



**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED
TO ATTEND THE FINANCE COMMITTEE MEETING
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 20th JULY 2021 AT 8.30pm (or following the conclusion of full Council)**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

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.

14th July 2021

Andrea Mann Parish Clerk

- F01/21 To receive apologies for absence**
- F02/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F03/21 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> or contact the Parish Office for further advice.
- F04/21 Approval of Minutes**
To approve the minutes of the Finance Committee meeting held on 20th April 2021 (F47/20-F55/20).
- F05/21 April-June Bank Reconciliations (page 3-5)**
To approve the April, May and June bank reconciliations to be signed by the Committee Chair.
- F06/21 Councillor's verification of Bank Reconciliations**
To nominate a Councillor to inspect the financial records in the office to verify the above bank reconciliations.
- F07/21 Quarter 1 Payments Listing (pages 6-8)**
To review and accept the 2021/22 Quarter 1 Payments Listing which will be published on OPC's website following the meeting.



- F08/21** **Quarter 1 Budget and Position (pages 9-11)**
To review and accept the Quarter 1 2021/22 budget position.
- F09/21** **Quarter 1 Balances and Earmarked Reserves (page 12-14)**
To review and note the 2021 Quarter 1 balances and reserves, noting the comments in the Clerk's covering report.
- F10/21** **Virements**
To consider and approve the following virements between budget codes:
- £4,327 from Book Exchange earmarked reserve to Staff Salaries (1005) as per Book Exchange Business Plan and HCC grant.
- £1,000 from War Memorial project (8005) to earmarked reserve. Following a site meeting with a contractor, it is unlikely further works will be undertaken this year.
- F11/21** **Outstanding Actions (page 15)**
To note outstanding finance actions and agree whether to proceed.
- F12/21** **July 2021 Payments**
To approve the payments listing for July 2021 and appoint two Councillors with signatory rights to complete the payment process.
(This listing will be circulated to Councillors by email before the meeting).
- F13/21** **To note the date of the next meeting**
The next Finance Committee meeting will be held on 19th October 2021.

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 30/04/2021		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 30/04/2021		104,735.75
			312,531.37
	SUBTRACT		
	Payments 01/04/2021 - 30/04/2021		29,078.12
A	Cash in Hand 30/04/2021 (per Cash Book)		283,453.25
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2021	2.93
	Hampshire Trust Bank	30/04/2021	50,000.00
	Lloyds 30 days notice account	30/04/2021	3,523.60
	Unity Trust	30/04/2021	128,624.43
	Lloyds Treasurer's Account	30/04/2021	39,282.80
	Lloyds Money Market	30/04/2021	62,019.49
			283,453.25
	Less unrepresented payments		0.00
			283,453.25
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		283,453.25
	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 31/05/2021		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 31/05/2021		107,161.26
			314,956.88
	SUBTRACT		
	Payments 01/04/2021 - 31/05/2021		44,833.40
A	Cash in Hand 31/05/2021 (per Cash Book)		270,123.48
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2021	2.93
	Hampshire Trust Bank	31/05/2021	50,000.00
	Lloyds 30 days notice account	31/05/2021	3,523.63
	Unity Trust	31/05/2021	115,294.15
	Lloyds Treasurer's Account	31/05/2021	39,282.80
	Lloyds Money Market	31/05/2021	62,019.97
			270,123.48
	Less unrepresented payments		0.00
			270,123.48
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		270,123.48
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 30/06/2021		110,056.85
			317,852.47
	SUBTRACT		
	Payments 01/04/2021 - 30/06/2021		65,676.46
A	Cash in Hand 30/06/2021 (per Cash Book)		252,176.01
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2021	2.94
	Hampshire Trust Bank	30/06/2021	50,000.00
	Lloyds 30 days notice account	30/06/2021	3,523.66
	Unity Trust	30/06/2021	97,241.08
	Lloyds Treasurer's Account	30/06/2021	39,387.80
	Lloyds Money Market	30/06/2021	62,020.53
			252,176.01
	Less unrepresented payments		0.00
			252,176.01
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		252,176.01
	A = B Checks out OK		

