutes not elsewhere on the agenda (page 5-6)**
- 56/21 The Bridewell Working Group (pages 7-8)**
i) To consider the formation of The Bridewell Working Group.
ii) To agree terms of reference. (pages 7-8).
iii) To agree membership, including the option of allowing external representatives with non-voting rights.
- 57/21 Hampshire County Council Grant**
To note the grant offer from Hants CC for £10,000 towards the cost of building repairs.
- 58/21 Odiham Book Exchange (pages 9-13)**
i) To receive the Deputy Clerk's progress report on the Odiham Book Exchange since opening on 14th June. (page 9-10)
ii) To consider a proposed governance structure for Odiham Book Exchange to take effect from 1st January 2022, as proposed by the Working Group. (page 11-12)
iii) To extend the Working Group Terms of Reference to cover the setting up for a Community Interest Company with appointed Directors. (page 13).
- 59/21 To agree the appointment of the Internal Auditor for 2021-22 (pages 14-15)**
- 60/21 To consider the suggestions from the Community Committee meeting held on 15th June (pages 16-20)**
i) Changes to the Community Award sub-committee terms of reference (page 16).
ii) Changes to Grant Giving Policy (pages 17-20).
- 61/21 Queen's Platinum Jubilee (page 21-22)**
i) To consider a motion from the Community Committee for OPC to be the lead organiser of a community event to commemorate the Queen's Platinum Jubilee in 2022.
ii) To agree terms of reference and membership of the Working Group (pages 21-22).
- 62/21 Composting in Odiham & North Warnborough**
Further to a presentation to the Amenity Areas Committee, to consider a proposal from Cllr Stewart that a project to provide a composting facility be added to OPC's Strategic Plan for research.



- 63/21 Hampshire County Council Consultation on “Serving Hampshire – Balancing the Budget”**
<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/balancing-the-budget>
To note and discuss the above consultation relating to Hampshire’s future services. Councillors are encouraged to respond to the consultation as elected representatives by 18th July.
- 64/21 Grant Applications (pages 23-25)**
To consider the Deputy Clerk’s report summarising community grant applications received. Full application papers will be forwarded to Councillors separately.
- 65/21 West St Development Road Names (page 26)**
To consider proposed road names for 16 new homes on West Street, Odiham, planning reference: 19/02541/FUL.
- 66/21 Request from Leapfrogs Pre-School (pages 27-30)**
To consider correspondence from Leapfrogs Pre-School requesting additional
- 67/21 To consider the Boundary Commission’s Proposals for new Parliamentary Constituency Boundaries**
<https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/initial-proposals-for-new-parliamentary-constituency-boundaries-in-the-south-east-region/>

Guidance on responses can be viewed at:
<https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/initial-proposals-for-new-parliamentary-constituency-boundaries-in-the-south-east-region/page/6/>
- 68/21 Planning & Development Committee Decisions**
To ratify decisions made by the Planning & Development Committee meetings held by Zoom on 22nd June 2021 and 13th July 2021 which can be viewed at <https://odihamparishcouncil.gov.uk/council/meetings-agendas-and-minutes>.

Financial Matters – none – financial matters will be covered by the Finance Committee meeting 20.07.21.

Councillor Reports

- 69/21 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.



70/21

Reports from other Councils

To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

69/21

Date of next meeting

21st September 2021.

Confidential Matters

71/21

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.

72/21

Correspondence to the Hart DC Planning Team (pages 31-32)

To note and ratify an email sent to the Hart DC Planning team regarding the Crownfields and Montfort Place Section 106 agreements. Councillors may agree to Hart DC Cllrs Crookes and Kennett joining this agenda item who were copied into the email.

73/21

The Bridewell (pages 33-35)

To review the Clerk's progress report on the freehold transfer, curtilage, discussions with current users and expressions of interest from new hirers.

74/21

Review of OPC's Property Portfolio (pages 36-38)

