



**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 18th JANUARY 2022 COMMENCING AT 7.30pm**

12th January 2022

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.

- 153/21 To receive apologies for absence**
- 154/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- 155/21 Approval of Minutes**
To approve the minutes of the full Council meeting held on 16th November 2021 (133/21-152/21).
- 156/21 Chair's Announcements**
- 157/21 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.
- 158/21 Previous Committee Minutes**
To receive and NOTE the following minutes previously circulated to Members:
- Amenity Areas Committee held on 4th May.
- Finance Committee held on 20th July.
- Planning & Development Committees held on 17th November and 7th December 2021.
- 159/21 To consider Matters Arising from the Minutes not elsewhere on the agenda (pages 5-6)**
- 160/21 Councillor Co-option**
To co-opt a Councillor to fill the vacant Odiham ward from the three applicants: Leo Cornall, David Hawes and Helen Tyler.

Co-option should take place in accordance with OPC's [Casual Vacancy and Co-option Policy](#) and [Standing Orders \(Item 8\)](#).



161/20

Councillor Appointments following John Raw's Resignation

OPC appoints positions at the Annual Council meeting in May. John Raw's resignation has created the following vacancies which should be filled as soon as possible:

- i) Vice Chair to the Council who will hold office until the next Annual Council meeting 17th May 2022.
- ii) Chair of the Amenity Area Committee.
- iii) Vice Chair of the Finance Committee.
- iv) An additional member to the Staffing Committee.

162/21

Future of the Traffic & Transport Committee (pages 7-8)

To consider the Clerk's report which proposes abolishing the Traffic & Transport Committee.

163/21

Policy Reviews (pages 9-14)

To review the following policies as part of the rolling review programme (page 8):

- i) Scheme of Delegation – updated to reflect the potential impact of a new Covid variant (pages 9-11).
- ii) Staff Handbook – reviewed and proposed by the Staffing Committee 10.11.21 (pages 12-14).

164/21

Crownfields NP development site S106 agreement (emailed to Councillors separately) – if available in time for this meeting.

To note and accept the final terms and appoint two Councillors or one Councillor and the Clerk to sign the agreement, in accordance with [Standing Orders \(Item 23\)](#).

165/21

Licence to Odiham Society for use of The Parish Room, The Bury (pages 15-16)

- i) To agree, subject to OPC accepting The Bridewell freehold in item 166/21, a three year (minimum) licence to the Odiham Society for The Parish Room as set out in the Heads of Terms (pages 15-16).
- ii) To agree, subject to OPC accepting the Bridewell freehold in item 166/21, a list of Landlord archives, artifacts on load to the tenant, as shown in Licence Agreement, fourth schedule (attachment to follow).
- iii) To appoint two Councillors to sign the legal title in accordance with [Standing Orders \(Item 23\)](#). The full Licence agreement has been circulated to Councillors.

166/21

The Bridewell Freehold Transfer (Business Plan as separate attachment)

- i. To resolve to accept The Bridewell freehold from Hampshire County Council for £1.
- ii. To appoint two Councillors to sign the legal title in accordance with [Standing Orders \(Item 23\)](#).



- iii. To agree service and utilities contracts as shown in Appendix 9 of the Business Plan.
- iv. To delegate implementation of the above to the Clerk, in consultation with the Working Group where necessary.

This motion follows sixteen months' of research and dialogue with Hampshire County Council, community groups and service contractors. A full Business Plan has been circulated to all Councillors and an edited version is attached with this agenda, excluding contractual matters exempt under Schedule 12A of the Local Government Act 1972 Part 1.

167/21 Planning application

To consider the following planning applications received after the last Planning & Development Committee and due for decision before the next meeting which was due to take place on 25th January but is now re-arranged to 1st February*

- i) APPLICATION: 21/02711/FUL
ADDRESS: Farmhouse Palace Gate Farm Odiham Hook RG29 1JX
DETAILS: Removal of a wall, erection of a new section of wall and two timber gates.
[Link](#)
- ii) APPLICATION: 21/03241/FUL
ADDRESS: The Bell Ph The Bury Odiham Hook Hampshire RG29 1LY
DETAILS: Change of use of outbuilding into a two bedroom dwelling.
[Link](#)
- iii) APPLICATION: 21/03204/HOU
ADDRESS: 2 Albert Cottages Colt Hill Odiham Hook RG29 1AN
DETAILS: Replace existing patio doors with window and alterations to internal layout.
[Link](#)
- iv) APPLICATION: 21/03205/LBC
ADDRESS: 2 Albert Cottages Colt Hill Odiham Hook RG29 1AN
DETAILS: Replace existing patio doors with window and alterations to internal layout.
[Link](#)

Financial Matters

- 168/21 2022/23 Budget (pages 17-22)**
To consider and approve Odiham Parish Council's 2022/23 budget.
- 169/21 2022/23 Precept (pages 17-22)**
To consider and approve Odiham Parish Council's 2021/22 precept.



170/21

OPC's Annual Risk Assessment (pages 23-29)

To review and accept the Annual Risk Assessment. Revisions are shown in red.

171/21

Community Grants (page 30)

To consider two applications received as shown in the Deputy Clerk's agenda report, including arrangements for managing unspent 2021/22 Community Grants budget.

172/21

Meeting Tables

To consider expenditure of £684.69 from The Bridewell earmarked reserve to cover the cost of purchasing 4 x Gopak tables for use in the library room.

173/21

AV Meeting Equipment (page 31)

To consider delegating expenditure up to £1,200 from the IT earmarked to cover the cost of purchasing a webcam or similar for livestreaming meetings.

174/21

Date of next meeting

15th February 2022.

Confidential Matters

175/21

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.

176/21

Review of OPC's Property Portfolio (pages 32-34)

- i) To note the Clerk's progress report on the potential disposal of an OPC asset.
- ii) To agree boundaries in the plan produced by a land surveyor.
- iii) Subject to ii), to agree appointing Surrey Hills Solicitors to complete the Land Registration process with associated costs.

177/21

Draft Heads of Terms for The Odiham Book Exchange (page 35-36)

To review and agree draft heads of terms for Odiham Book Exchange for use of the Library Room and ante-room. Subject to approval, the draft will be forwarded to the Friends of Odiham Book Exchange CIC for consideration before producing the covering agreement.

178/21

Cemetery Land (page 37-39)