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Toilets - Power and rates	20/04/2021		Unity Trust	1	Electricity - King St Toilets	nPower	L	97.00	4.85	101.85
3 IT Support and Back up	20/04/2021		Unity Trust	3	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
8 Toilets - cleaning	20/04/2021		Unity Trust	8	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
11 Amenity Equipment Repairs	20/04/2021		Unity Trust	11	Defibrillator and cabinet	Wel Medical	S	1,390.00	278.00	1,668.00
14 Website	20/04/2021		Unity Trust	14	Website final invoice + 2021 h	Somerset Web Services Ltd	S	750.00	150.00	900.00
15 Subscriptions - EMR	20/04/2021		Unity Trust	15	Survey Monkey Subscription	Survey Monkey	S	320.00	64.00	384.00
17 Subscriptions	20/04/2021		Unity Trust	17	Zoom subscription	Andrea Mann	S	119.90	23.98	143.88
2 Insurance - EMR	20/04/2021		Unity Trust	2	Insurance	Zurich Municipal	Z	3,224.21	0.00	3,224.21
4 Parish Room - power and rat	20/04/2021		Unity Trust	4	Parish room rates	Hart DC	Z	334.33	0.00	334.33
5 Rates	20/04/2021		Unity Trust	5	Parish Office Rates	Hart DC	Z	2,020.95	0.00	2,020.95
6 Cemetery rates and water	20/04/2021		Unity Trust	6	Cemetery rates	Hart DC	Z	2,646.90	0.00	2,646.90
7 Toilets - Power and rates	20/04/2021		Unity Trust	7	Toilets rates	Hart DC	Z	1,272.45	0.00	1,272.45
9 PR & Publicity - EMR	20/04/2021		Unity Trust	9	Newsletter Printing	IC Printing Services	Z	786.00	0.00	786.00
10 Toilets - Power and rates	20/04/2021		Unity Trust	10	Water - King St Toilets	Castle water	Z	135.22	0.00	135.22
12 Parish room - Caretaking	20/04/2021		Unity Trust	12	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
13 Subscriptions	20/04/2021		Unity Trust	13	SLCC Membership Clerk	SLCC	Z	344.00	0.00	344.00
16 PR & Pub inc newsletter	20/04/2021		Unity Trust	16	Newsletter Distribution	The Extra Mile	Z	167.50	0.00	167.50
18 Staff Salaries	20/04/2021		Unity Trust	18	April 2021 Salaries	April 2021 Salaries	Z	4,399.10	0.00	4,399.10
19 Staff Salaries	20/04/2021		Unity Trust	19	April 2021 PAYE & NI	HMRC	Z	895.83	0.00	895.83
20 Staff Salaries	20/04/2021		Unity Trust	20	Employee Pension Cont	Hampshire Pension Fund	Z	370.40	0.00	370.40
21 Employers' NI	20/04/2021		Unity Trust	21	Employers NI	HMRC	Z	476.70	0.00	476.70
22 Pension Contribution	20/04/2021		Unity Trust	22	Employee Pension Cont	Hampshire Pension Fund	Z	1,144.40	0.00	1,144.40
23 Basingstoke Canal	20/04/2021		Unity Trust	23	Basingstoke Canal Cont	HCC	Z	4,036.00	0.00	4,036.00
24 Subscriptions	20/04/2021		Unity Trust	24	HALC subscription	HALC	Z	981.40	0.00	981.40
25 Bands in the Bury	20/04/2021		Unity Trust	25	BinB and Flavourfest grant	InOdiham	Z	1,000.00	0.00	1,000.00
26 Flavourfest	20/04/2021		Unity Trust	25	BinB and Flavourfest grant	InOdiham	Z	1,000.00	0.00	1,000.00
33 Cemetery electricity	04/05/2021		Unity Trust	33	Electricity - South Chapel	SSE	L	38.35	1.91	40.26
34 Parish Room - power and rat	04/05/2021		Unity Trust	34	Electricity - Parish Room	SSE	L	82.77	4.13	86.90
27 IT Support and Back up	04/05/2021		Unity Trust	27	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
28 Subscriptions	04/05/2021		Unity Trust	28	Printer rental Qtr 1 2021/22 ar	Ricoh	S	106.08	21.22	127.30
29 Cemetery Maintenance	04/05/2021		Unity Trust	29	Fire Extinguisher Service Sout	Walker Fire UK Ltd	S	135.10	27.02	162.12
30 Parish room - maintenance	04/05/2021		Unity Trust	30	Fire Extinguisher Service Parisl	Walker Fire UK Ltd	S	135.10	27.02	162.12
31 Office Equipment	04/05/2021		Unity Trust	31	Stationery	Viking	S	138.45	5.42	143.87
32 Office Rental	04/05/2021		Unity Trust	32	The Bridewell annual % utilitie	HCC	S	3,949.39	789.88	4,739.27
35 Promotion of village	04/05/2021		Unity Trust	35	Update Eat Local, Shop Local,	The Langtons Design Consult	S	100.00	20.00	120.00
36 Other amenity areas mainter	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	310.50	62.10	372.60

