



**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 18<sup>th</sup> JANUARY 2022 AT 7PM**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

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*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.*

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12<sup>th</sup> January 2022

*Andrea Mann* Parish Clerk

**F26/21 To receive apologies for absence**

**F27/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

**F28/21 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.

**F29/21 Approval of Minutes**

To approve the minutes of the Finance Committee meeting held on 19<sup>th</sup> October 2021 (F14/21-F25/21).

**F30/21 October-December Bank Reconciliations (page 3-5)**

To approve the October, November and December bank reconciliations to be signed by the Committee Chair.

**F31/21 Quarter 3 Payments Listing (pages 6-9)**

To review and accept the 2021/22 Quarter 3 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.

**F32/21 Quarter 3 Budget and Position (pages 10-13)**

To review and accept the Quarter 3 2021/22 budget position, noting the Clerk's end of year budget forecast calculations.



- F33/21**      **Quarter 3 Balances and Earmarked Reserves (pages 14-16)**  
To review and note the 2021 Quarter 3 balances and reserves, noting the comments in the Clerk's covering report.
- F34/21**      **Banks and investments**  
Verbal update from the Clerk on the status of changing bank mandates and setting up a new account.
- F35/21**      **December 2021 to January 2022 Payments**  
To approve the payments listings for December 2021 and January 2022 and appoint two Councillors with signatory rights to complete the payment process.  
(This listing will be circulated to Councillors by email before the meeting).
- F36/21**      **Draft 2022-23 Budget**  
To review the draft budget (circulate to Councillors) and agree to make recommendation to full Council.
- F37/21**      **Next meeting**  
19<sup>th</sup> April 2022.

## Odiham Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/10/2021</b>		
	Cash in Hand 01/04/2021		207,795.62
	<b>ADD</b>		
	Receipts 01/04/2021 - 31/10/2021		225,694.67
			433,490.29
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 31/10/2021		136,619.50
<b>A</b>	<b>Cash in Hand 31/10/2021</b> (per Cash Book)		<b>296,870.79</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/10/2021	2.94
	Hampshire Trust Bank	31/10/2021	50,000.00
	Lloyds 30 days notice account	31/10/2021	3,523.78
	Unity Trust	31/10/2021	141,928.69
	Lloyds Treasurer's Account	31/10/2021	39,392.80
	Lloyds Money Market	31/10/2021	62,022.58
			<b>296,870.79</b>
	Less unrepresented payments		
			296,870.79
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>296,870.79</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/11/2021</b>		
	Cash in Hand 01/04/2021		207,795.62
	<b>ADD</b>		
	Receipts 01/04/2021 - 30/11/2021		231,460.14
			439,255.76
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 30/11/2021		157,884.65
<b>A</b>	<b>Cash in Hand 30/11/2021</b> (per Cash Book)		<b>281,371.11</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/11/2021	2.94
	Hampshire Trust Bank	30/11/2021	50,500.00
	Lloyds 30 days notice account	30/11/2021	3,523.81
	Unity Trust	30/11/2021	125,928.44
	Lloyds Treasurer's Account	30/11/2021	39,392.80
	Lloyds Money Market	30/11/2021	62,023.12
			<b>281,371.11</b>
	Less unrepresented payments		
			281,371.11
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>281,371.11</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/12/2021</b>		
	Cash in Hand 01/04/2021		207,795.62
	<b>ADD</b> Receipts 01/04/2021 - 31/12/2021		235,100.70
			442,896.32
	<b>SUBTRACT</b> Payments 01/04/2021 - 31/12/2021		184,931.56
<b>A</b>	<b>Cash in Hand 31/12/2021</b> (per Cash Book)		<b>257,964.76</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/12/2021	2.94
	Hampshire Trust Bank	31/12/2021	50,500.00
	Lloyds 30 days notice account	31/12/2021	3,523.84
	Unity Trust	31/12/2021	102,589.65
	Lloyds Treasurer's Account	31/12/2021	39,392.80
	Lloyds Money Market	31/12/2021	62,023.65
			<b>258,032.88</b>
	Less unrepresented payments		68.12
			257,964.76
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>257,964.76</b>
	<b>A = B Checks out OK</b>		