- i) To consider interest from a resident to purchase cemetery land.
- ii) To consider, in principle, granting a licence to a neighbouring property to create a single gate access from cemetery driveway through a hedge. All costs will be met by the property owner.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Sept 2021	86/21	Clerk	Change previous minutes from draft and add to website.	Complete
	92/21	Clerk	Promote draft Village Centre Action Plan on website & Facebook for public consultation. Include draft Village Centre Action Plan in Autumn newsletter for public consultation.	Complete Complete
	94/21	Clerk/Deputy Clerk	Report back to Council on measures to improve parking at front of the Bridewell.	On agenda
		Clerk/Deputy Clerk	Ensure all pending maintenance issues are resolved before freehold transfer complete & liaise with Councillors.	Ongoing.
	95/21	Clerk/Deputy Clerk	Add Climate Change webpage and list OPC's decision & actions.	Complete
		Clerk/Cllr AMc	Start developing draft Action Plan & invite all Councillors and interested community reps to input.	Complete
	96/21	Clerk	Secure Community Orchard project funding from Hart DC.	Complete
		Clerk/Deputy Clerk	Make arrangements to deliver Community Orchard project in line with timeline.	Complete
		Clerk/Deputy Clerk	Promote project to community in Autumn newsletter and completed project in Spring newsletter.	Complete
		Clerk	Ensure procedure & 2022 budget provision for ongoing maintenance.	Complete
	97/21	Clerk/Cllr PV	Receive feedback from Hart DC on suitable consultation for Conservation Area Appraisals.	Complete
		Clerk/Cllr PV	Add draft Conservation Area Appraisal to website and promote by Facebook.	Complete
		Clerk/Cllr PV	Include draft Conservation Area Appraisal in Autumn newsletter.	Complete
	98/21i	Clerk	Place order for 2 replacement noticeboards on the High Street.	Complete
		Clerk	Place order for preparing High St noticeboard backboard and installing new.	Complete
		Clerk	Complete works.	Complete
	98/21ii	Clerk	Place order for replacement noticeboard at North Warnborough.	Complete
		Clerk	Place order for installing new noticeboard North Warnborough.	Complete
		Clerk	Complete works.	Complete
	98/21iii	Clerk	Place order for bench maintenance - Chamberlain Gardens, War Memorial & rear of the quarry.	Complete
		Clerk	Complete works.	War memorial complete.
	98/21iv	Clerk	Place order for replacement tree in Odiham Cemetery.	Ordered.
		Clerk	Complete works.	
	98/21v	Clerk	Place order for Autumn hedge cutting Recreation Ground.	Complete
		Clerk	Complete works.	Complete
	98/21vi	Clerk	Research alternative options for hedge maintenance on Cemetery driveway before placing contact.	Complete
		Clerk	Place order for Autumn hedge cutting Cemetery driveway.	Complete
		Clerk	Complete works.	Complete
	98/21vii	Clerk	Research alternative options for hedge maintenance Cemetery lawn/Mildmay Court.	Complete
		Clerk	Report back options to October full Council.	Complete
	98/21viii	Clerk	Place order for 4 x replacement swing legs (to supersede order for 2 legs, already placed) at Chamberlain Gardens.	Complete
		Clerk	Complete works.	ETA 29.11.21 - outstanding
	98/21ix	Clerk	Place order to remove broken play equipment (Trailblazer) at Chapel Pond Drive and replace.	Complete
		Clerk	Complete works.	Part complete
	98/21x	Clerk	Place order for repairs to guttering King Street toilets.	Complete
		Clerk	Complete works.	Part complete - issue identified.
	98/21xi	Clerk	Place order for repairs to play areas.	Complete
		Clerk	Complete works.	Part complete
		Amenity Officer	Review outstanding play repair items.	
	100/21	Clerk/Deputy Clerk	Update website and circulation lists with Cllr G Ball & C Brown's appointment to committees.	Complete
	103/21	Clerk/Cllr DS	Contact R Goude to inform of OPC's decision to locate suitable site for 3 x compost bins Cemetery Meadow for trial period.	Complete
		Clerk/Cllr DS	Monitor project for H&S issues and success.	On hold.
	104/21	Clerk, Cllrs JW & PV	Set up payments and complete payment approval process.	Complete
	109/21	Clerk	Notify L Cornwall of OPC's decision to accept Bridewell plans, in principle.	Complete
		Clerk/Working Group	Set up Working Group to start drafting Vision Statement for Bridewell. Invite L Cornwall.	
		Clerk/Committee Chairs	Arrange Zoom discussion with Committee Chairs to review budgets & balances and consider any recommended virements.	Complete
	110/21	Clerk/Chair	Respond to OCC re expression of interest relating to OPC's Asset Portfolio.	Complete
		Clerk/Working Group	Continue research on OPC's Asset Portfolio in line with exempt filenote.	Ongoing.
Oct 21	113/21i	Clerk	Change previous minutes from draft and add to website.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	113/21ii	Clerk	Revise text as agreed in July minutes.	Complete
	118/21	Clerk	Add Cllr Coleman to Staffing Committee and add all committee memberships to website.	Complete
	119/21	Clerk	Respond to member of public with OPC's agreed response on aircraft noise data.	Complete
	120/21i	Clerk	Award contract to Larkstel for cemetery driveway hedge works.	Complete
			Complete works.	Complete
	120/21ii	Clerk	Award contract to Larkstel for cemetery lawn hedge works.	Complete
			Complete works.	Complete
	121/21	Clerk	Withhold part payment and seek reduction in HCC quarterly rental.	Complete
		Clerk	Progress enquiries with HCC re front curtilage.	Complete
	122/21i	Clerk	Add revised Financial Regs to website.	Complete
	122/21ii	Clerk	Add revised Reserves Policy to website.	Complete
	122/21iii	Clerk	Refer Internal Controls back to next meeting.	Complete
	125/21	Clerk	Complete BACS transfer to Cllr Fraser.	Complete
		Cllr AF	Complete purchase & distribution of Christmas vouchers.	Complete
	126/21i	Clerk	Complete virement from Chapel Maintenance to The Bridewell on Scribe.	Complete
	126/21	Clerk	Complete virement from unspent events' budgets to a new Queen's Platinum Jubilee budget on Scribe.	Complete
	127/21ii	Clerk	Promote Hart's Heritage book promotion on OPC's website & Facebook.	Complete
	130/21i	Clerk	Continue legal research on the potential disposal of an OPC asset.	Ongoing
	130/21ii	Clerk	Offer and complete process for the Chapel Cottage tenancy.	Complete
	131/21	Clerk	Develop clearer policy on residents & non-residents burial fees.	Complete
Nov 21	135/21	Clerk	Change previous minutes from draft and add to website.	Complete
	144/21	Clerk	Add 20 is plenty to T&T agenda 07.12.21.	Complete
	141/21	Clerk	Add Statement of Internal Controls and Code of Conduct to website.	Complete
	142/21	Clerk	Refer final Crownfields S106 agreement back to full Council for agreement.	
	143/21	Clerk	Add Environment and Climate Change working group ToR to website.	Complete. First meeting held.
		Cllr AMc/Clerk	Develop Climate Action Plan and present to full Council within 6 months - March 2022.	Underway
	145/21	Deputy Clerk	Book bands for Queen's Jubilee Street Party.	Complete
	146/21	Clerk, Cllrs RC & DS	Set up payments and complete payment approval process.	Complete
	151/21	Clerk	Forward draft papers for the Parish Room for consideration.	Complete
			Refer response back to full Council and questions to the working group.	On agenda
	152/21	Clerk	Implement new pay award for Clerk.	Complete



COPY OF REPORT PRESENTED TO T&T 07.12.21 BUT NOT DISCUSSED DUE TO INQUORATE MEETING

REPORT ON: Future of Traffic & Transport Committee

WRITTEN BY: Parish Clerk

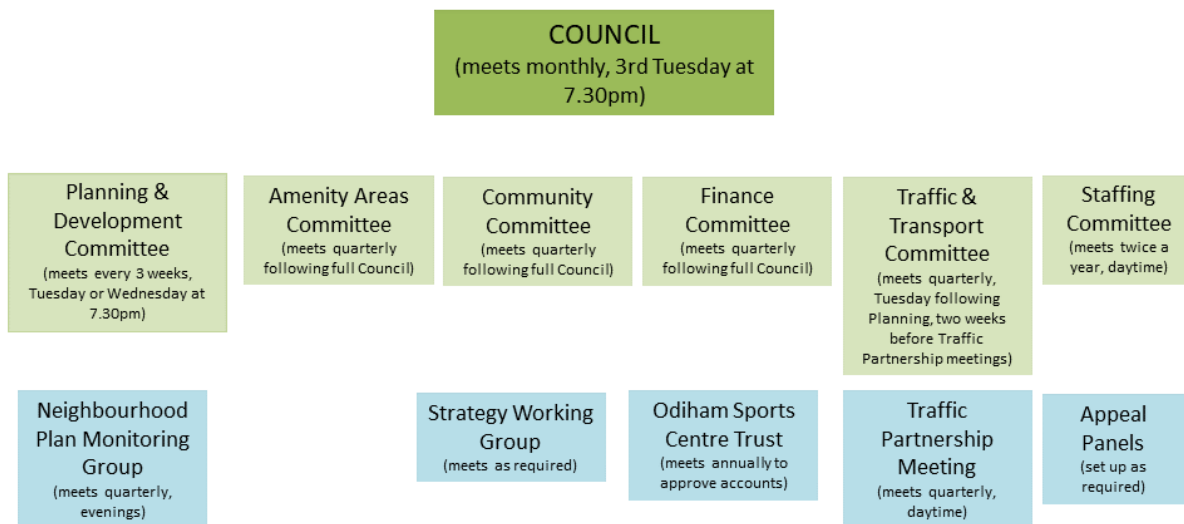
MEETING DATE: 18th January 2022

AGENDA ITEM: 162/21

Introduction

A local Council is permitted to delegate some of its functions, work and decisions to committees and, in line with the rules, OPC’s current committee structure was last reviewed and agreed in May, as follows:

Odiham Parish Council Committee Structure (agreed 4th May 2021)



The Traffic & Transport Committee has been a key Council committee for several years where local highways issues are discussed in detail and some later referred to the relevant authority through the Traffic Partnership group. However, more recently the Committee has seen a rise in direct referrals from residents but a reduction in the options available to remedy their concerns.

All levels of local government are facing stringent times and this is particularly pertinent for principal authorities who’s precept increases are capped at 2% (excluding social care). This trend is likely to be influencing OPC’s local voice on highways related matters. Hampshire County Council’s mission to “Balance the Budget to 2023” is widely reported and even though the most recent press release suggests HCC will “consider additional spending in the budget of a further £7 million in the maintenance of Hampshire’s roads” it is inevitable spending will be focussed on the highest priority issues.