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 Play Areas	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	90.00	18.00	108.00
38 Allotments - maintenance	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	40.25	8.05	48.30
39 Chamberlain Gardens (SC Tr	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	250.00	50.00	300.00
40 Cemetery Maintenance	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	55.25	11.05	66.30
41 Bin emptying	04/05/2021		Unity Trust	36	Grounds Maintenance April 21	Larkstel Ltd	S	174.10	34.82	208.92
42 Promotion of village	04/05/2021		Unity Trust	42	High viz bag for Speedwatch	S Jones	S	13.83	2.76	16.59
43 Parish room - Caretaking	04/05/2021		Unity Trust	43	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
45 Book Exchange	19/05/2021		Unity Trust	45	Book Exchange bookplates	Colourstream Design and Prii	S	487.60	97.52	585.12
46 Book Exchange	19/05/2021		Unity Trust	46	Book Exchange book stickers	Colourstream Design and Prii	S	96.81	19.36	116.17
47 Book Exchange	19/05/2021		Unity Trust	47	Book Exchange book stickers 2	Colourstream Design and Prii	S	117.02	23.40	140.42
48 Toilets - cleaning	19/05/2021		Unity Trust	48	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
49 Subscriptions	19/05/2021		Unity Trust	49	HALC LCPD Bronze Membershi	HALC	S	160.00	32.00	192.00
50 Chapel Cottage Maintenance	19/05/2021		Unity Trust	50	Plumbing repair Chapel Cottag	Astral PMS Ltd	S	50.00	10.00	60.00
44 IT Support and Back up	19/05/2021		Unity Trust	44	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	18.80	0.00	18.80
51 Postage and consumables	19/05/2021		Unity Trust	51	Land Registry Titles & Plans	A Mann Expenses	Z	9.00	0.00	9.00
52 Staff Salaries	19/05/2021		Unity Trust	52	Salaries May 2021	Salaries May 2021	Z	4,398.91	0.00	4,398.91
53 Staff Salaries	19/05/2021		Unity Trust	53	May 2021 PAYE & NI	HMRC	Z	896.03	0.00	896.03
54 Staff Salaries	19/05/2021		Unity Trust	54	May 2021 Staff Pensions	Hampshire Pension Fund	Z	370.40	0.00	370.40
55 Employers' NI	19/05/2021		Unity Trust	56	May 2021 Employer NI	HMRC	Z	476.70	0.00	476.70
56 Pension Contribution	19/05/2021		Unity Trust	56	May 2021 Employers Pension (Hampshire Pension Fund	Z	1,125.38	0.00	1,125.38
57 IT Support and Back up	26/05/2021		Unity Trust	57	Microsoft 365 Clerk & Deputy I	Microsoft Ireland	Z	18.80	0.00	18.80
59 Book Exchange	15/06/2021		Unity Trust	59	Book Exchange membership ca	Lesar UK Ltd	S	695.15	139.03	834.18
60 Cemetery Maintenance	15/06/2021		Unity Trust	60	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,042.00	208.40	1,250.40
61 Toilets - cleaning	15/06/2021		Unity Trust	61	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
63 Book Exchange	15/06/2021		Unity Trust	63	Book Exchange Bookmarks	Colourstream Design and Prii	S	146.00	29.20	175.20
65 Other amenity areas mainter	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	273.61	54.72	328.33
66 Bin emptying	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	42.00	8.40	50.40
67 Toilets - Maintenance	15/06/2021		Unity Trust	67	Repair ladies toilet, King St	Astral PMS Ltd	S	45.00	9.00	54.00
68 Professional Costs	15/06/2021		Unity Trust	68	Montford Place Public Open Sp	Fabrik Ltd	S	1,620.00	324.00	1,944.00
69 IT Support and Back up	15/06/2021		Unity Trust	69	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
73 Promotion of village	15/06/2021		Unity Trust	73	High viz jackets for Speedwatc	OSL Promotional Clothing	S	171.00	34.20	205.20
74 Play Areas	15/06/2021		Unity Trust	74	Play inspections	Seagrave Inspection Services	S	500.00	100.00	600.00
75 Book Exchange	15/06/2021		Unity Trust	75	Book Exchange poster	The Langtons Design Consult	S	100.00	20.00	120.00
87 Play Areas	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	102.50	20.50	123.00
88 Chamberlain Gardens (SC Tr	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	199.16	39.83	238.99
89 Allotments - maintenance	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	31.00	6.20	37.20
90 Cemetery additional mainten	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	54.33	10.87	65.20
91 Bin emptying	15/06/2021		Unity Trust	65	Grounds Maintenance May 21	Larkstel Ltd	S	182.00	36.40	218.40
58 Audit Fees	15/06/2021		Unity Trust	58	Internal Audit	Lightatouch	Z	258.33	0.00	258.33