To review the Clerk's report summarising the research carried out, an update from a meeting with the Odiham Consolidated Charities and suggestions on next steps.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Feb 21	215/20	Clerk	Change previous minutes from draft and add to website (old & new).	Complete
	216/20	All	Note Queen's Platinum Jubilee 03.06.22 and start thinking about celebratory event.	On agenda
	223/20	Clerk	Initiate Odiham Village Centre Area Action Plan work, invite members and set up first meeting.	Complete
	224/20	Cllr Stewart	Complete HCC Local Transport Plan Consultation.	Complete
	225/20	Clerk	Add Finance Committee 30.11.21 and publish annual calendar of meetings on website.	Complete
	226/20	Clerk	Book Cross Barn 13.04.21.	N/A
			Liase with Councillors re APA agenda.	Complete
			Publish details to community.	Complete
	227/20	Clerk	Publish H&S Policy Statement on webiste	Complete
		Clerk	Circulate H&S Policy to staff.	Complete
	228/20	Clerk	Publish Standing Orders on website.	Complete
	229/20	Clerk	Public Document Retention Policy on website.	Complete
			Circulate Policy to staff.	Complete
	230/20	Clerk, Cllrs RC & PV	Set up payments and complete payment approval process.	Complete
	231/20	Clerk	Prompt Councillor representatives to provide reports to full Council, at least once per annum.	Complete
	232/20	Cllr KC/Clerk	Share information on OPC funded work by Hart DC Ranger at Broad Oak and Odiham Common.	Complete
	235/20	Clerk	Award grounds maintenance contract.	Complete
			Notify unsuccessful contractors.	Complete
	236/20	Cllr AM	Speak to Cllr Glen re Bridewell & other matters.	Complete
		Clerk	Circulate HCC model Heads of Terms.	Complete
Mar 21	250/20	Clerk	Change previous minutes from draft and add to website (old & new).	Complete
	252/20	Clerk	Invite Mr Champion to Odiham Village Centre Area Action Plan Steering Group meeting.	Complete
	254/20	Clerk	Progress enquiries for a key safe box to house the King Street toilets key fob.	Complete
	255/20	Chair/Clerk	Call EGM for 30.03.21.	Complete
	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).	On July payments listing
	257/20	Clerk	Notify Leapfrogs of OPC's decision to install defibrillator at Recreation Ground.	Complete
		Clerk	Arrange purchase and installation.	Purchased, installation in progress
	258/20	Clerk	Respond to Farnham Infrastructure Programme consultation.	Complete
	259/20	Clerk	Revise website to list Cllr McFarlane as Community Committee Chair.	Complete
		Clerk	Notify InOdiham of above appointment.	Complete
	260/20	Clerk, Cllrs AMc & PV	Set up payments and complete payment approval process.	Complete
	261/20	Clerk	Update Asset Register with property re-valuation figures before including in Year End.	Complete
			Once revised, add to website.	Complete
	262/20	Clerk	Revise full list of contracts and subscriptions and add to website.	Complete
	263/20	Cllr RC/Clerk	Seek legal advice on North Warnborough Village Hall constitution re representative members.	Complete
	264/20	Working Group/Clerk	Follow up The Bridewell curtilage with HCC.	Underway
		Working Group/Clerk	Ensure community are consulted on The Bridewell future.	Complete
	265/20	Clerk	Notify HCC that OPC agree to Tenancy at Will for the Book Exchange.	Complete
Apr 21	282/20	Clerk	Change previous minutes from draft and add to website.	Complete
	283/20i	Cllr PV/Clerk	Continue to promote Rural Exception Site development	Complete
	283/20iii	Clerk/Chair	Write to thank Topsoil UK (Odiham) for donation towards The Bridewell.	Complete
	292/20	Clerk	Notify HCC of OPC's decision to accept the Bridewell freehold and sign Heads of Terms.	Complete
			Notify HCC of OPC's decision to sign Tenancy at Will for Book Exchange to use library space.	Complete
			Submit funding application to HCC towards costs repair & maintenance costs.	Complete
	287/20	Clerk	Add Cllr Faser to committee lists and update website.	Complete
	288/20	Cllr DS/Clerk	Release funds to install logs on Tunnel Lane verges, as agreed £500 from Footpaths Improvements EMR.	

