



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S FINANCE COMMITTEE
HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON 19th OCTOBER 2021 AT 8.40pm**

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

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

F14/21 To receive and accept apologies for absence
Cllr Raw.

F15/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda
None.

F16/21 Public Session
There were no members of the public present.

F17/21 Approval of minutes
RESOLVED
The minutes of the previous meeting held on 20th July were agreed as a true record of the meeting and signed by the Finance Committee Chair. It was agreed to carry forward item 06/21, for a Councillor to inspect the invoice file. (Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, all agreed).

F18/21 July-September Bank Reconciliations
RESOLVED
The July, August and September bank reconciliations were approved subject to researching the VAT coding and signed by the Finance Committee Chair. (Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, all agreed).

F19/21 Quarter 2 Payments Listing
RESOLVED
The Quarter 1 Payments Listing as presented with the agenda was reviewed and agreed. It was confirmed that the charge for the cemetery electricity was larger than expected as it was taken from an actual meter reading rather than estimated. The list would be published on OPC's website. (Proposed by Cllr R Coleman, seconded by Cllr D Stewart, all agreed).

F20/21 Quarter 1 Budget Position
RESOLVED
The Scribe report, as presented with the agenda, subject to clarification on the VAT coding was accepted. (Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, all agreed).

Action: to chase up any unpaid allotment fees.



F21/21

Quarter 2 Balances and Earmarked Reserves

The Clerk's agenda report was noted showing total balances of £307,470 @ 30.09.21.

F22/21

Half year review

The Clerk's half year review calculations were reviewed, as circulated to Councillors before the meeting and it was noted that the suggested virements had been agreed at Full Council prior to the Finance Committee meeting.

F23/21

Banks and Investments

A discussion took place on different investment proposals, in the Clerk's agenda report and as suggested by Cllr Coleman. The proposals aimed to maximise interest earned and ensured investments held with one provider were below the Financial Services Compensation Scheme (FSCS). Further to debate it was:

RESOLVED

To make investment as follows:

- i) Upon maturity, transfer £50,000 Hampshire Trust Bank to a new 95 day notice account and invest a further £25,000 from the Lloyds Treasurers account. It was noted that the length of this fund may differ slightly.
- ii) Move £50,000 from the Unity Trust account to a new Public Sector Deposit fund account.
- i) To consider a different account for the George Rothery Bequest which achieved higher returns.

(Proposed by Cllr A McFarlane, seconded by Cllr D Stewart, all agreed).

F24/21

October 2021 Payments

RESOLVED

The payments listing emailed to Councillors before the meeting (Appendix 1) with the agreement to hold back voucher 205, the quarterly rental charge to the Parish office while a reduction due to the broken boiler was negotiated. Cllrs R Coleman and A McFarlane were appointed to complete the payments process.

(Proposed by Cllr R Coleman, seconded by Cllr A McFarlane, all agreed).

F25/21

Date of Next Meeting

It was agreed to hold a budget workshop on 23rd November 2021 at 7pm for the purpose of preparing the 2022/23 budget.

There being no further business the meeting closed at 9.20pm.

Signed.....

Date.....