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62 Parish room - Caretaking	15/06/2021		Unity Trust	62	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
64 Insurance	15/06/2021		Unity Trust	64	Insurance - Book Exchange st	Zurich Municipal	Z	193.94	0.00	193.94
70 Chapel Building Maintenance	15/06/2021		Unity Trust	70	North Chapel Floor Protection	Trust Property Services Ltd	Z	1,565.00	0.00	1,565.00
71 Chapel Building Maintenance	15/06/2021		Unity Trust	71	North Chapel floor investigatio	Trust Property Services Ltd	Z	790.00	0.00	790.00
72 Chapel Building Maintenance	15/06/2021		Unity Trust	72	North Chapel Floor Repairs	Trust Property Services Ltd	Z	3,560.00	0.00	3,560.00
76 Civic Hospitality	15/06/2021		Unity Trust	76	Gifts - resigned Councillors	The Frame	Z	39.00	0.00	39.00
77 Staff Salaries	15/06/2021		Unity Trust	77	Salaries June 2021	Salaries May 2021	Z	4,402.49	0.00	4,402.49
78 Staff Salaries	15/06/2021		Unity Trust	78	Staff PAYE & NI June 2021	HMRC	Z	892.43	0.00	892.43
79 Staff Salaries	15/06/2021		Unity Trust	79	Employee Pension Cont	Hampshire Pension Fund	Z	370.40	0.00	370.40
80 Employers' NI	15/06/2021		Unity Trust	80	Employers NI	HMRC	Z	476.70	0.00	476.70
81 Pension Contribution	15/06/2021		Unity Trust	81	Employee Pension Cont	Hampshire Pension Fund	Z	1,144.40	0.00	1,144.40
82 Postage and consumables	15/06/2021		Unity Trust	82	Expenses - Refreshments for E	Andrea Mann	Z	29.75	0.00	29.75
83 Travel	15/06/2021		Unity Trust	83	Travel - collecting litter pickers	A Mann Expenses	Z	10.80	0.00	10.80
84 Postage and consumables	17/06/2021		Unity Trust	85	Stationery	Viking	S	138.68	27.74	166.42
92 IT Support and Back up	22/06/2021		Unity Trust	93	Microsoft 365 Clerk & Deputy I	Microsoft Ireland	Z	18.80	0.00	18.80
85 Bank Charges	30/06/2021		Unity Trust	85	Handling Charge	Unity Trust	Z	1.50	0.00	1.50
86 Bank Charges	30/06/2021		Unity Trust		service Charge	Unity Trust	Z	33.60	0.00	33.60
Total								62,506.48	3,169.98	65,676.46