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	289/20i	Clerk	Update website with revised Annual Council and Amenities Committee meeting dates.	Complete
	289/20ii	Clerk	Add agenda item 04.05.21 to agree date and format of June meetings.	Complete
	290/20	Clerk	Complete Government's consultation on remote meetings.	Complete
	294/20	Clerk	Re-present paper on consultancy fees for Montoford POS.	Complete
May 21	1/21	Chair	Sign acceptance of office.	Complete
		Clerk	Update/post on website.	Complete
	5/21	Clerk	Change previous minutes from draft and add to website.	Complete
	6/21	Clerk	Notify Councillors and Police of code for new key safe.	Complete
	11/21	Clerk	Update website and circulate lists to reflect changes to governance structure and appointments.	Complete
	13/21	Clerk	Notify outside body rep changes.	Complete
	14/21	Clerk, Cllrs RC & PV	Set up payments and complete payment approval process.	Complete
	15/21	Cllrs KB & PV	Complete Asset of Community Value application for The Bell.	Complete
	21/21	Clerk	Award contract to Fabrik Ltd for consultancy work at Montford Place POS.	Complete
			Report back to Council.	Complete
June 21	23/21	Clerk	Change previous minutes from draft and add to website.	Complete
	29/21	Clerk	Add adopted Staffing ToR and Training & Development Policy to website & circulate to staff.	Complete
	30/21	Deputy Clerk	Add village gateway schemes to T&T Strategic Plan to research funding and progress.	Complete
		Deputy Clerk	Forward request to extend 30mph zone on B3349 to HCC.	
	31/21	Clerk	Forward agreed list of S106 projects to Hart DC (including decision on B3349 village gateways above).	Complete
	32/21	Clerk	Forward OPC's preferred Crownfields car park plans to Hart DC planning.	Complete
	33/21	Clerk	Revise Memorial Testing Policy then add to website.	Complete
		Clerk	Award topple testing contract to Larkstel Ltd in line with above policy and manage process.	Completed - tests scheduled w/c 1st Nov
	34/21	Clerk	Liaise with The Goddard Partnership to notify OPC's decision to rescind costing exercise and replace with costed schedule of works and feasibility study. Start work.	Underway
	35/21	Clerk	Plea to local community for voluntary help to repair OPC's street furniture.	
		Clerk	Contact Church Crookham " "	
		Clerk	Contact Terrific Camaraderie " "	Complete
		Clerk	Report back to Council on progress.	
		Cllrs RC & PV	Review 2015 bench audit.	Complete. Findings to be reviewed.
	36/21	Clerk	Forward Fabrik's report to Hart DC Planning.	Complete
		Clerk	Redact personal data then forward report to Montford Place residents.	Complete
		Clerk	Respond to Persimmon Homes explaining OPC will not be accepting POS at current time.	Complete
	37/21	Clerk, Cllrs RC & JR	Set up payments and complete payment approval process.	Complete
	39/21	Clerk	Publish end of year accounts on website.	Complete
	40-41/21	Clerk	Publish AGAR on website and noticeboards as required.	Complete
		Clerk	Submit AGAR and associated paperwork to external auditor.	Complete
	46/21	Clerk	Award broadband and phone contracts to BT.	Complete
		Clerk	Complete set up.	Started
	47/21	Clerk	Arrange meeting with Odiham Consonsolidated Charities re property portfolio.	Complete
			Start discussions with Odiham Society re The Bridewell office space.	Underway
			Start discussions with U3A re use of The Bridewell.	Underway



The Bridewell Working Group Terms of Reference

1. The Bridewell Working Group is constituted, following OPC's decision to accept The Bridewell freehold, to:
 - i) Oversee the freehold transfer process.
 - ii) Oversee repairs and maintenance during year one, making recommendation to full Council and/or the Finance Committee.
 - iii) To research and develop a Business Plan setting out a future vision for The Bridewell which aspires to reach a cost neutral management position by maximising community use.
 - iv) Oversee OPC's request to HCC for extending OPC's ownership to include the front parking area.

The Working Group may decide to set up separate work streams for the above activities.

2. In delivering these objectives, the Working Group shall have authority to:
 - i) Liaise with third party organisations, including tenants, hirers and professional service providers.
 - ii) Request and review data from contractors and principal authorities.
 - iii) Through the Clerk, seek professional advice such as advice on planning, legal and financial matters.
 - iv) Consult with the Odiham & North Warnborough community. Note that the draft Business Plan shall be approved by OPC before public consultation.
 - v) Make applications for grant funding and receive donations, on behalf of OPC.

3. Membership shall comprise of:

- A minimum of three Councillors.
- Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights.

Adopted ??



4. The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk or Deputy Clerk.
5. The Working Group may appoint its own Chairman.
6. Full Council retains overall responsibility:
 - i) The Working Group must provide regular progress reports to full Council.
 - ii) The Working Group does not have authority to agree or sign any contracts or deeds.
 - iii) The Working Group does not have delegated financial authority, however, the Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
7. The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
8. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
9. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.



REPORT ON: Book Exchange Progress Report

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 20th July 2021

AGENDA ITEM: 58/21i

Introduction

The Book Exchange opened to the public on Monday 14th June and is open to the public on Monday and Thursday afternoons and on Saturday mornings. It is open to volunteers on Tuesday mornings which is a session primarily for sorting and stickering donated books and replenishing the shelves.

Membership

Since opening membership has grown on average by 10 users per session and in total there are currently 110 members which includes 46 children and 64 adults.