<https://www.hants.gov.uk/News/04112021Balancingthebudgetto2023>



COPY OF REPORT PRESENTED TO T&T 07.12.21 BUT NOT DISCUSSED DUE TO INQUORATE MEETING

This report seeks a discussion on the effectiveness and constraints of the Traffic & Transport Committee and seeks agreement on the way forward which strives to:

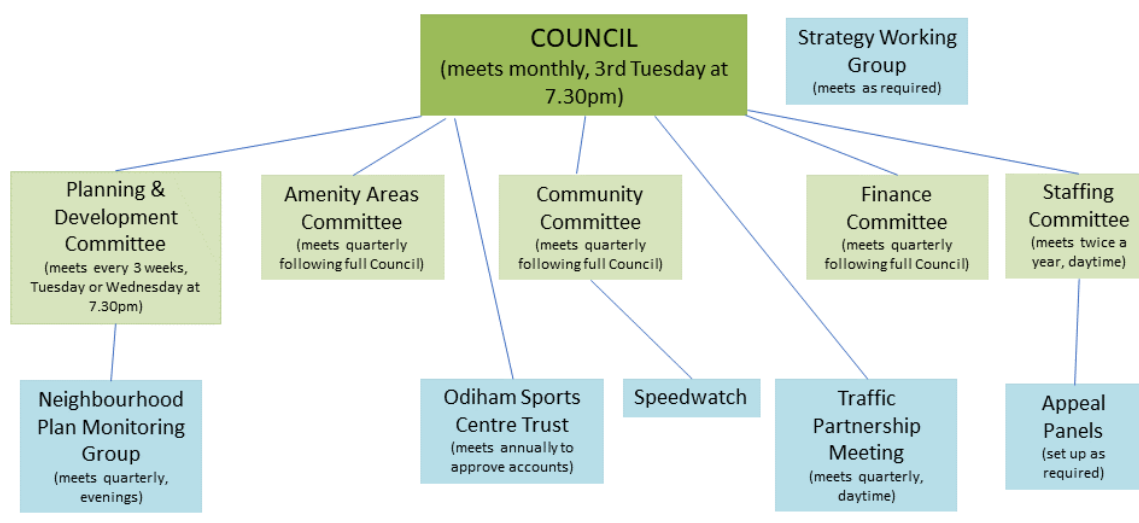
- Acknowledge residents' concerns on highways related issues.
- Provide a process for debating key issues and lobbying higher authorities to implement changes where required.
- Manage residents' expectations on the level of control available to OPC to make positive changes.
- Utilise OPC's minimal resources in the most efficient and effective way.

For consideration

- Full Council is permitted to discuss and agree any issue which falls under a committee's terms of reference.
- Council staff regularly take calls from members of the public and refer issues directly to HCC, HDC, the Police or register on www.fixmystreet.com.
- The Speedwatch project has been well received by residents and will soon see an increase in volunteers as soon as training takes place. This project would naturally sit with the Community Committee and an increase in volunteers will better support the group running independently in the future.
- The Traffic Partnership meeting appears to be working effectively and considered useful by Councillors and staff but future effectiveness will depend on commitment from all members of the group.
- Abolishing this committee will free up valuable meeting time for other work eg projects arising from the Environment and Climate Change working group and Village Centre Action Plan.
- Below is a suggested new structure:

Odiham Parish Council Committee Structure

(Suggested)



For decision

To agree whether to abolish the Traffic & Transport Committee, alternative arrangements for discussing local highways matters and when the new arrangements will take effect.



SCHEME OF DELEGATION

Adopted on 17.11.20

Reviewed on 14.12.21

Introduction

This Scheme of Delegation sets out the powers available to a Parish Council to delegate powers and the way in which OPC will utilise these powers in accordance with the law. This Scheme is not comprehensive as it is also subject to OPC's Standing Orders and Financial Regulations.

The power to delegate functions is set out in the Local Government Act 1972 s101. The Parish Clerk is defined as the Proper Officer who will carry out functions provided by the Local Government act 1972 and the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

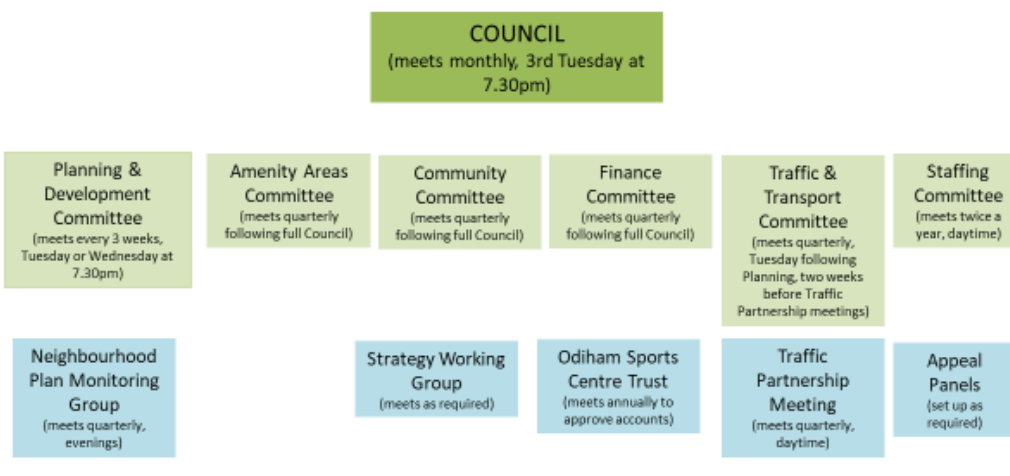
The intention of the delegation scheme is to allow OPC to act with all reasonable speed and take decisions at the most suitable level.

Therefore, the Parish Clerk is given powers over the day to day administration of the Council and Committees will determine matters within their terms of reference.

Any decisions taken under this Scheme of Delegation will, where possible, be taken in consultation with the relevant Council or Committee Chair and reported to the next available Council or Committee meeting.

OPC's Committee Structure (agreed ~~10th March 2020~~ 4th May 2021)

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Delegated Powers and Responsibilities to the Parish Clerk

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control.
- Overall responsibility for staff.

- Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council, but not requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine budget expenditure in accordance with the Financial Regulations and to manage timely transfer of funds between the Council's bank accounts to maintain adequate cash flow.
- Handling of requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations, in consultation with the Chair or Vice Chair.
- Updating and managing the content of the Council's website and Facebook account.
- Co-ordinating the content and publishing the Council's newsletters and press statements, in consultation with the relevant Chairs.
- Disposal of Council records according to legal restrictions and the Council's Document Retention Policy.
- Preparation and submission of comments to consultations or correspondence where the Council's policy stance is known.
- Preparation and submission of comments to Planning Applications where a deadline falls before the next available Planning & Development Committee and in consultation with the Committee Chair.
- Authority to liaise with 3rd parties and invite representatives to Council or Committee meetings which are of interest to agreed Council policies, services or projects.
- Take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent H&S matters, in consultation with the Chair/Vice Chair of the Council or relevant Committee.
- Authorisation to allow community organisations use of OPC's assets or facilities for activities which support the Parish, OPC's activities and services.

- Authority to deal with any Council matter during national crisis or emergency which prevents OPC from holding lawful Council meetings. Any decision will be taken in consultation with at least two Councillors, normally the Chair of the Council and the relevant Committee Chair. This authority does not extend to matters which must lawfully be decided by full Council.

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STAFF HANDBOOK

Adopted on ?????

Introduction

Odiham Parish Council (OPC) takes its role as an employer seriously and understands the importance of setting out clear policies and guidelines which apply to all staff. This Staff Handbook will be issued to staff when commencing employment, in addition to a personal "Statement of Particulars" (contract) and is intended to provide a useful reference document on policies and procedures which apply to all staff.

This Staff Handbook was prepared by the Staffing Committee and adopted by OPC on ???

Statement of Particulars (Contract)

All permanent appointments will be issued with a Statement of Particulars within one month of starting employment. This will, as a minimum, include:

1. Period of employment
2. Job title
3. Normal place of work
4. Reporting arrangements
5. Remuneration
6. Pay reviews
7. Hours of works
8. Termination of employment
9. Annual leave (with pay)
10. Sickness absence and sick pay
11. Pensions (where applicable)
12. Collective agreements
13. Health & safety
14. Disciplinary and dismissal procedure
15. Grievance procedure
16. Changes of terms of employment
17. Inventions and intellectual property
18. Computer equipment
19. Data protection
20. Deductions from salary
21. Declaration of entitlement to work in UK

Health & Safety

The health and wellbeing of staff and volunteers is considered as the highest priority by the Council and this commitment is evidenced by [the Health & Safety Policy Statement](#) which is regularly reviewed and published online.