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	0.00	66,113.14	16,995.99	49,117.15
1,010	Employers' NI	0.00	0.00	0.00	5,414.24	1,430.10	3,984.14
1,015	Pension Contribution	0.00	0.00	0.00	12,495.45	3,414.18	9,081.27
1,020	Travel	0.00	0.00	0.00	500.00	10.80	489.20
1,025	Training	0.00	0.00	0.00	750.00	0.00	750.00
1,030	Office Rental	0.00	0.00	0.00	5,500.00	3,949.39	1,550.61
1,035	Rates	0.00	0.00	0.00	2,200.00	2,020.95	179.05
1,040	Telephone and internet	0.00	0.00	0.00	1,200.00	0.00	1,200.00
1,045	Office Equipment	0.00	0.00	0.00	1,000.00	138.45	861.55
1,050	IT Support and Back up	0.00	0.00	0.00	4,500.00	461.40	4,038.60
1,055	Postage and consumables	0.00	0.00	0.00	500.00	177.43	322.57
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	400.00	35.10	364.90
1,070	Audit Fees	0.00	0.00	0.00	1,500.00	258.33	1,241.67
1,075	Professional Costs	0.00	0.00	0.00	3,000.00	1,620.00	1,380.00
1,080	Subscriptions	0.00	0.00	0.00	2,200.00	1,711.38	488.62
1,085	Insurance	0.00	0.00	0.00	3,200.00	193.94	3,006.06
1,090	Election Expenses	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1,095	Civic Hospitality	0.00	0.00	0.00	250.00	39.00	211.00
1,100	Caretaking Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1,500	Precept	0.00	190,342.83	95,171.42	0.00	0.00	-95,171.41
1,505	VAT	0.00	0.00	5,763.79	0.00	0.00	5,763.79
1,510	Bank Interest	0.00	500.00	1.64	0.00	0.00	-498.36
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	190,842.83	£100,936.85	112,322.83	£32,456.44	-10,039.59

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	54.33	-54.33
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	360.00	45.00	315.00
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	2,700.00	449.16	2,250.84
2,010	Cemetery Maintenance	0.00	0.00	0.00	12,000.00	1,232.35	10,767.65
2,015	Cemetery rates and water	0.00	0.00	0.00	1,800.00	2,646.90	-846.90
2,020	Cemetery electricity	0.00	0.00	0.00	200.00	38.35	161.65
2,030	Memorial testing	0.00	0.00	0.00	1,500.00	0.00	1,500.00
2,035	Other amenity areas maintenance	0.00	0.00	0.00	4,000.00	584.11	3,415.89
2,040	Play Areas	0.00	0.00	0.00	7,000.00	692.50	6,307.50
2,050	Allotments - maintenance	0.00	0.00	0.00	700.00	71.25	628.75
2,055	Allotments - Water	0.00	0.00	0.00	160.00	0.00	160.00
2,065	Tree works	0.00	0.00	0.00	3,500.00	0.00	3,500.00
2,070	Bin emptying	0.00	0.00	0.00	4,000.00	398.10	3,601.90
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	6,450.00	4,036.00	2,414.00
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	5,450.00	45.00	5,405.00
2,100	Toilets - Power and rates	0.00	0.00	0.00	2,200.00	1,504.67	695.33
2,105	Toilets - cleaning	0.00	0.00	0.00	4,800.00	1,170.00	3,630.00
2,110	Parish Room - power and rates	0.00	0.00	0.00	800.00	417.10	382.90
2,115	Parish room - maintenance	0.00	0.00	0.00	1,000.00	135.10	864.90
2,120	Chapel Cottage Maintenance	0.00	0.00	0.00	1,200.00	50.00	1,150.00
2,125	Estate Agent Fees	0.00	0.00	0.00	0.00	0.00	0.00
2,135	Tree Survey	0.00	0.00	0.00	0.00	0.00	0.00
2,140	Bus Shelter Maintenance	0.00	0.00	0.00	250.00	0.00	250.00
2,500	Chapel Cottage rent	0.00	12,600.00	3,150.00	0.00	0.00	-9,450.00
2,505	Burial fees	0.00	9,000.00	4,120.00	0.00	0.00	-4,880.00
2,510	Allotment rents	0.00	1,000.00	850.00	0.00	0.00	-150.00
2,515	Allotment Deposits	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

2,520 Other income	0.00	100.00	0.00	0.00	0.00	-100.00
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£0.00	22,700.00	£8,120.00	62,070.00	£13,569.92	33,920.08
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3000 - Community