**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
205	Office Rental	19/10/2021		Unity Trust	205	Parish Office rent	HCC	Z	512.50		512.50
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 Tri	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 - De	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	PR & Pub inc newsletter	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	G Rothery Grant	Ryan Golesworthy	Z	200.00		200.00
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	3,517.92		3,517.92

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
234	18/10/2021		Unity Trust	234	Staff PAYE & NI - October 202	HMRC	Z	821.95		821.95
235	19/10/2021		Unity Trust	235	Staff Pensions - October 2021	Hampshire Pension Fund	Z	312.03		312.03
236	19/10/2021		Unity Trust	236	Employer NI - October 2021	HMRC	Z	438.55		438.55
237	19/10/2021		Unity Trust	237	Employers Pension Cont - Oct	Hampshire Pension Fund	Z	939.68		939.68
238	19/10/2021		Unity Trust	238	IT Support Sept	Connect Computer Consultan	S	135.00	27.00	162.00
239	19/10/2021		Unity Trust	239	Staff support - Oct 2021	Mary Harris	Z	376.40		376.40
240	19/10/2021		Unity Trust	240	Clerk expenses - office supplie	Andrea Mann	X	50.28	2.00	52.28
241	22/10/2021		Unity Trust	241	Extravaganza (Christmas even	InOdiham	Z	1,500.00		1,500.00
242	04/11/2021		Unity Trust	242	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
243	04/11/2021		Unity Trust	243	Electricity - South Chapel	SSE	S	56.06	11.20	67.26
244	26/10/2021		Unity Trust	244	Outdoor leaflet dispensers	Direct Shopfittings	S	43.69	8.75	52.44
245	04/11/2021		Unity Trust	245	Leaflet dispensers (indoor)	Viking	S	41.47	8.29	49.76
246	04/11/2021		Unity Trust	246	Donation to Poppy Appeal	RBL	Z	50.00		50.00
247	04/11/2021		Unity Trust	247	Green waste fee for Lengthsm	Premier Grounds & Garden M	S	50.00	10.00	60.00
248	04/11/2021		Unity Trust	248	Newsletter Distribution	The Extra Mile	Z	165.75		165.75
249	04/11/2021		Unity Trust	249	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
250	04/11/2021		Unity Trust	250	Newsletter Printing	IC Printing Services	Z	775.00		775.00
251	04/11/2021		Unity Trust	251	Doorbell, newsletter stamps &	A Mann Expenses	S	10.88	1.33	12.21
252	04/11/2021		Unity Trust	252	Key cutting new cemetery pos	S Jones	Z	36.00		36.00
253	04/11/2021		Unity Trust	253	Office stationery	Viking	S	106.63	12.03	118.66
254	04/11/2021		Unity Trust	254	Phones & broadband	BT	S	284.52	48.90	333.42
255	16/11/2021		Unity Trust	255	Fruit trees	Southern Fruit Trees	Z	1,435.00		1,435.00
256	16/11/2021		Unity Trust	256	Cemetery Grounds Maintenanc	Nigel Jeffries Landscapes	S	1,447.00	289.40	1,736.40
257	16/11/2021		Unity Trust	257	Security bollard at cemetery	Gregory Property & Garden M	Z	165.00		165.00
258	16/11/2021		Unity Trust	258	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
259	16/11/2021		Unity Trust	259	Security Alarm contract Chape	Crime Detection Systems	S	42.15	8.43	50.58
260	16/11/2021		Unity Trust	260	Grounds Maintenance October	Larkstel Ltd	S	281.91	56.38	338.29
261	16/11/2021		Unity Trust	261	Grounds Maintenance October	Larkstel Ltd	S	422.50	84.50	507.00
262	16/11/2021		Unity Trust	262	Grounds Maintenance October	Larkstel Ltd	S	328.39	65.68	394.07
263	16/11/2021		Unity Trust	263	Grounds Maintenance October	Larkstel Ltd	S	199.16	39.83	238.99
264	16/11/2021		Unity Trust	264	Grounds Maintenance October	Larkstel Ltd	S	56.00	11.20	67.20
265	16/11/2021		Unity Trust	265	Grounds Maintenance October	Larkstel Ltd	S	54.33	10.87	65.20
266	16/11/2021		Unity Trust	266	Memorial Testing	Larkstel Ltd	S	660.00	132.00	792.00
267	16/11/2021		Unity Trust	267	Cemetery training for Deputy (	Institute of Cemetery & Cren	S	135.00	27.00	162.00
268	16/11/2021		Unity Trust	268	Electricity - street lights	HCC	S	3,287.22	657.45	3,944.67
269	16/11/2021		Unity Trust	269	Broadband	BT	S	39.45	7.89	47.34
270	15/11/2021		Unity Trust	270	Broadband	BT	S	39.45	7.89	47.34
271	16/11/2021		Unity Trust	271	Repair to new bollard at cemel	Gregory Property & Garden M	Z	75.00		75.00
272	16/11/2021		Unity Trust	272	Odiham Common & Broad Oak	Hart DC	Z	1,000.00		1,000.00

## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
273	Broad Oak Maintenance	16/11/2021		Unity Trust	272	Odiham Common & Broad Oak	Hart DC	Z	500.00		500.00
274	Toilets - Power and rates	16/11/2021		Unity Trust	274	Electricity - King St Toilets	nPower	L	31.31	1.57	32.88
275	Staff Salaries	16/11/2021		Unity Trust	275	Locum Admin support	Mary Harris	Z	280.70		280.70
276	Travel	16/11/2021		Unity Trust	276	Mileage HALC AGM, OPC Sites	Andrea Mann	Z	73.07	4.53	77.60
277	Staff Salaries	16/11/2021		Unity Trust	277	November Salaries	November Salaries	Z	3,739.44		3,739.44
278	Staff Salaries	16/11/2021		Unity Trust	278	Employees PAYE & NI - Nover	HMRC	Z	902.90		902.90
279	Staff Salaries	16/11/2021		Unity Trust	279	Employees Pension Cont - Nov	Hampshire Pension Fund	Z	315.85		315.85
280	Employers' NI	16/11/2021		Unity Trust	280	Employers NI - November 202	HMRC	Z	480.82		480.82
281	Pension Contribution	16/11/2021		Unity Trust	281	Employers Pension Cont - Nov	Hampshire Pension Fund	Z	951.06		951.06
282	RAF Christmas Gifs	20/10/2021		Unity Trust	283	BACS for RAF vouchers	Cllr Fraser	Z	2,260.00		2,260.00
283	Christmas Trees and Lights	23/11/2021		Unity Trust	283	Christmas Trees	Oxenford Farm Ltd	S	291.00	58.20	349.20
284	RAF Christmas Gifs	23/11/2021		Unity Trust	284	RAF Christmas Gifts - Amazon	Cllr Fraser	Z	140.00		140.00
285	Postage and consumables	23/11/2021		Unity Trust	285	Replacement doorbell	M Harris (B&Q)	Z	12.00		12.00
286	PR & Pub inc newsletter	04/11/2021		Unity Trust	251	Stamps for newsletter	A Mann Expenses	Z	99.00		99.00
287	Christmas Trees and Lights	26/11/2021		Unity Trust	287	Christmas lights	c/o Cllr Verdon	S	115.30	23.06	138.36
288	PR & Pub inc newsletter	06/12/2021		Unity Trust	288	Shop Local Christmas ad	Tindle News Surrey & Hants	S	150.00	30.00	180.00
289	Postage and consumables	17/12/2021		Unity Trust	289	Photocopier toner	Ricoh	S	25.00	5.00	30.00
290	Toilets - Power and rates	17/12/2021		Unity Trust	290	Electricity - King St Toilets	nPower	L	31.73	1.59	33.32
291	Office Rental	17/12/2021		Unity Trust	291	Bridewell annual service charg	HCC	S	2,098.62	419.72	2,518.34
292	Play Areas	17/12/2021		Unity Trust	292	Play area repairs	Playscene	S	1,730.00	346.00	2,076.00
293	Buften Field Play Area	17/12/2021		Unity Trust	292	Play area repairs	Playscene	S	25.00	5.00	30.00
294	Postage and consumables	17/12/2021		Unity Trust	294	Office supplies & key safe	Viking	S	73.60	13.72	87.32
295	Office Equipment	17/12/2021		Unity Trust	294	Office supplies & key safe	Viking	S	29.99	6.00	35.99
296	IT Support and Back up	17/12/2021		Unity Trust	296	IT Support Dec	Connect Computer Consultan	S	135.00	27.00	162.00
297	Toilets - cleaning	17/12/2021		Unity Trust	297	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
298	PR & Pub inc newsletter	17/12/2021		Unity Trust	298	PPE (3 x branded coats)	OSL Promotional Clothing	S	136.39	27.28	163.67
299	Promotion of village	17/12/2021		Unity Trust	299	Christmas ads	The Langtons	S	160.00	32.00	192.00
300	Other amenity areas mainter	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	281.91	56.38	338.29
301	Play Areas	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	547.50	109.50	657.00
302	Bin emptying	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	208.39	41.68	250.07
303	Chamberlain Gardens (SC Tr	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	199.16	39.83	238.99
304	Allotments - maintenance	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	56.00	11.20	67.20
305	Cemetery Maintenance	17/12/2021		Unity Trust	300	Grounds Maintenance Novemb	Larkstel Ltd	S	54.33	10.87	65.20
306	Tree works	17/12/2021		Unity Trust	306	Site clearance cemetery orcha	Larkstel Ltd	S	350.00	70.00	420.00
307	Tree works	17/12/2021		Unity Trust	307	Hedge cutting Rec Rd	Larkstel Ltd	S	1,430.00	286.00	1,716.00
308	Cemetery Maintenance	17/12/2021		Unity Trust	308	Cemetery driveway hedge	Larkstel Ltd	S	4,000.00	800.00	4,800.00
309	Parish room - Caretaking	17/12/2021		Unity Trust	309	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
310	Remembrance	17/12/2021		Unity Trust	310	Remembrance road closure	Chevron Traffic Management	S	742.50	148.50	891.00
311	Telephone and internet	17/12/2021		Unity Trust	311	Phones (new system)	BT	S	400.83	80.17	481.00