Each adult is asked to make a minimum donation of £1 for the membership card. Members tend to give more than £1 and so far £110 has been received.

Book Stock

The Book Exchange inherited the Library stock which prior to opening volunteers stickered with the OBE branding.

In addition to donated books customers bring with them to exchange, there have also been bulk donations. The smaller of the library rooms is currently used for storing and processing the donations.

Volunteers quality control the donations once they have been quarantined for at least 72 hours.

Books rejected, either due to subject content (eg. Non-fiction), quality or excess duplication have been sorted for recycling. The website 'We Buy Books' is being trialled to generate a small income and rejected from that scheme will be donated to the Oxfam bookshop in Farnham.

Volunteers

There are 30 active volunteers who have over the first three months attended on average about 5 sessions each with some attending slightly less and some slightly more. From the original volunteers there have been some who for personal reasons have stepped down but hope to participate again in the Autumn.

All volunteers have been given a handbook, code of conduct and relevant policies. Each volunteer has attended a face to face induction session which has included getting to know the layout of the Book Exchange and the Bridewell, health and Safety procedures and completion of a standard DBS application.



At the beginning of July 20 volunteers attended a team meeting on Zoom to discuss how things were going and to hear about the plans for the future of the Book Exchange. Initial feedback on the first few weeks was very positive and support for being part of a co-ordinating committee was well received.

On Monday 12th July, the first Duke of Edinburgh student will start weekly work experience in the Book Exchange as part of the volunteering section of the DofE.

Official Launch

The official launch is booked for Wednesday 21st July at 1.30pm where local children's author Julie Sykes will officially open the Book Exchange. Councillors, the Library Working Group, volunteers and those who have supported the initial set up have been invited to the launch.

Summer activities

Book Character Trail:

Over 20 businesses and retailers in Odiham have agreed to support the Book Character Trail which involves a poster of a book character in their shop or business window. The community will be invited to download the trail or pick up a copy from the Book Exchange and spot all the book characters on the High Street, identify the letter on each character and unscramble the anagram to enter a prize draw.

Summer Children's Reading Challenge:

Children aged 4-11 years will be invited to enter the reading challenge encouraging them to read 5 books over the summer on the theme of wild things. Each time they borrow a book from the Book Exchange they will have a card stamped and once the card is complete will be given a special badge.

The Reading Challenge will be advertised through the Infant and Junior Schools, on Facebook and through posters in the shop windows by those participating in the Book Character Trail.

Hopefully both activities will increase awareness of the Book Exchange.