All staff and volunteers must take responsibility for their own health and safety and not place themselves in any dangerous situations or take any action which may cause injury or harm. There is also a full [Health & Safety Policy](#) which applies to staff, Councillors and volunteers. It is essential all staff familiarise themselves with this and acknowledge in writing they have read and understood it.

Emergency Procedures

Emergency procedures in the office will be explained to you as close as possible to the first day of your employment.

The Health & Safety Policy and individual Statement of Particulars both include information on what to do if an emergency situation arises. But we cannot guarantee they include details of every emergency situation. All staff and volunteers are expected to respond to further instruction and respond reasonably should an unforeseen emergency situation arise. This may include a verbal instruction.

General

As a Parish Council, the Council must act in accordance with certain legislation, guidance and Council rules (policies). Whilst we do not expect every role to have an in depth knowledge, the following rules determine the way in which the Council operates and every member of staff should be aware they exist and refer to them before taking action:

[Standing Orders](#)

[Financial Regulations](#)

Insert Internal Controls

Safeguarding

Please refer to [Safeguarding Policy](#)

Training and Development

Please refer to [Training and Development Policy](#)

Privacy and General Data Protection Policy

[Data Protection Policy](#)

[Social Media and Electronic Communications Policy](#)

[Privacy Notice](#)

[Subject Access Request Policy](#)

All new staff are required to complete a [consent form](#) to confirm their consent to hold and process personal data in connection with their employment.

If things go wrong

Odiham Parish Council will do everything possible to avoid disputes and respond to issues raised in a reasonable and timely manner. Should you feel your line manager or Council has not listened to your immediate concerns, you should follow the process set out in the Disciplinary and Grievance Procedure (attached).

Parish Room – Heads of Terms v3

Proposed Form of Agreement – Licence

Tenant - The Odiham Society – sole tenant, cannot be assigned

Landlord – Odiham Parish Council

Date – 1st January 2022 (or on completion of the assignment of the Bridewell Freehold). Tenancy is not time limited

Term – minimum 3 years, followed by notice period

Notice Period – 6 months on either side

Premises – The Parish Room only. External areas as defined by the teak bollards to remain the responsibility of OPC.

Permitted Use – Meetings, administration, filing and archive storage, research, general equipment storage. Use as a Heritage Centre with changing exhibitions (at least 3 per year) open to the public. Tenant has access at all times. Open to the public on two half days per month, additional times by agreement with Landlord. Public not to be on premises unsupervised.

Tenant's Responsibilities –

- Pay Rent – a peppercorn
- To be responsible for Business Rates – 80% automatic charitable relief with potential for 20% discretionary relief (from April 2022)
- Pay for Electricity – for heat and light (from start date of Tenancy at Will)
- To be responsible for Insurance – Public Liability (minimum £5m cover) and Contents insurance (moveable items), to include any items stored in the North Chapel (from start date of Tenancy at Will)
- Pay for any Broadband and Telephone provision (none at present)
- To maintain interior areas and fixtures and fittings in good order, including new electrical installations and PAT testing
- To request permission for any material alterations/additions/external signage
- To pay for any damage caused to the interior of the building

Landlord's responsibilities:

- Property Insurance
- External Maintenance – walls, roof, windows, rainwater goods, bollards, gardens. An informal Condition Survey will be recorded at the start of the tenancy which records any defects or damage.
- Fire Safety provision - extinguisher servicing, signage, inspection
- Fixed electrical testing

Other :

Storage – space for cupboard/cabinet to be allocated in the North Chapel

Meetings – to be held in the Parish Room. If required meeting space can be pre-booked at the Bridewell and will be charged at the charity rate per hour

Parking – no parking on the paved areas external to the premises

Refuse – use of external bin at the Bridewell

OPC Heritage Assets – listed pictures etc. by agreement to be loaned / donated to the Tenant for safe keeping. A schedule will be agreed by both parties prior to occupancy.

Costs – each party to bear their own costs in setting up the Agreement

Access – Landlord can access for essential works by prior agreement and in an emergency



REPORT ON: 2022/23 Budget and Precept

WRITTEN BY: Parish Clerk

MEETING DATE: 18th January 2022

AGENDA ITEM: 168-169/21

Introduction

One of OPC's key annual tasks is setting the annual budget. Once the budget is agreed, this informs the level of precept required to support the delivery of the budget. This year, OPC must notify Hart DC (the charging authority) of the required precept by 19th January.

The recent history of OPC's budget and precept is shown below:

Year	Budget	Funded by			Price per Band D Property	Increase
		Income	Precept	Reserves		
2017/18	£183,116	£30,671	£132,507 (+2.29%)	£19,938	£60.32	-£4.14 -1.86%
2018/19	£174,150	£20,310	£136,722 (+3.22%)	£17,118	£60.32	0
2019/20	£197,221	£21,565	£165,656 (+12.17%)	£10,000	£72.46	£12.14 20.12%
2020/21	£187,502	£23,300	£164,202 (-0.89%)	0	£71.46	-£1.00 -1.39%
2021/22	£225,543	£23,200	£190,342.83 (+15.91%)	£12,000	£81.86	+£10.40 +14.55%

There are a number of influencing factors affecting the above variances, over and above the expected rise in running costs. Key points include:

- Reserves were used to supplement the precept from 2017-2020, a practise which isn't sustainable and gives a false impression of the level of precept required to support the budget. It was only possible to repeat this during 2021/22 due to budget underspends resulting from Covid.
- The budget is subject to price increases outside of OPC's control from external contractors, utilities and from higher tiers of local government. Eg:
 - o OPC manages a number of open spaces which are managed under contracts and re-tendered at least every 3 years.
 - o In 2021, Hart DC passed on the cost of local bin emptying to the parishes.
 - o During 2021, the rising cost of electricity increased OPC's budget for local street lighting.
- Before the 2019 elections, the Parish was fortunate to benefit from a high level of local S106 developer's contributions, held by Hart DC, which supported OPC's projects, eg playground and multi-use-games-area at the Recreation Ground and the refurbishment



of King St toilets. Remaining funds were spent during 2019 and there are currently none available.

- A new staff position was created in 2021 which accounted for approx 50% of the budget increase. This position increased staff hours to just over 2 full time employees and has allowed OPC to take on additional responsibility and start to deliver OPC's Strategic Plan.

Budget (168/21)

Following best practice, all Councillors and staff have been given the opportunity of inputting into the budget setting process - once the half year position was calculated, a Budget Workshop was held for all Councillors and the draft budget was reviewed by Councillors on two further occasions.

The following points are considered significant and have been taken into consideration:

- Some of the budgets for land & building management have been increased to a level which allows better maintenance of OPC's assets eg, hedge maintenance and play area replacement.
- Business rates are no longer chargeable on public toilets.
- OPC's ownership and management of The Bridewell. The closure of Odiham Library at the end of 2020 has created the opportunity of maximising community usage for local benefit but this also poses a real risk to OPC's office premises if OPC declines the freehold. Research concludes the cost of renting alternative offices were higher than the cost of supplementing Bridewell running costs.
- OPC's review of assets, as agreed by Councillors last year:
"Councillors acknowledged the rise in precept was not their preferred choice, especially considering the decline in the economic climate, but agreed it was necessary to preserve OPC's assets, fund a backlog of maintenance tasks and to continue supporting the community. The draft budget was accepted subject to the following conditions:
 - i) A review of OPC's assets be carried out within the following 12 months.
 - ii) OPC would research further potential funding streams to contribute towards OPC's to maintain assets and provide services."

The review is underway and has the potential to generate significant income to support capital projects but this will not be completed until later in 2022.

- The budgeted income for Chapel Cottage rental has reduced by £11,550 due to a short term tenancy.
- The Internal Auditors report October 2021 reads "The Council will need to carefully consider its budget and Precept setting for 2022/2023 as the purchase of the Bridewell will affect the financial health of the Council and there will need to be further consideration to ensure new income generation and future expenditure."



- Community grant applications will be underspent for the second year in a row which questions whether OPC can put the funds to better use, towards projects which will potentially benefit the wider community.
- There is no change to the Government's 2018-19 position confirming "the Government announced that it did not intend to set referendum principles for town and parish councils for three years. This was contingent on the sector taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint in the increases set by the sector."
<https://researchbriefings.files.parliament.uk/documents/SN05682/SN05682.pdf>

Principal authorities are required to cap precept increases @ 2% (5% for authorities with social care responsibility) but this rule does not extend down to parish & town councils. The lower tier of local government has been watching this closely for several years now and, whilst there is no current cap for parish/town councils, there is no guarantee this won't happen in the future.

