



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S FINANCE COMMITTEE  
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON 20<sup>th</sup> JULY 2021 AT 9.20pm**

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

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

**F01/21 To receive and accept apologies for absence**  
None.

**F02/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**  
None.

**F03/21 Public Session**  
There were no members of the public present.

**F04/21 Approval of minutes**  
RESOLVED  
The minutes of the previous meeting held on 20<sup>th</sup> April were agreed as a true record of the meeting and signed by the Finance Committee Chair.  
(Proposed by Cllr Coleman, seconded by Cllr Raw, all agreed).

**F05/21 April-June Bank Reconciliations**  
RESOLVED  
The April, May and June bank reconciliations were approved and signed by the Finance Committee Chair.  
(Proposed by Cllr Coleman, seconded by Cllr McFarlane, all agreed).

**F06/21 Councillor's verification of Bank Reconciliations**  
Due to Covid working restrictions, Councillors were invited to the office to inspect and verify the financial records.  
RESOLVED  
It was agreed that Cllr Coleman would carry out this check.  
(Proposed by Cllr Coleman, seconded by Cllr Stewart, all agreed).

**F07/21 Quarter 1 Payments Listing**  
RESOLVED  
The Quarter 1 Payments Listing as presented with the agenda was reviewed and agreed. The list would be published on OPC's website.  
(Proposed by Cllr Coleman, seconded by Cllr Stewart, all agreed).

The Clerk was asked to obtain an update on the Basingstoke Canal grant spending from the Hart Association of Parish and Town Council's representative.



**F08/21**

**Quarter 1 Budget Position**

RESOLVED

The Scribe report, as presented with the agenda, was accepted  
(Proposed by Cllr Coleman, seconded by Cllr McFarlane, all agreed).

The Clerk was asked to check the amount coded to the Cemetery Rates budget code.

**F09/21**

**Quarter 1 Balances and Earmarked Reserves**

The Clerk's agenda report was noted showing total balances of £252,176 @ 30.06.21.

**F10/21**

**Virements**

RESOLVED

- i) To vire £4,327 from the Book Exchange earmarked reserve to Staff Salaries.
- ii) To move £1,000 from the War Memorial project code to earmarked reserves.

(Proposed by Cllr Coleman, seconded by Cllr Raw, all agreed).

**F11/21**

**Outstanding Actions**

Members considered the Clerk's agenda report which listed agreed actions which had not been implemented due to Covid working restrictions. All previously agreed actions were more than 6 months old.

RESOLVED

To proceed with the decisions:

- i) Transfer of £1,072 from the Odiham Sport's Centre Trust bank account to Unity Trust -
- ii) Opening a deposit account determined by the Clerk with a £1 deposit to give OPC the option of moving funds to keep investments with one bank under the FCSC limit.
- iii) Applying for a Unity Trust Multipay credit card with a £500 monthly limit.

Not to proceed with:

- iv) Opening a Lloyds 3 months account with a £50,000 investment.
- v) Opening a Lloyds 6 months account with a £50,000 investment.

But to review investments again in the Autumn.

(Proposed by Cllr Coleman, seconded by Cllr Raw, all agreed).

**F12/21**

**July 2021 Payments**

The payments listing emailed to Councillors before the meeting (Appendix 1). Cllrs Raw and Stewart were appointed to complete the payments process.  
(Proposed by Cllr Raw, seconded by Cllr Stewart, all agreed).



**F13/20**

**Date of Next Meeting**

19<sup>th</sup> October 2021.

There being no further business the meeting closed at 9.44pm.