REPORT ON: Odiham Book Exchange – proposed governance

WRITTEN BY: Parish Clerk

MEETING DATE: 20th July 2021

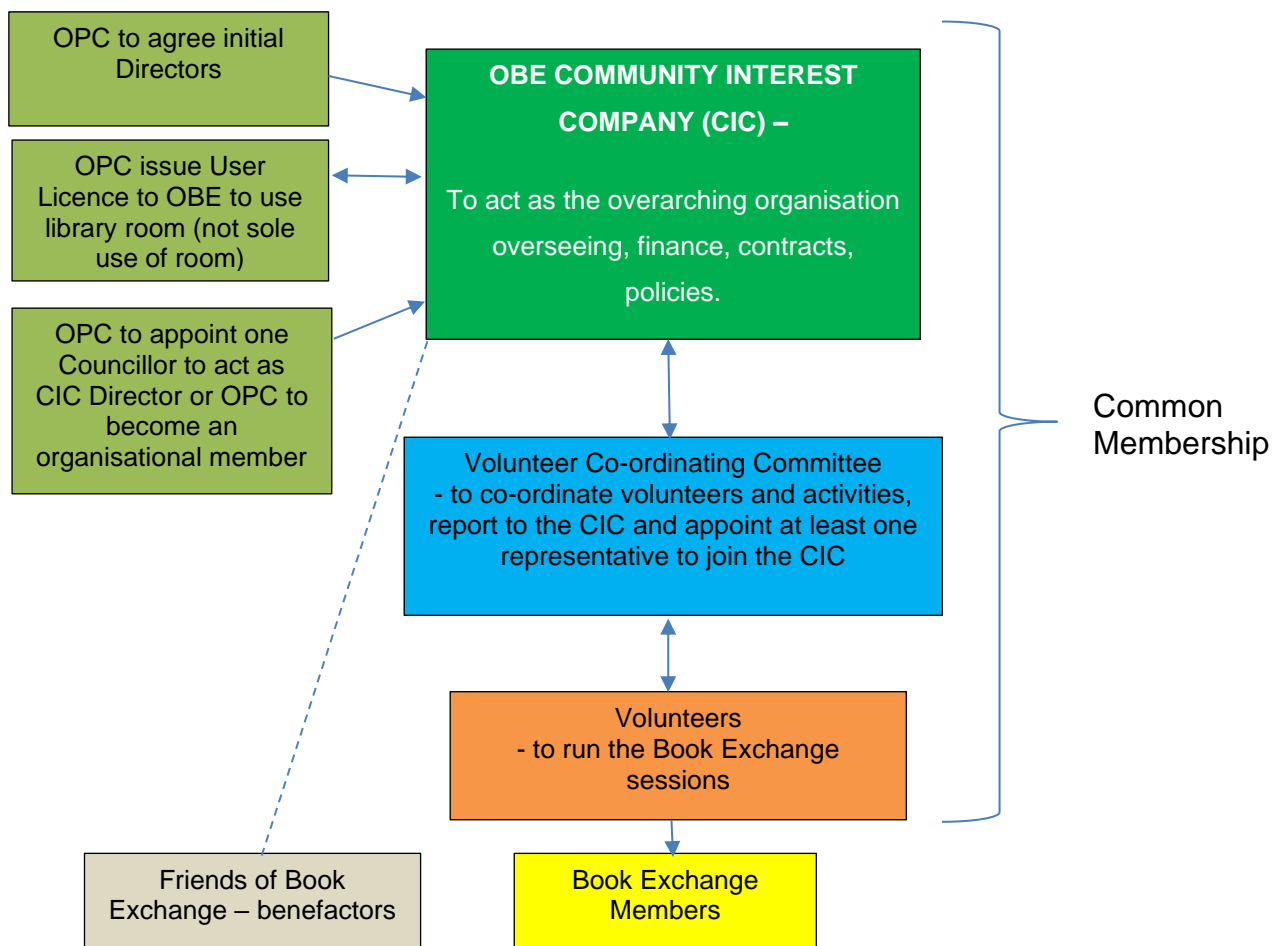
AGENDA ITEMS: 58/21 ii & iii

Introduction

OPC submitted a business plan to HCC which clearly set out OPC’s intention for the Odiham Book Exchange to become its own separate, constituted organisation by the end of year 1. In line with HCC’s grant funding, 31st December is the target date for setting up the new structure.

ii) Proposed Structure

Councillors are asked to consider the structure proposed below, as proposed by the Library Working Group, which will take effect on 1st January 2022, or as soon as possible thereafter:



Note: OPC will transfer Odiham Book Exchange assets to the CIC including books, shelving, stationary and IT equipment purchased with HCC’s library transition grant. A full inventory will be approved at a later date and presented back to OPC for approval.

iii) To extend the Working Group Terms of Reference to cover the setting up for a Community Interest Company with appointed Directors

All those who have volunteered to work with the Book Exchange to date have been offered the opportunity to become founding directors of the CIC. In response to expressions of interest, proposed Directors are:

- Four members of working group.
- Two interested members of the community with experience of running local organisations.
- One volunteer.

Within this group individuals with appropriate experience have volunteered to take on the roles of Chair, Treasurer, Secretary and Membership Secretary. Names will be read out at the meeting.

Once agreed by OPC and the Office of the Regulator of Community Interest Companies has approved the application, the CIC and names of the Directors will be registered with Companies House and the CIC subject to the reporting rules for a CIC.



The 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. Additional representatives shall be permitted if the Working Group considers their input to add significant value.
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. **The Working Group shall manage all matters (excluding financial matters) associated with setting up Odiham Book Exchange through to its formal opening.**
9. **The Working Group shall oversee the process of setting up a separate, constituted organisation who will own the Odiham Book Exchange from 1st January 2022, or as soon after that date as possible, in accordance with the governance structure agreed by OPC.**
10. **Once 9 is approved and complete, the Working Group shall manage a handover process to the separate constituted organisation leading up to a formal handover on 1st January 2022, or as soon after that date as possible.**
11. This Group shall remain in existence for as long as is required to complete the objectives set out in item 1.



ODIHAM PARISH COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2022

STANDARD INTERNAL AUDIT:

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a review of payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits, collection of records or working Remotely by arrangement

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.