We should also acknowledge the Pan Hampshire Prospectus
<https://democracy.hants.gov.uk/documents/s85084/2021-10-12%20COVID-19%20Appendix%20%20County%20Deal.pdf> currently being researched by Hampshire County Council. The future is uncertain but it is inevitable some changes will happen in the future and this may include passing increased responsibilities to parish/town councils.

For Decision:

- To consider approval of the draft 2022/2 budget as shown below and detailed on the following pages, acknowledging a one year suspension of the Community Grants to allow time for The Bridewell to increase income.**
- To approve the precept below to support the budget.**

Totals including Bridewell	Income	Expenditure	From reserves	Precept	Tax Base	Price per band D
	Budget	Budget				
2021/22	23,200.00	225,542.83	12,000.00	190,342.83	2325.223	81.86
2022/23 Proposed	52,150.00	262,561.50		210,411.50	2344.11	89.76
+/-	28,950.00	37,018.67	-12,000.00	20,068.67	18.89	£7.90
% +/-	124.78	16.41	-100.00	10.54		9.65

ODIHAM PARISH COUNCIL PROPOSED 2022/23 BUDGET

Code Title	2021-22 Income			2021-22 Expenditure				2022-23 Budget		2022-23 Budget with Bridewell management			2022/23 Notes
	Budget	To 24.11.21	End of year forecast	Budget	To 24.11.21	End of year forecast	Likely end of year virement request	Income	Expenditure	Income	Expenditure	Total with main budget	
General Account													
Expenditure:													
1005 Staff Salaries		4,327.00		66,113.14	43,226.78	85,000.00			66,400.00		3,500.00	69,900.00) £90k total reviewed and agreed by Staffing Committee
1010 Employers' NI				5,414.24	3,738.80				6,000.00			6,000.00)
1015 Pension Contribution				12,495.45	8,529.56				14,000.00			14,000.00)
1020 Travel				500.00	184.87	500.00			500.00			500.00	
1,025 Training				750.00	480.00	800.00			750.00			750.00	Virtual training likely to continue
1,030 Office Rental				5,500.00	1,375.00	4,336.12	1,163.88		1,500.00			1,500.00	Assumes freehold transfer complete end q3. Vire £1,500 to next year to cover 2021-22 service charge for Q1-3.
1,035 Rates				2,200.00	2,020.95	2,020.95			2,050.00	950.00		3,000.00	Assumes freehold transfer complete. Note sum correction.
1,040 Telephone and internet				1,200.00	705.70	1,303.25			2,100.00			2,100.00	Broadband £39.45 x 2 x 12. Cloud VOIP phones £87.95 x 12. Note assumes OPC funds library broadband.
1,045 Office Equipment				1,000.00	736.13	1,000.00			1,000.00			1,000.00	
1,050 IT, Support and Back up				4,500.00	1,916.52	4,500.00			4,500.00			4,500.00	Connect Comp 12 x £135, Office 365 Councillors £480, Office 365 additions 12 x 3 x £9.90, TSO Host £100, Trend £100, website £750. + £3 per user for Sharepoint. Allow IT equipment in library.
1,055 Postage and consumables				500.00	406.25	600.00			750.00			750.00	
1,060 Accounts Package				600.00		600.00			1,133.00			1,133.00	Request to install cemetery program £288 + set up £197. £288 per year thereafter. Normal Scribe package £648 per annum.
1,065 Bank Charges				400.00	69.50	250.00			400.00			400.00	Allow for Unity charge card
1,070 Audit Fees				1,500.00	1,258.33	1,600.00			1,500.00			1,500.00	
1075 Professional Costs				3,000.00	2,327.50	9,000.00			4,000.00		4,800.00	8,800.00	This includes Bridewell support
1080 Subscriptions				2,200.00	1,856.30	2,200.00			2,400.00			2,400.00	
1,085 Insurance				3,200.00	193.94	3,200.00			3,300.00		1,300.00	4,600.00	To include library fixtures & fittings
1,090 Election Expenses				1,000.00		0.00	1,000.00		1,500.00			1,500.00	Vire to EMR at end of year.
1,095 Civic hospitality				250.00	137.85	250.00			250.00			250.00	
1,100 Caretaking Equipment				0.00		0.00			250.00		250.00	500.00	
	0	4,327.00	0.00	112,322.83	69,163.98	117,160.32	2,163.88	0.00	114,283.00	0.00	10,800.00	125,083.00	
Income:													
1,500 Precept	190,342.83	190,342.84	190,342.83										
1,505 VAT													
1,510 Bank Interest	500.00	3.81	510.00					550.00					
1,515 S106 Income													
1,525 Other Income													
	190,842.83	190,346.65	190,852.83	0.00	0.00	0.00		550.00	0.00	0.00	0.00	0.00	
SUB TOTAL	190,842.83	194,673.65	190,852.83	112,322.83	69,163.98	117,160.32	2,163.88	550.00	114,283.00	0.00	10,800.00	125,083.00	
Amenity Areas													
Expenditure:													
47 Parish room - Caretaking				360.00	120.00	180.00			0.00			0.00	Assumes OdSoc use of room.
2,005 Chamberlain Gardens (SC Trust)				2,700.00	1,444.96	2,700.00			3,500.00			3,500.00	Underbudgeted 2021 as no tree works budgeted.
2,010 Cemetery maintenance				12,000.00	8,544.33	20,000.00			14,000.00			14,000.00	New contract 01.04.22 which includes hedge maintenance.
2,015 Cemetery rates and water				1,800.00	2,646.90	3,500.00			2,200.00			2,200.00	Rates underbudgeted 2021.
2,020 Cemetery electricity				200.00	157.34	232.00			250.00			250.00	
2,030 Memorial testing				1,500.00	660.00	660.00			0.00			0.00	
2,035 Other amenity area maintenance				4,000.00	2,193.66	4,500.00			5,000.00			5,000.00	Difficult to budget. Generally used for unforeseen expenditure.
2,040 Play areas				7,000.00	3,830.35	7,000.00			7,000.00			7,000.00	EOY estimate £7,149.42 with £149.42 from earmarked reserves. 2022-23 assumes Larkstel continue with playground inspections. Increased cuts from awarded contract.
2,050 Allotments - maintenance				700.00	351.25	700.00			800.00			800.00	
2,055 Allotments - water				160.00		160.00			160.00			160.00	
2,065 Tree works				3,500.00	1,435.00	2,500.00	1,000.00		3,500.00			3,500.00	Retain contingency.
2,070 Bin emptying				4,000.00	1,990.05	4,000.00			4,000.00			4,000.00	Retain contingency as additional items charged as extra. New bin needed next to tennis courts.
2,075 Benches and noticeboards				500.00	220.00	500.00			500.00			500.00	Ongoing bench maintenance.
2,080 Basingstoke Canal				6,450.00	4,036.00	4,036.00			4,100.00			4,100.00	Over budgeted 2021.
2,085 Broad Oak maintenance				500.00	500.00	500.00			500.00			500.00	
2,090 Commons Ranger				1,000.00	1,000.00	1,000.00			1,000.00			1,000.00	
2,095 Toilets - maintenance				5,450.00	89.00	450.00	5,000.00		1,000.00			1,000.00	2021 included provision to treat damp.