**Odiham Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
312 Benches and Noticeboards	17/12/2021		Unity Trust	312	Supply 3 x noticeboards	Greenbarnes Ltd	S	814.54	162.90	977.44
313 Supporting High Street	17/12/2021		Unity Trust	312	Supply 3 x noticeboards	Greenbarnes Ltd	S	1,256.33	251.27	1,507.60
314 IT Support and Back up	17/12/2021		Unity Trust	314	Office 365 - service changes	Microsoft Ireland	Z	24.76		24.76
315 IT Support and Back up	17/12/2021		Unity Trust	315	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
316 PR & Pub inc newsletter	17/12/2021		Unity Trust	316	Refreshments - orchard plantir	A Mann Expenses	Z	14.30		14.30
317 PR & Pub inc newsletter	20/12/2021		Unity Trust	317	Refreshments for orchard plan	Angela McFarlane	Z	16.75		16.75
318 Tree works	20/12/2021		Unity Trust	318	Compost for community orcha	Angela McFarlane	S	29.12	5.83	34.95
319 Staff Salaries	20/12/2021		Unity Trust	319	Locum Admin support - Decerr	Mary Harris	Z	710.00		710.00
320 Travel	20/12/2021		Unity Trust	319	Locum Admin support - Decerr	Mary Harris	Z	95.15		95.15
321 Toilets - Power and rates	20/12/2021		Unity Trust	321	Electricity - King St Toilets	nPower	L	33.14	1.66	34.80
322 Staff Salaries	20/12/2021		Unity Trust	322	December Salaris	December Salaries	Z	4,601.16		4,601.16
323 Staff Salaries	20/12/2021		Unity Trust	323	December PAYE & NI	HMRC	Z	882.66		882.66
324 Staff Salaries	20/12/2021		Unity Trust	324	December Staff Pension Cont	Hampshire Pension Fund	Z	379.38		379.38
325 Employers' NI	20/12/2021		Unity Trust	325	December Employer NI	HMRC	Z	504.00		504.00
326 Pension Contribution	20/12/2021		Unity Trust	326	December Employer Pension C	Hampshire Pension Fund	Z	1,184.37		1,184.37
327 Promotion of village	23/12/2021		Unity Trust	327	The Greening Campaign 1&2	The Greening Campaign CIC	Z	100.00		100.00
328 Bank Charges	31/12/2021		Unity Trust	328	Handling Charge	Unity Trust	Z	1.10		1.10
329 Bank Charges	31/12/2021		Unity Trust	329	service Charge	Unity Trust	Z	33.90		33.90
<b>Total</b>								<b>59,917.40</b>	<b>5,465.89</b>	<b>65,383.29</b>