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
195	Bank Charges	01/10/2021		Unity Trust	195	Cheque processing charges	Unity Trust	Z			
197	IT Support and Back up	01/10/2021		Unity Trust	197	New Councillor 365 licences	Microsoft Ireland	Z	70.03		70.03
198	Community Grants	01/10/2021		Unity Trust	198	G Rothery Grant	O Eaton	Z	160.00		160.00
199	Community Grants	01/10/2021		Unity Trust	199	G Rothery Grant	Roe-Gammon	Z	200.00		200.00
200	Community Grants	01/10/2021		Unity Trust	200	G Rothery Grant	A Eaton	Z	200.00		200.00
201	Travel	01/10/2021		Unity Trust	201	Mileage & book token for OBE	S Jones	Z	25.20		25.20
202	Travel	01/10/2021		Unity Trust	201	Mileage & book token for OBE	S Jones	Z	20.00		20.00
203	Bank Charges	30/09/2021		Unity Trust	203	service Charge	Unity Trust	Z	2.00		2.00
204	Bank Charges	30/09/2021		Unity Trust	204	service Charge	Unity Trust	Z	32.40		32.40
205	Office Rental	19/10/2021		Unity Trust	205	Parish Office rent	HCC	Z	862.50		862.50
206	Parish room - Caretaking	19/10/2021		Unity Trust	206	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
207	Toilets - cleaning	19/10/2021		Unity Trust	207	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
208	Other amenity areas mainter	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	281.91	56.38	338.29
209	Play Areas	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	102.50	20.50	123.00
210	Bin emptying	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	213.39	42.68	256.07
211	Chamberlain Gardens (SC Trn	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	199.16	39.83	238.99
212	Allotments - maintenance	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	56.00	11.20	67.20
213	Cemetery Maintenance	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S	54.33	10.87	65.20
214	Other amenity areas mainter	19/10/2021		Unity Trust	208	Grounds Maintenance Sept 20;	Larkstel Ltd	S			
215	IT Support and Back up	19/10/2021		Unity Trust	215	Web Hosting (.org.uk domain)	TSO Host	S	87.90	17.58	105.48
216	Training	19/10/2021		Unity Trust	216	Internal Controls training - Dej	HALC	S	30.00	6.00	36.00
217	Training	19/10/2021		Unity Trust	217	Budgeting for Officers training	HALC	S	30.00	6.00	36.00
218	Cemetery Maintenance	19/10/2021		Unity Trust	218	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,042.00	208.40	1,250.40
219	Office Equipment	19/10/2021		Unity Trust	219	Heaters and timers for Parish (Odiham Hardware	Z	151.00		151.00
220	Benches and Noticeboards	19/10/2021		Unity Trust	220	Bench refurb - next to war Me	Gregory Property & Garden M	Z	220.00		220.00
221	Promotion of village	19/10/2021		Unity Trust	221	Printing updated Parish Map	HCC	S	308.00	61.60	369.60
222	Telephone and internet	19/10/2021		Unity Trust	222	Phones & broadband	BT	S	36.45	7.29	43.74
223	Book Exchange	19/10/2021		Unity Trust	223	Phones & broadband	BT	S	36.45	7.29	43.74
224	Training	19/10/2021		Unity Trust	224	Managing diff people training -	Mulberry & Co	S	50.00	10.00	60.00
225	Toilets - Power and rates	19/10/2021		Unity Trust	225	King St Toilets - water	Castle water	Z	231.80		231.80
226	Remembrance	19/10/2021		Unity Trust	226	Remembrance road closure sig	Alphabet Signs	S	110.00	22.00	132.00
227	IT Support and Back up	19/10/2021		Unity Trust	227	Trend Worry Free business sec	Connect Computer Consultan	S	69.00	13.80	82.80
228	IT Support and Back up	19/10/2021		Unity Trust	228	IT Support Oct	Connect Computer Consultan	S	135.00	27.00	162.00
229	IT Support and Back up	19/10/2021		Unity Trust	229	IT Support Nov	Connect Computer Consultan	S	135.00	27.00	162.00
230	Office Equipment	19/10/2021		Unity Trust	230	Photocopier rental	Ricoh	S	159.95	31.99	191.94
231	Community Grants	19/10/2021		Unity Trust	231	Grant Payment	Ryan Golesworthy	Z	200.00		200.00

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
232 Audit Fees	19/10/2021		Unity Trust	232	Interim Internal Audit	Lightatouch	Z	400.00		400.00
233 Staff Salaries	19/10/2021		Unity Trust	232	Staff Salaries - October 2021	Staff Salaries - October 2021	Z	3,517.93		3,517.93
234 Staff Salaries	18/10/2021		Unity Trust	234	Staff PAYE & NI - October 202	HMRC	Z	821.95		821.95
235 Staff Salaries	19/10/2021		Unity Trust	235	Staff Pensions - October 2021	Hampshire Pension Fund	Z	312.03		312.03
236 Employers' NI	19/10/2021		Unity Trust	236	Employer NI - October 2021	HMRC	Z	438.55		438.55
237 Pension Contribution	19/10/2021		Unity Trust	237	Employers Pension Cont - Oct	Hampshire Pension Fund	Z	939.68		939.68
238 IT Support and Back up	19/10/2021		Unity Trust	238	IT Support Sept	Connect Computer Consultan	S	135.00	27.00	162.00
239 Staff Salaries	19/10/2021		Unity Trust	239	Staff support - Oct 2021	Mary Harris	Z	376.40		376.40
240 Office Equipment	19/10/2021		Unity Trust	240	Clerk expenses - office supplie	Andrea Mann	X	50.28	2.00	52.28
Total								12,908.79	734.41	13,643.20