**Signed**.....

**Date**.....

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
84	17/06/2021		Unity Trust	85	Stationery	Viking	S	138.68	27.74	166.42
92	22/06/2021		Unity Trust	93	Microsoft 365 Clerk & Deputy I	Microsoft Ireland	Z	18.80	0.00	18.80
85	30/06/2021		Unity Trust	85	Handling Charge	Unity Trust	Z	1.50	0.00	1.50
86	30/06/2021		Unity Trust	86	service Charge	Unity Trust	Z	33.60	0.00	33.60
93	20/07/2021		Unity Trust	93	Electricity - King St Toilets	nPower	L	104.35	5.22	109.57
94	20/07/2021		Unity Trust	95	Legal costs for OBE Tenancy a	Surrey Hills Solicitors	S	707.50	141.50	849.00
96	20/07/2021		Unity Trust	96	Phone and Internet	BT	S	245.33	49.07	294.40
98	20/07/2021		Unity Trust	98	Book Exchange Signage	HCC	S	115.00	23.00	138.00
99	20/07/2021		Unity Trust	99	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
100	20/07/2021		Unity Trust	100	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,042.00	208.40	1,250.40
101	20/07/2021		Unity Trust	101	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
102	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	281.91	56.38	338.29
103	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	233.39	46.68	280.07
104	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	54.33	10.87	65.20
105	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	56.00	11.20	67.20
106	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	199.16	39.83	238.99
107	20/07/2021		Unity Trust	102	Grounds maintenance	Larkstel Ltd	S	102.50	20.50	123.00
109	20/07/2021		Unity Trust	109	What you need to know trainir	HALC	S	95.00	19.00	114.00
110	20/07/2021		Unity Trust	110	High viz jackets litter picks	OSL Promotional Clothing	S	171.00	34.20	205.20
111	20/07/2021		Unity Trust	111	laptop and set up for Book Exc	Connect Computer Consultan	S	844.06	168.81	1,012.87
112	20/07/2021		Unity Trust	112	Planning training - Deputy Cler	HALC	S	45.00	9.00	54.00
113	20/07/2021		Unity Trust	113	Knowledge and core skills tra	HALC	S	95.00	19.00	114.00
114	20/07/2021		Unity Trust	114	Netgear and set up for new br	Connect Computer Consultan	S	350.00	70.00	420.00
115	20/07/2021		Unity Trust	115	Conservation Appraisals Updat	Alan Baxter Ltd	S	3,600.00	720.00	4,320.00
124	20/07/2021		Unity Trust	124	Printer rental Qtr 2 2021/22 ar	Ricoh	S	79.37	15.87	95.24
127	20/07/2021		Unity Trust	127	Stationery	Viking	S	72.91	14.58	87.49
128	20/07/2021		Unity Trust	128	Team GB flags	Green Snow	S	43.70	8.74	52.44
129	20/07/2021		Unity Trust	129	Playground repairs	Playscene Ltd	S	2,260.35	452.07	2,712.42
130	20/07/2021		Unity Trust	129	Playground repairs	Playscene Ltd	S	210.00	42.00	252.00
95	20/07/2021		Unity Trust	95	Parish Office rent	HCC	Z	862.50	0.00	862.50
97	20/07/2021		Unity Trust	97	Microsoft 365 Clerk & Deputy I	Microsoft Ireland	Z	18.80	0.00	18.80
108	20/07/2021		Unity Trust	108	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
116	20/07/2021		Unity Trust	116	Postage & ribbon - Book Excha	S Jones	Z	9.54	1.08	10.62
117	20/07/2021		Unity Trust	116	Mileage - HALC training	S Jones	Z	25.20	0.00	25.20
118	20/07/2021		Unity Trust	118	Mileage - HALC training	Cllr Fraser	Z	25.20	0.00	25.20
119	20/07/2021		Unity Trust	119	Staff Salaries - July 2021	Staff Salaries - July 2021	Z	4,400.11	0.00	4,400.11

## Odiham Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
120 Staff Salaries	20/07/2021		Unity Trust	120	Staff PAYE & NI - July 2021	HMRC	Z	894.83	0.00	894.83
121 Staff Salaries	20/07/2021		Unity Trust	121	Employee Pension Cont - July	Hampshire Pension Fund	Z	370.40	0.00	370.40
122 Employers' NI	20/07/2021		Hampshire Trust Bank	122	Employers NI - July 2021	HMRC	Z	476.70	0.00	476.70
123 Pension Contribution	20/07/2021		Unity Trust	123	Employers Pension Cont - July	Hampshire Pension Fund	Z	1,144.40	0.00	1,144.40
125 Civic Hospitality	20/07/2021		Unity Trust	125	Drinks for Book Exchange open	A Mann Expenses	Z	78.00	0.00	78.00
126 Travel	20/07/2021		Unity Trust	126	Mileage to Clerks Forum meeti	A Mann Expenses	Z	5.40	0.00	5.40
							<b>Total</b>	<b>20,051.52</b>	<b>2,319.74</b>	<b>22,371.26</b>