Code Title	Budget	To 24.11.21	End of year forecast	Budget	To 24.11.21	End of year forecast	Likely end of year virement request	Income	Expenditure	Income	Expenditure	Total with main budget	2022/23 Notes
2,100 Toilets - power and rates		1,272.45		2,200.00	1,964.56	900.00			1,000.00			1,000.00	Rates returned due to new legislation. No rates budget required 2022-23.
2,105 Toilets - cleaning				4,800.00	3,120.00	4,680.00			5,040.50			5,040.50	Includes £240.50 for 2 x sanitary and 1 x nappy bin.
2,110 Parish room - power and rates				800.00	450.67	580.00			0.00			0.00	Assumes OdSoc use of room.
2,115 Parish room - maintenance				1,000.00	135.10	1,000.00			1,000.00			1,000.00	Re-build EMR. OPC to retain external maintenance.
2,120 Chapel Cottage maintenance				1,200.00	349.15	600.00	600.00		500.00			500.00	
2,125 Estate Agent Fees				0.00					0.00			0.00	
2,135 Tree Survey				0.00					500.00			500.00	
New Bus shelter maintenance				250.00	0.00	0.00	250.00		250.00			250.00	
New The Bridewell - one off set up costs												725.00	
New The Bridewell - electricity											3,700.00	3,700.00	
New The Bridewell - gas											4,300.00	4,300.00	
New The Bridewell - water											185.00	185.00	
New The Bridewell - cleaning & materials											6,200.00	6,200.00	Includes cleaning, materials, window cleaning.
New The Bridewell - waste disposal											1,113.00	1,113.00	Includes refuse collection, confidential and hazardous waste.
New The Bridewell - H&S checks											1,325.00	1,325.00	Includes fire risk assessment, legionella, security and electrical testing.
New The Bridewell - maintenance											3,250.00	3,250.00	Includes boiler service, grounds maintenance and contingency.
New The Bridewell - income tenants										13,370.00		0.00	Includes MP and Police rent + service charge + OBE.
New The Bridewell - general & adhoc lettings										3,580.00		0.00	
												0.00	
	0.00	1,272.45	0.00	62,070.00	35,238.32	60,378.00	6,850.00	0.00	55,800.50	16,950.00	20,073.00	76,598.50	
Income:													
2,500 Chapel Cottage rent	12,600.00	12,125.00	12,600.00	0.00				1,050.00					** assumes 1 month occupancy only.
2,505 Burial fees	9,000.00	12,125.00	16,000.00	0.00				12,500.00					
2,510 Allotment rents	1000	850.00	1,000.00	0.00				1,000.00					
2,515 Allotment deposits	0.00			0.00									
2,520 Other income	100.00			0.00				100.00					
	22,700.00	25,100.00	29,600.00	0.00	0.00	0.00		14,650.00	0.00	0.00	0.00	0.00	
SUB TOTAL	22,700.00	26,372.45	29,600.00	62,070.00	35,238.32	60,378.00	6,850.00	14,650.00	55,800.50	16,950.00	20,073.00	76,598.50	
Community													
3,005 APA				150.00	0.00	100.00			250.00			250.00	
3,010 PR & Pub inc newsletter				4,000.00	1,515.25	4,000.00			4,000.00			4,000.00	Poss combine with 3030. Allow 2 x newsletter, 1 x map print run, 4 x Herald advertising, contingency.
3,015 Community Grants				7,000.00	3,830.00	7,000.00			7,000.00			0.00	Proposal to suspend for one year. To be reviewed during 2022.
3,030 Promotion of village				1,000.00	765.69	1,000.00			1,000.00			1,000.00	Poss combine with 3010
3,045 Citizens Advice				1,500.00	1,500.00	1,500.00			1,500.00			1,500.00	
3,055 Christmas Trees and Lights				750.00	361.00	600.00			900.00			900.00	
3,070 RAF Christmas Gifts				2,500.00	2,400.00	2,400.00			2,500.00			2,500.00	
3,075 Survey subscriptions				250.00	0.00	330.00			330.00			330.00	Survey Monkey subscription due end of year.
New Community awards									250.00			250.00	
New G Rothery Bequest												0.00	
Village Events												0.00	
3,025 Christmas Evening - InOdiham				2,500.00	2,500.00	2,500.00			2,500.00			2,500.00	
3,035 Carols in Bury				1,000.00	0.00	0.00			0.00			0.00	
3,040 Armed Forces Day				0.00	0.00	0.00			500.00			500.00	£2000 budget vired to QE jubilee. Suggest retaining budget with split £1,500 to Queen's Jubilee + £500 for Armed Forces flags.
3,050 Bi annual box cart race				0.00	0.00	0.00						0.00	
3,060 VE Day				0.00	0.00	1,000.00						0.00	Unspent, vired to QE jubilee. Remove code
3,065 Remembrance				200.00	160.00	900.00			1,000.00			1,000.00	Allow for road closure
Bands in the Bury - InOdiham				0.00	0.00	0.00			1,000.00			1,000.00	£1000 budget vired to QE jubilee
Flavourfest - InOdiham				0.00	0.00	0.00			1,000.00			1,000.00	£1000 budget vired to QE jubilee
Hanging Baskets - InOdiham				800.00	0.00	0.00	800.00					0.00	To be discussed. Note £800 remaining for 2021.
Spooktakula - Lions				1,000.00	1,000.00	1,000.00			1,000.00			1,000.00	
New Queen's Platinum Jubilee				4,000.00	0.00	2,000.00	2,000.00		1,500.00			1,500.00	£4,000 vired from event budgets. Bands estimated £2,000. Event aiming to break even.
	0.00	0.00	0.00	26,650.00	14,031.94	24,330.00	2,800.00	0.00	26,230.00	0.00	0.00	19,230.00	

Code Title	Budget	To 24.11.21	End of year forecast	Budget	To 24.11.21	End of year forecast	Likely end of year virement request	Income	Expenditure	Income	Expenditure	Total with main budget	2022/23 Notes
3,500 Community Income	0												
3,505 Jubilee Event sponsorship income								1,000.00					
New Queen's Platinum Street Party tickets	0												
	0	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	Note Eventbrite surcharge 3.5% + 49p per ticket. Event aiming to break even.
SUB TOTAL	0.00	0.00	0.00	26,650.00	14,031.94	24,330.00	2,800.00	1,000.00	26,230.00	0.00	0.00	19,230.00	
Planning													
Expenditure:													
4,010 NH Plan	0			0.00					0.00			0.00	
4,015 NW and Odiham CA Appraisals	0			4,000.00	3,600.00	4,000.00			150.00			150.00	10% due £900 = £400 from 2021 + £500 from EMR. Allow for several bound copies.
SUB TOTAL	0.00	0.00	0.00	4,000.00	3,600.00	4,000.00	0.00	0.00	150.00	0.00	0.00	150.00	
Traffic and Transport													
Expenditure:													
4,500 Lighting - energy costs	0			2,500.00	3,949.39	3,949.39			4,000.00			4,000.00	HCC charges increased
5,005 Lighting - Maint and admin	0			3,500.00	3,287.22	3,287.22			3,500.00			3,500.00	HCC charges increased
5,015 Sustainable Transport	0			0.00		0.00							
New Village Gateway	0			0.00		0.00		4,000.00	4,000.00			4,000.00	
SUB TOTAL	0.00	0.00	0.00	6,000.00	7,236.61	7,236.61	0.00	4,000.00	11,500.00	0.00	0.00	11,500.00	
Projects													
War Memorial (Phase 2)				1,000.00	1,000.00				500.00			500.00	Moved to EMR for expenditure in 2022.
Parish Room (upgrade wifi, screen & table)				1,000.00	0.00		1,000.00					0.00	Work pending. Note negative EMR. Move unspent to EMR at end of year.
Play Area Replacement				5,000.00			5,000.00		5,000.00			5,000.00	Align with code 2040 (Play Areas maintenance) at end of year so unspent maintenance vired to EMR.
Supporting the High Street				7,500.00		5,948.67	5,948.67					0.00	£2575 in EMR, £1871.33 outstanding for noticeboards. Village Centre Action Plan projects.
New - picnic benches									0.00			0.00	Large recycled plastic approx £750 each. Small recycled plastic with wheelchair from £385. Small metal & recycled plastic from £550. Subject to grant funding during 2022. To be reviewed again as part of 2022-23 budget setting.
New - Climate Action Plan									2,000.00			2,000.00	Biodiversity base line surveys £1,160. The Greening Campaign stage 1 printing costs estimated £250.
New - Burial plot provision									7,500.00			7,500.00	Allow £2,000 to extend burial lawn, £2,500 for 4 additional ashes beds in garden of remembrance and £3,000 large hedge running parallel with Reynteins View.
New - Bridewell works										15,000.00	15,000.00	15,000.00	In addition to EMR already held.
SUB TOTAL	0.00	0.00	0.00	14,500.00	1,000.00	5,948.67	11,948.67	0.00	15,000.00	15,000.00	15,000.00	30,000.00	
	213,542.83	221,046.10	220,452.83	225,542.83	130,270.85	219,053.60	23,762.55	20,200.00	222,963.50	31,950.00	45,873.00	262,561.50	

Totals excluding Bridewell	Income Budget	Expenditure Budget	From reserves	Precept	Tax Base	Price per band D
2021/22	23,200.00	225,542.83	12,000.00	190,342.83	2325.223	81.86
2022/23 Proposed	20,200.00	222,963.50		202,763.50	2344.11	86.50
+-	-3,000.00	-2,579.33	-12,000.00	12,420.67	18.89	4.64
% +/-	-12.93	-1.14	-100.00	6.53		5.67