ODIHAM PARISH COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2022

STANDARD INTERNAL AUDIT FEE

£800 per annum based two interim mid-year reviews and a year-end reviews.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Yours sincerely

Tim Light FMAAT

Audit Director



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, 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, 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 awards will be given out including a youth category award for the under 18s. The number of awards 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 19th May 2020
Revised on 20th July 2021

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. 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 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 3rd 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 fundraising 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 30th June of that year. Awards will be decided by the Council at the July meeting and announced as soon as possible thereafter. The grant should normally be spent by the following September and the report presented at the first Annual Parish Meeting following completion of the project.



The Queen's Platinum Jubilee Celebrations Working Group Terms of Reference

1. The Queen's Platinum Jubilee Working Group is constituted to research, plan and deliver community celebrations to commemorate The Queen's Platinum Jubilee in June 2022.
2. The Working Groups actions are to:
 - i) Work in partnership with RAF Odiham and community organisations to determine type of celebrations; format, date, time and location.
 - ii) Prepare an Event Plan for the Community Committee's approval.
 - iii) Prepare a budget, seek external funding and report back to full Council, no later than October 2021, any request for 2021 budget provision.
 - iv) Seek relevant licences, insurance and agreements.
 - v) Prepare event branding and implement agreed comms plan.
 - vi) Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.
3. In delivering these objectives, the Working Group shall have authority to:
 - i) Liaise with third party organisations.
 - ii) Request and review data from contractors, businesses and principal authorities.
 - iii) Through the Clerk or Deputy Clerk, seek professional advice such as advice licensing, H&S and financial matters.
 - iv) Promote the event to the community, once event funding is secured.
 - v) Make applications for grant funding and receive donations, on behalf of OPC.
4. Membership shall comprise of:
 - A minimum of three Councillors, any Councillor is entitled to be a member.
 - Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.

Adopted ??



5. The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk or Deputy Clerk.
6. The Working Group may appoint its own Chairman.
7. Full Council retains overall responsibility:
 - i) The Working Group must provide regular progress reports to full Council.
 - ii) The Working Group does not have authority to agree or sign any contracts or deeds.
 - iii) The Working Group does not have delegated financial authority, however, the Clerk or Deputy Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
8. The Working Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
9. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
10. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.



REPORT ON: Grant Applications

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 20th July 2021

AGENDA ITEM: 64/21

Introduction

Five Community Grant applications were received to be considered by Full Council. Full applications have been forwarded to Councillors separately.

In total £6,899 grant funding has been requested. The total budget for Community Grants allocated for 2021-22 is £7,000 and there is a separate budget code of £1,000 for Citizens Advice. There is the second round of application to be considered in January 2022.

Below is a summary of each application.



Organisation	Amount requested	Total cost of the project	Grant requested for	How many people will benefit	How does the application fit with OPC's powers, duties and strategic priorities?
The Vine Church	£3,000	£48,300	The refurbishment project for the Old School, London Road which includes: Floor replacement, Lighting, Acoustic Dampening, Heating, Redecoration, Replacement Blinds. Total cost including design consultancy is £48,300 of which £30,000 has already been raised and the remainder will be sought through donations.	The Old School is used by Slimming World, U3A Bridge Club, Sunflower Cafe, Little Stars Toddler Group, B Group (community parental support), The Vine Church, U3A Pilates. Local community use accounts for over 94% of the Old School's total usage.	This application supports OPC's mission to "preserve open spaces and leisure facilities for the enjoyment of all, providing adequate and accessible recreational opportunities that meet local requirements".
Basingstoke Canal Society	£500	£1,658	The grant will be used to cover a proportion of the costs of the annual Basingstoke Canal Raft Race held at Colt Hill in September. Total costs for the raft race are estimated to be £1,658 which is met from a grant by HCC, sponsorship, stall holder rents, race entry fees and catering.	There is an expected 1,000 spectators.	This application meets OPC's commitment to "supporting events organised by individuals and organisations in the Parish to promote prosperity and community cohesion".
Buryfields Infant School	£1,500	£3,500	The supply of updating staff classroom laptops as current laptops need replacing. The balance will be funded from the school's capital budget.	This is part of a larger project to update the classroom IT which will benefit 186 pupils throughout the school.	This application meets OPC's objective to "provide funding opportunities to local groups and causes in line with the Council's grant giving policy", however, Councillors should note previous advice from HALC regarding grants to schools: "Council needs to be very careful of double taxation.