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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	167.50	3,832.50
3,015 Community Grants	0.00	0.00	0.00	7,000.00	0.00	7,000.00
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	750.00	0.00	750.00
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	0.00	0.00	0.00
3,055 Armed Forces Day	0.00	0.00	0.00	2,000.00	0.00	2,000.00
3,060 VE Day	0.00	0.00	0.00	0.00	0.00	0.00
3,065 Remembrance	0.00	0.00	0.00	200.00	0.00	200.00
3,070 Promotion of village	0.00	0.00	0.00	1,000.00	284.83	715.17
3,075 Survey Subscriptions	0.00	0.00	0.00	250.00	0.00	250.00
3,080 Odiham Book Exchange	0.00	0.00	0.00	0.00	0.00	0.00
3,085 Bands in the Bury	0.00	0.00	0.00	1,000.00	1,000.00	0.00
3,090 Flavourfest	0.00	0.00	0.00	1,000.00	1,000.00	0.00
3,095 Hanging Baskets	0.00	0.00	0.00	800.00	0.00	800.00
3,100 Spooktakula	0.00	0.00	0.00	1,000.00	0.00	1,000.00
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	0.00	£0.00	26,650.00	£2,452.33	24,197.67	

4000 - Planning

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
73 Training and Membership	0.00	0.00	0.00	0.00	0.00	0.00
4,010 NH Plan	0.00	0.00	0.00	0.00	0.00	0.00
4,015 NW and Odiham CA Appraisals	0.00	0.00	0.00	4,000.00	0.00	4,000.00
£0.00	0.00	£0.00	4,000.00	£0.00	4,000.00	

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>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4,500 Lighting - Maint and admin	0.00	0.00	0.00	2,500.00	0.00	2,500.00
5,005 Lighting - energy costs	0.00	0.00	0.00	3,500.00	0.00	3,500.00
5,015 Sustainable Transport	0.00	0.00	0.00	0.00	0.00	0.00
£0.00	0.00	£0.00	6,000.00	£0.00	6,000.00	

7000 - Earmarked Reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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	0.00	0.00
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	750.00	-750.00
7,025 Allotment Deposits	0.00	0.00	0.00	0.00	0.00	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	1,390.00	-1,390.00
7,045 Chapel Building Maintenance	0.00	0.00	0.00	0.00	5,915.00	-5,915.00
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	0.00	0.00
7,060 Play Area Replacement	0.00	0.00	0.00	0.00	0.00	0.00
7,065 Bufton Field Play Area	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00
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

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

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
7,120 Increasing Biodiversity	0.00	0.00	0.00	0.00	0.00	0.00
7,125 Book Exchange	0.00	0.00	0.00	0.00	1,642.58	-1,642.58
7,130 Insurance - EMR	0.00	0.00	0.00	0.00	3,224.21	-3,224.21
7,135 Tree Survey - EMR	0.00	0.00	0.00	0.00	0.00	0.00
7,140 PR & Publicity - EMR	0.00	0.00	0.00	0.00	786.00	-786.00
7,145 Subscriptions - EMR	0.00	0.00	0.00	0.00	320.00	-320.00
7,150 The Bridewell	0.00	0.00	1,000.00	0.00	0.00	1,000.00
	£0.00	0.00	£1,000.00	0.00	£14,027.79	-13,027.79

8000 - Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8,005	War Memorial	0.00	0.00	0.00	1,000.00	0.00	1,000.00
8,010	Parish Room	0.00	0.00	0.00	1,000.00	0.00	1,000.00
8,015	Play Area Replacement	0.00	0.00	0.00	5,000.00	0.00	5,000.00
8,020	Supporting High Street	0.00	0.00	0.00	7,500.00	0.00	7,500.00
		£0.00	0.00	£0.00	14,500.00	£0.00	14,500.00

NET TOTAL

£0.00	213,542.83	£110,056.85	225,542.83	£62,506.48	59,550.37
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REPORT ON: Balances and Earmarked Reserves

WRITTEN BY: Parish Clerk

MEETING DATE: 20th July 2021

AGENDA ITEM: F09/21

Introduction

The earmarked reserves balances @ 30.06.21 are shown on the following page. These figures should be read in connection with the current bank balances.

Estimated net position

Total balances @ 30.06.21	£252,176
Plus 2 nd precept payment October	£95,171
Plus estimated other income	<u>£17,400</u>
End of year estimate	£364,747
Less 9 months budget provision, Jul-Mar	-£169,157
Less (approx.) six months general reserves held	-£112,771
Less earmarked reserves @ 30.06.21	<u>-£75,762</u>
End of year estimate	-£357,690
Estimate end of year variance	£7,057

Explanations

Significant orders placed but not processed:

Legal support for Book Exchange & Bridewell (not complete) agreements	£700.00
Memorial topple testing (approx.)	£1,000.00
The Bridewell Schedule of Works and Feasibility Study	£7,000.00
Book Exchange – laptop, card printer and bookmarks	£1,539.21
Replacement swing poles	£1,179.07
Conservation Area Appraisal Consultant	<u>£4,500.00</u>
	£15,918.28

2021/22 projects with budget provision which are likely to be Transferred to earmarked reserves if unspent at end of year £14,500

OPC agreed to supplement precept with £12k of reserves.