Totals including Bridewell	Income Budget	Expenditure Budget	From reserves	Precept	Tax Base	Price per band D
2021/22	23,200.00	225,542.83	12,000.00	190,342.83	2325.223	81.86
2022/23 Proposed	52,150.00	262,561.50		210,411.50	2344.11	89.76
+-	28,950.00	37,018.67	-12,000.00	20,068.67	18.89	7.90
% +/-	124.78	16.41	-100.00	10.54		9.65

Odiham Parish Council – Annual Risk Assessment 2021/22

AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
Finance	Effective and secure Banking	High	<ul style="list-style-type: none"> Financial Regulations. Internal Controls. Reserves Policy. Investment Policy. Finance Committee. Scheme of Delegation. All payments presented to full Council on a payments listing with 2 Councillors appointed to approve. Online banking with 2 Councillors appointed to complete the payment process. Funds held are spread across multiple accounts. Insurance cover for loss of money “in transit”, in the private residence of employee, in OPC’s premises. 	<ul style="list-style-type: none"> RFO monthly review of bank statements. Quarterly Finance Committee reporting and reviews. Annual review of Financial Regulations or following NALC updates or changes in legislation. Regular review of Internal Controls. All accounts reconciled with the finance package on a monthly basis, reviewed by Council, 2 Councillors appointed to sign then signed by the Chairman. Quarterly review of financial records by full Council. Signatories agreed and agreed by full Council annually. Internal Audit. External Audit.
	Loss of income or need to provide essential services upon critical damage, loss or non-performance of third party.	Medium	<ul style="list-style-type: none"> Reserves Policy. All contractors involved with contracts in excess of £500 to provide proof of public liability cover. 126 months lease for Chapel Cottage. Waiting list held for allotments. 	<ul style="list-style-type: none"> General reserves held equating to 6 months running costs. Insurance policy reviewed annually. Staff to source evidence of insurance and risk assessments for all contracts in excess of £500. Regular reviews of services and contracts by staff and committees. <u>Loss of Chapel Cottage income is reflected in annual budget setting process.</u>
	Effective and secure Investments	Medium	<ul style="list-style-type: none"> Investment Strategy. Finance Committee. Internal Audit. 	<ul style="list-style-type: none"> Quarterly Finance Committee reviews and recommendations. Follow Investment Strategy when making investments - investments deposited across multiple accounts to minimise risk. All accounts reconciled and reviewed by RFO on a monthly basis. Keep each investment fund/account below the FSCS limit. Follow Internal Auditor’s advice.

AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
	Loss of cash through theft or dishonesty	Medium	<ul style="list-style-type: none"> • Fidelity Guarantee insurance covering employees, key personnel, Councillors and volunteers & reviewed for value of any funds store. • Online banking. • Minimal cash handling. • Finance Committee. 	<ul style="list-style-type: none"> • Encourage BACS or cheque payments wherever possible. • BACS payments set up by RFO then need to be authorised by 2 Councillors. • RFO completes monthly bank reconciliations. • Finance Committee reviews quarterly bank reconciliations and payments listing. • Obtain references for all Staff (insurance requirement). • Quarterly payments listing published on website • Finance Chair, Internal Auditor and Deputy Clerk have viewing rights to Scribe.
	Failure to comply with HMRC regulations	Medium	<ul style="list-style-type: none"> • VAT returns submitted by Tax Digital. • Quarterly VAT returns through the financial package. • HMRC helpline for advice. • Internal Audit. • External Audit. • RFO Staff training where required. 	<ul style="list-style-type: none"> • Use HMRC helpline when necessary or ask accountant for advice. • Registered for Tax Digital and submit quarterly VAT returns through the finance package. • Payroll is calculated and submitted on HMRC Payroll. • VAT returns are reconciled with all bank accounts and reported to Finance Committee quarterly and full Council annually.
	Failure to keep track of spending	High	<ul style="list-style-type: none"> • Use of Scribe accounting package. • RFO. • Finance Committee. • Financial Regulations for procurement. 	<ul style="list-style-type: none"> • Invoices entered into Scribe and reconciled with bank statements monthly. • Monthly budget position reports reviewed by RFO. • Quarterly budget position reports reviewed by Finance Committee. • Half year position reviewed by Finance Committee and end of year position forecasted. • Finance Chair, Internal Auditor and Deputy Clerk have viewing rights to Scribe.
	Adequate budgeting and annual precept to cover the Council's operations	Medium	<ul style="list-style-type: none"> • Comprehensive budget preparation. • Budget Workshop for all Councillors and Staff. • Strategic Plan. • Asset Register. • Finance Committee. • Internal Audit. • Training and CPD for staff and Councillors to understand required expenditure arising from changes in legislation 	<ul style="list-style-type: none"> • Full review of half year position by Finance Committee. • Draft budgets to be prepared in accordance with the financial regulations and reviewed by Finance Committee prior to the full Council meeting in January. • Budget and proposed precept to be approved together at the January meeting. • Expenditure against the budget reviewed by Finance Committee on a quarterly basis.

			and OPC's liabilities. <ul style="list-style-type: none"> Earmarked Reserves listing held on Scribe. 	<ul style="list-style-type: none"> General reserves and earmarked reserves reviewed by Finance Committee on a quarterly basis. <u>Annual review of OPC's subscriptions and contracts.</u>
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
				<ul style="list-style-type: none"> 2 reviews of Strategic Plan per year including a review prior to the budget setting process. Ensure method of keeping up-to-date with changes in sector legislation and costs in services. Regular review of service contracts. Annual review of OPC's charging policy.
	Complying with borrowing restrictions	Low	No borrowing at present.	
Security	Buildings	Medium	<ul style="list-style-type: none"> Buildings insurance. Asset register. Buildings security considered as a high priority. Manage number of key holders. 	<ul style="list-style-type: none"> Annual review of insurance. Annual review of asset register. Minimise key holders (<u>check limits with insurer</u>). Record when keys are borrowed & returned. Open premises for contractors wherever possible rather than giving the key directly. HCC manage main building where OPC office is based. <u>Clerk to notify insurer of every asset addition and deletion at time of acquisition or disposal.</u>
	Theft	Medium	<ul style="list-style-type: none"> Contents insurance cover for Office. Internal offices and cabinets locked. Minimal equipment stored in Parish Room. No cash stored in office. 	<ul style="list-style-type: none"> Annual review of insurance. Annual review of risk assessment. <u>Secure premises as a high priority, eg repair broken locks immediately.</u> <u>Internal offices and cabinets locked.</u> <u>Minimal equipment stored in Parish Room.</u> <u>No cash stored in office.</u>
Assets	Protection of physical assets	Medium	<ul style="list-style-type: none"> Assets Register. Insurance cover for buildings and play equipment. Land registered with Land Registry. Inspections regime. 	<ul style="list-style-type: none"> Annual review of insurance. Annual review of asset register. New items added to asset register and insurance policy in a timely manner. Regular inspections of assets.
	Maintenance of buildings	Medium	<ul style="list-style-type: none"> Buildings maintenance programme. 6 monthly visual inspection programmes (to be 	<ul style="list-style-type: none"> Amenity Areas Committee reviews inspection programme at 6 monthly intervals.

			<ul style="list-style-type: none"> instigated). Adequate budget provision and earmarked reserves. 3 yearly review/evaluation/evaluation of assets (due). 	<ul style="list-style-type: none"> Amenity Areas Committee to consider rolling R&M programme as developed and researched by staff following 3 years assets review.
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
	Maintenance of play areas	High	<ul style="list-style-type: none"> Compliance with RoSPA guidelines. Annual, independent inspection by a registered play inspector. Adequate R&M programme. Adequate budget provision and earmarked reserves. 	<ul style="list-style-type: none"> All play areas are inspected monthly by staff and grounds contractors also report identified issues Quarterly review of inspection records by Amenity Committee. Respond to medium and high risk issues as identified.
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Ensure adequate budget provision when setting budget. Build earmarked reserve for low priority issues and complete replacements in accordance with anticipated life of equipment.
Legal	Public Liability	High	<ul style="list-style-type: none"> Insurance cover for public liability and Hirers Liability. Proper and effective compliance with H&S – H&S Policy. Proper R&M of OPC's assets. All H&S matters considered as a high priority. Clerk acts as Responsible H&S Officer. H&S training for staff and Councillors. Risk Assessments. Tree Inspection Policy. 	<ul style="list-style-type: none"> Annual review of insurance by full Council. Risk assessments carried out and reviewed when required. Annual check of 3rd party insurance hirers by Staff. Ensure leaseholders (tennis club, bowls club and Leapfrogs) have own insurance. Ensure all contractors have adequate insurance. Ensure landlord of Bridewell has adequate insurance. Staff to obtain risk assessments and insurance for contracts over £500 and method statements for large projects. Regular liaison with HCC re Bridewell building. High risk H&S matters to be reported to full Council and actioned asap. Training schedule (to be developed) regularly reviewed by Clerk and Staffing Committee. Annual review of H&S Policy or following significant change in legislation or circumstances.
	Employer Liability	High	<ul style="list-style-type: none"> Compliance with Employment law. Compliance with H&S at Work Act 1974 and Management of Health & Safety at Work Regulations 1999 + other specific, relevant H&S legislation. Compliance with Equality Act 2010. Essential Employment Law training for Staffing 	<ul style="list-style-type: none"> Staffing Committee and line managers to seek professional advice wherever possible. Urgent employment law matters to be reported to Staffing Committee or full Council (whichever is most suitable and minimising any disclosure of personal data). High risk H&S matters to be reported to Staffing Committee