					If something is the responsibility of the higher tier council and they are already receiving money for this (through taxes whether that's Council tax or nationally from the DFE) if you then carry that out as a Parish Council via the precept people are effectively paying for it twice. So this should be the starting point."
Odiham Society	£399	£399	To coincide with Heritage Open Days in Sept 2021 to update the Parish Map to include 17 additional numbered points and 7 additional illustrations for the purpose of illustrating the historic and current hostelrys in Odiham costing £270, and to produce 200 A5 booklets including the map for the purpose of the self-guided walk for use during Heritage Open Days and for the village.	The local community often participates with Heritage Open Days activities but its main focus is to attract visitors to Odiham.	This application supports OPC's commitment to "promoting community enjoyment" and "support initiatives which aim to protect and regenerate the High Street".
Citizen's Advice	£1,500	£5,200	The grant would be used to develop the CAB outreach in Odiham and surrounding villages to provide an 'advice clinic'. The grant would contribute towards salary, training, supervision and transport costs. It would support the location of a self-help information advice point of access located in The Bridewell. Total cost of the project is £5,200.	The service would be available to all residents in Odiham and North Warnborough. Essentially, residents for whom accessing Citizens Advice services is difficult. It is anticipated the elderly, young families, those in real need and those who have not heard about the services offered will benefit.	This application supports OPC's mission to reach out to vulnerable and harder to reach members of the community.

REPORT ON: West St Development Road Names

WRITTEN BY: Parish Clerk

MEETING DATE: 20th July 2021

AGENDA ITEMS: 65/21

Email from Hazel Developments 07.07.21:

“We would like to introduce ourselves, Hazeley Developments.

You are no doubt already aware that we were recently granted planning permission to build 16 brand new homes on West Street in Odiham, planning reference: 19/02541/FUL.

We would like to apply to Hart District Council for the official postal address for these new homes and as part of this process seek the Council’s involvement and approval.

We came up with a short list of 3 names, which we believe follow the naming conventions in Hart’s policy document:

- May Fields - in a nod to Robert May's School, which is next door to our site. Fields - we are developing the land behind Burford House
- Burford Fields - Burford is the name of the home we are replacing
- Maplefields - one of the species of tree in the land behind Burford House

We have conducted polls on both our Facebook and Instagram pages and also on the Odiham People page on Facebook. There were two clear favourites:

1. No 1 – May Fields
2. No 2 – Maplefields

We welcome the Council’s feedback on these suggestions and any other options you may wish to put forward.”



Odiham Community Pre-school (LeapFrogs)
Recreation Road
Odiham
Hampshire
RG29 1NU
01256 701471

11 June 2021

Dear Andrea,

I am writing to request a temporary amendment to The Lease that Odiham Community Pre-School (Leapfrogs) has under Odiham Parish Council. Under this Lease (of which I have seen a summary), I understand that we are permitted to have 30 children on the premises at any one time. We would like to request permission to increase this to 40 on a temporary basis of 3 years in order to better serve our community of Odiham (including RAF Odiham) and North Warnborough. At our last Ofsted inspection, it was deemed that we could comfortably accommodate 42 children. We only request 40 as this increase would allow us to cater for the increased demand from COVID-19 and factor in some extra room for emergency spaces as required.

Due to the COVID-19 pandemic and the Government's recommendation to work from home where possible, we have seen an increase in applications for children to not just attend Leapfrogs, but to increase the number of sessions they stay with us. Parents who may before, have chosen settings closer to work, are now opting for settings closer to home. The added benefit being that they can take advantage of our close ties with Buryfields, in readiness for when the children move on from us. This pandemic has also taken its toll on our little people in the community and we wish to be able to open our setting for a few more children to provide them with a comfortable, fun, sociable and stimulating environment after what has been a challenging 18 months for many people. If this pandemic has taught us anything, it's the value of a thoughtful, considerate and supportive community of which we are extremely proud to be a member here in Odiham and North Warnborough. We would be delighted to have the opportunity to help these children on their journey to become the next generation of adults to follow in the footsteps of those who are currently selflessly serving our community, to make it such a wonderful place to live.

The majority of the children who attend Leapfrogs have siblings at Buryfields, May Hill, or are part of a sibling set coming to Leapfrogs together. As a result, most of these families walk between each setting, keeping traffic flow to a minimum. We encourage families to walk but where this is not possible, we do offer staggered start and finish times which also work around the start and finish times for the schools. These added staggered times means that there will be no increase in traffic or inconvenience to our neighbours.

While the repercussions of COVID-19 further down the line are unknown, we would be grateful for the opportunity to plan ahead to provide as much support to our local community as possible.

I thank you in advance for your time and for that of the Parish Councillors, in consideration of our request.