Odiham Parish Council
Reserves Balance
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	1,160.00	0.00	0.00	0.00	1,160.00
Chapel Cottage Deposit	1,211.00	0.00	0.00	0.00	1,211.00
Buften Field Play Area	4,047.50	0.00	0.00	0.00	4,047.50
G Rotherby Bequest	3,522.00	0.00	0.00	0.00	3,522.00
Total Capital	9,940.50	0.00	0.00	0.00	9,940.50
Earmarked					
Office Rental	1,000.00	0.00	0.00	0.00	1,000.00
IT Support/Upgrade	4,325.00	0.00	0.00	0.00	4,325.00
Election Expenses	2,500.00	0.00	0.00	0.00	2,500.00
Website	1,045.00	0.00	750.00	0.00	295.00
Cemetery Maintenance	2,000.00	0.00	0.00	0.00	2,000.00
Amenity Equipment Repairs	1,000.00	0.00	1,390.00	0.00	-390.00
Chapel Building Maintenance	30,000.00	0.00	5,915.00	0.00	24,085.00
Chapel Cottage Maintenance	1,500.00	0.00	0.00	0.00	1,500.00
War Memorial Maintenance	116.00	0.00	0.00	0.00	116.00
Play Area Replacement	5,000.00	0.00	0.00	0.00	5,000.00
Benches & Noticeboards	2,000.00	0.00	0.00	0.00	2,000.00
Parish Room Maintenance	-2,320.00	0.00	0.00	0.00	-2,320.00
Grounds Maintenance	3,553.50	0.00	0.00	0.00	3,553.50
Memorial Testing	1,000.00	0.00	0.00	0.00	1,000.00
Revaluation of Buildings	725.00	0.00	0.00	0.00	725.00
Increasing Biodiversity	2,000.00	0.00	0.00	0.00	2,000.00
Footpaths Improvements	2,000.00	0.00	0.00	0.00	2,000.00
Development of Sustainable Tr	5,000.00	0.00	0.00	0.00	5,000.00
Supporting the High St	2,575.00	0.00	0.00	0.00	2,575.00
Conservation Area Character A	500.00	0.00	0.00	0.00	500.00
Book Exchange	9,000.00	0.00	1,642.58	0.00	7,357.42
Insurance	3,224.21	0.00	3,224.21	0.00	0.00
Tree Survey	0.00	0.00	0.00	0.00	0.00
PR & Publicity	786.00	0.00	786.00	0.00	0.00
Subscriptions	320.00	0.00	320.00	0.00	0.00
The Bridewell	0.00	0.00	0.00	1,000.00	1,000.00

Odiham Parish Council
Reserves Balance
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Total Earmarked	78,849.71	0.00	14,027.79	1,000.00	65,821.92
TOTAL RESERVE	88,790.21	0.00	14,027.79	1,000.00	75,762.42
GENERAL FUND					13,027.79
TOTAL FUNDS					0.00



REPORT ON: Outstanding Actions

WRITTEN BY: Parish Clerk

MEETING DATE: 20th July 2021

AGENDA ITEM: F11/21

Introduction

The following agreed actions remain outstanding for longer than 6 months, largely due to Covid restrictions impacting on normal working arrangements:

27.10.20 - transfer of £1,072 from the Trust accounts into the Odiham Parish Council's account to cover the cost of 2019 rates and legal costs for a lease with the tennis club. This has not yet been actioned due to Covid.

21.07.20 – open a HSBC account and deposit £1. HSBC were not accepting new accounts during Covid restrictions.

21.07.20 – open Lloyds 3 months account and invest £50,000. Agreed investment rate 0.05% but current rate 0.01%.

21.07.20 – open Lloyds 6 months account and invest £50,000. Agreed investment rate but current rate 0.02%.

21.07.20 – apply for a Unity Trust Multipay credit card with £500 monthly limit. Paperwork but completed but this needs to be authorised by the account's Programme Administrator and I have been unable to clarify who this is.

For Decision

To agree which, if any, decisions should still be progressed.