			<p>Committee, Clerk and any other member of staff with line management responsibilities.</p> <ul style="list-style-type: none"> • Separate Staffing Committee. • Health & Safety Policy. • HALC desktop support. • Employers Liability Insurance. • Legal insurance cover. • Fidelity guarantee insurance cover. 	<p>or full Council (whichever is most suitable & minimising any disclosure of personal data).</p> <ul style="list-style-type: none"> • Training schedule (to be developed) regularly reviewed by Clerk and Staffing Committee. • Annual review of insurance. • Annual review of H&S Policy or following significant change in legislation or circumstances.
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AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
	Acting lawfully	Medium	<ul style="list-style-type: none"> • Training and CPD for Staff and Councillors. • Compliance with key sector legislation (this list is not exhaustive): <ul style="list-style-type: none"> • Local Government Acts 1972 and 2003 and Misc Provision 1974. • Local Government Finance Act 1988. • Localism Act 2011. • Local Audit and Accountability Act 2014 & Smaller Authorities Regulations 2015. • Local Authorities Cemeteries Order 1977. • GDPR 2018. • Equality Act 2010. • Sound and reliable sources of advice – eg HALC, NALC & SLCC. • Legal expenses insurance cover. • Fidelity guarantee insurance cover. • Libel & slander insurance cover. • Scheme of Delegation. • Monitoring Officer. 	<ul style="list-style-type: none"> • Annual review of Standing Orders. • Annual review of Financial Regulations. • Ensure all Councillors have completed DPI forms and review annually. • Regular review of Code of Conduct including review against national model and local district. • The appointment of suitably qualified and experienced staff. • Training schedule (under development) regularly reviewed by Clerk and Staffing Committee. • Clerk to advise Council on acting within legal powers and complying with relevant legislation. • Clerk (or committee with delegated authority) to obtain advice where required. • Clear policies on how OPC will comply with legislation. • Council decisions to be clearly minuted including decision, value and power to act (should OPC lose the General Power of Competence). • Promote transparency by publishing as much Council business as possible on OPC's website. • Membership of ICO. • Report corporate breaches to Monitoring Officer.
	Loss of key staff	Medium	<ul style="list-style-type: none"> • Business Continuity Plan. • Appropriate notice periods in staff contracts. • Comprehensive records and reports. • IT back-up. 	<ul style="list-style-type: none"> • Regular review of continuity plan. • Succession planning. • Staff annual leave does not impact on business continuity. • Proper handover and induction plans with staff changes.
IT & Council Records	Loss of paper records	Medium	<ul style="list-style-type: none"> • <u>Data Retention Policy.</u> • <u>Secure areas on Council server, password protected.</u> • Council records are stored either on paper, electronically or both in the parish office. • Internal office doors and filing cabinets are locked. • Papers are filed in fireproof cabinets wherever possible. • Some historic records are held offsite in the North Chapel or Hampshire Archives. 	<ul style="list-style-type: none"> • Regular review of Data Retention Policy. • Regular clean up in office. • Staff to ensure premises are secured. • Staff to minimise paper clutter. • Staff to back-up important documents.

AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
	Threat of IT failure or theft	High	<ul style="list-style-type: none"> All data is stored in the cloud. All data stored on the OPC server is backed up weekly. The back-up disk is stored off-site. Office laptops are stored off-site. Passwords are recorded and stored securely. 	<ul style="list-style-type: none"> External IT support ensures successful back-ups. Staff to protect passwords. Consider IT upgrades at regular intervals. Ensure all devices have anti-virus software. Move key project files on Sharepoint (from March 2022).
Business Continuity	Loss of staff or services due to extreme weather, fire, terrorism, widespread electricity loss, pandemic virus or industrial accident.		<ul style="list-style-type: none"> Business Continuity Plan. Scheme of Delegation. Insurance. Membership of HALC. Clerk membership of SLCC. Risk Assessments National and local news. 	<ul style="list-style-type: none"> Regular review of Business Continuity Plan. Regular review of Scheme of Delegation. Regular dialogue between staff. Regular training of staff. Regular dialogue with Councillors. Timely risk assessment of new threats, eg Covid. Staff to follow national rules and local guidelines to ensure OPC can respond.
	Inability to make lawful Council resolutions due to national crisis.		<ul style="list-style-type: none"> Scheme of Delegation. 	<ul style="list-style-type: none"> Regular review of Scheme of Delegate.

Reviewed and approved at OPC meeting held on: ~~15-14~~ December ~~2020-2021~~

Signed by the Chairman: _____



REPORT ON: Grant Applications

WRITTEN BY: Deputy Parish Clerk

MEETING DATE: 18th January 2022

AGENDA ITEM: 171/21

Introduction

Two Community Grant applications have been received for the second Community Grant deadline for applications at the end of December 2021. Full applications have been forwarded to Councillors separately for Councillors to consider.

In total for the second round of applications a total of £435 grant funding has been requested. The total budget for Community Grants allocated for 2021-22 is £7,000. In the first round of applications in June 2021 £3070 was allocated. The balance of the community grant budget is £3930.

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?
Odiham Society	£385	£2000-£3000	Subject to agreement with OPC that the Odiham Society will move to the Parish Room to purchase a disabled ramp, bell and sign to enable public access to the Parish Room when open for exhibitions.	Members of the Community and visitors to Odiham	
Victim Support	£50		To purchase security items from families such as personal alarms, dummy CCTV, window and door alarms.	Last year Victim Support supported approximately 86 Odiham residents.	

A third expression of interest was received after the closing date but gave no details of the purpose of the grant request or indication that the application was ready.

For Decision

1. Agree to award grants as requested.
2. Agree for the remaining community grant budget to be allocated either to general reserves or to earmarked reserves for community grants for use in 2022/23.



REPORT ON: AV Meeting Equipment

WRITTEN BY: Parish Clerk

MEETING DATE: 18th January 2022

AGENDA ITEM: 173/21

Introduction

The requirement to hold face-to-face Council meetings is set out and explained in the Local Government Act 1972. The Coronavirus Act 2020 virtual meeting Regulations permitted virtual meetings for one year but these Regulations were not extended past May 2021.

Many people and organisations in the sector campaigned for an extension and a Government's consultation followed in the Summer 2021, which OPC responded to showing support. Campaigning continues but any change will require primary legislation so will inevitably take time.

During Covid, many Councils started to livestream Council meetings. OPC meetings accepted members of the public to Zoom meetings – with over 80 attendees on the Annual Parish Assembly meeting - but does not currently have the equipment to livestream a physical meeting.

Live streaming ensures that anyone in the community with an interest in a local issue can tune into meetings and stay informed. It's more convenient to join a meeting from home and people believe this increases accessibility and transparency. Another benefit is in a reduction in car journeys with less impact on the environment.

Further guidance is available at: <https://www.local.gov.uk/our-support/guidance-and-resources/online-and-hybrid-meetings/video-audio-platforms>

Recommendation

For OPC to start livestreaming meetings to residents using the Zoom subscription. Note that Councillors will not be able to join debates or vote if listening online.

There are many different products on the market and research is ongoing but here is an example of a product recommended by other Clerks:

[Meeting Owl Pro \(owllabs.com\)](https://www.owllabs.com) @ £1,199

Existing staff laptops can be used using the Library room wifi, hard wired if necessary.

There is currently £3,371 in the IT earmarked reserve.

For Decision:

- i) To agree whether OPC should start to livestream Council meetings.
- ii) To agree expenditure delegation to the Clerk up to £1,200.