Kind regards

Victoria Hotham

Victoria Hotham

Management Committee Chair

Odiham pre-school (Leapfrogs)



The Accreditation Scheme



PLA Membership No.: 26409/D 736G
A Registered Charity, Reg No.: 1060119

Annex 2

Requirements

- 1 Early Years Education and Childcare will be offered in such a way that the cost is met by grant assistance
- 2 The Tenant's admission policy shall give preference to Odiham and North Warnborough parish children as far as practicable
- 3 No more than 30 children will be accommodated at or on the Premises at any one time other than for the Permitted Activities listed in Table 1 of Annex 1
- 4 The Tenant shall ensure that its staff behave in a responsible manner consistent with the use of the Premises as a pre – school and shall ensure compliance with Health, Safety and Welfare legislation

Table 1 PERMITTED ACTIVITIES

Activity	Who involved & approx numbers	Frequency	Term, Time (TT)/During Holidays (H)	Time & Duration	Other info
Staff Working Hours		Daily	TT	8am - 4pm Mon - Fri, TT	Not covered by the hours stated in the resolution.
Full Day care	8 children	Daily	TT	8.35am - 2.50pm 6 hours 15 mins	There are no additional children but they are there for 6 hours 15 mins, so over the 6 hours.
Staff Meetings & Training	Approx. 12 staff	Fortnightly	TT	7pm - 10 pm	
Management Committee Meetings	Approx. 15 adults	Monthly	TT	7.15pm - 10pm	
Parents Evenings	Approx. 30 parents	Once a term	TT	6.30pm - 8.30pm	
Parents Coffee Morning	Approx. 20 parents	Twice a term	TT	1 1/2 hours during both morning & afternoon sessions	To discuss child's progress & Early Years information
Staff preparation days	Approx. 12 staff	6-8 days pa	H	9am - 3pm	To discuss child's progress & Early Years information
Nativity Play Easter Family Day Sports Day	Up to 70 children with approx. 50 adults (parents & staff)	One event per term	TT	3 hours during normal Pre-school hours	To prepare classrooms etc. Both sessions joined together
Leavers Concert	Up to 40 children with approx. 50 adults (parents & staff)	Once a year	TT	3 hours during normal Pre-school hours	
End of Term Children's Party	Up to 70 children with approx. 15 staff/helpers	Two events per year	TT	3 hours during normal Pre-school hours	
Toddler Group	Up to 20 Toddlers + parents/carers	Monthly	TT	10am - 11.30am	Both sessions joined together
Fundraising Events at weekends	Families	Two events per year	TT	10am - 12.30pm on a Saturday or Sunday	Attended by children registered to start in the future and/or siblings eg. Table top sale; Craft/Produce Sale; Christmas Fair etc.
Fundraising Events - week day evenings	Adults	Once a term	TT	7.30pm - 10.30pm	eg. Wine tasting; Games Night; Ladies Pampering etc.
Grounds Day/Weekend	Approx. 20 parents/staff with their children	Once a term	TT & H	9am - 5pm	To help maintain the building & grounds.
Cleaner	1-2 staff	5 x a week	TT	2 hours per evening	Up to 10pm latest
Administrative overtime	1-2 staff		TT & H		As & when necessary
Checking building & post	1-2 staff or committee members		H		As & when necessary
Other occasional meetings beyond 3pm	3-10 adults	As & when necessary	TT & H		e.g. Management Committee sub-committees, suppliers, funding bodies/supporters etc.

Table 2 EXTENDED SERVICES

Extended Services	Details	Who involved & approx numbers	Term Time (TT) During Holidays (H)	Frequency	To be Introduced (subject to feasibility study)	Effect on Parking
Lunch Club	Children from the morning session would stay an extra hour	8 Children	11.35am - 12.35pm TT	Initially 2 days per week, increasing if there is demand	September 2011	Pick up times would be staggered
Toddler Group	To increase its frequency from monthly to weekly. For siblings of existing children + children registered to start.	Up to 20 Children + parents/carers	10am - 11.30am TT	Increase from Monthly to Weekly	September 2011	Many people walk to Pre-school, but some cars will be parked for the period of the Group. Although most of those will be due to pick up children at 11.35am
After School Club	Children from the afternoon session would stay an extra hour	8 Children	2.50pm - 3.50pm TT	Initially 2 days per week, increasing if there is demand	January 2012	Pick up times would be staggered
Childminders Coffee Morning	For childminders and their charges to meet up where the children can play in a safe and fun environment.	10 Childminders + their charges (up to 20 children)	9.30am - 11am TT	Fortnightly	January 2012	Many childminders walk but some cars would remain for the period. Cars would arrive after and leave before normal drop off/pick up times.

When opportunities arise for further Extended Services over the coming years the Pre-school will approach the Parish Council for separate Licences.