**Odiham Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name****1000 - General Account**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	Get mapping						
77	Petty cash						
1,005	Staff Salaries			4,327.00	66,113.14	49,799.98	20,640.16
1,010	Employers' NI				5,414.24	4,242.80	1,171.44
1,015	Pension Contribution				12,495.45	9,713.93	2,781.52
1,020	Travel				500.00	280.02	219.98
1,025	Training				750.00	480.00	270.00
1,030	Office Rental				5,500.00	3,473.62	2,026.38
1,035	Rates				2,200.00	2,020.95	179.05
1,040	Telephone and internet				1,200.00	1,296.64	-96.64
1,045	Office Equipment				1,000.00	766.12	233.88
1,050	IT Support and Back up				4,500.00	2,104.48	2,395.52
1,055	Postage and consumables				500.00	504.85	-4.85
1,060	Accounts Package				600.00		600.00
1,065	Bank Charges				400.00	104.50	295.50
1,070	Audit Fees				1,500.00	1,258.33	241.67
1,075	Professional Costs				3,000.00	2,327.50	672.50
1,080	Subscriptions				2,200.00	1,856.30	343.70
1,085	Insurance				3,200.00	193.94	3,006.06
1,090	Election Expenses				1,000.00		1,000.00
1,095	Civic Hospitality				250.00	137.85	112.15
1,100	Caretaking Equipment						
1,500	Precept		190,342.83	190,342.84			0.01
1,505	VAT						
1,510	Bank Interest		500.00	504.94			4.94
1,515	S106 Income						
1,525	Other Income						
			<b>190,842.83</b>	<b>£195,174.78</b>	<b>112,322.83</b>	<b>£80,561.81</b>	<b>36,092.97</b>

**2000 - Amenity Areas**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
29	Cemetery additional maint						
37	Amenity Equipment repair:						
47	Parish room - Caretaking				360.00	135.00	225.00
48	Tennis Courts rates						
54	Revaluation of buildings						
55	Replacement of carpet in c						
56	Replanting of trees						
59	Tennis and bowls rent						
78	Toilet refurbishment						
2,005	Chamberlain Gardens (SC				2,700.00	1,644.12	1,055.88
2,010	Cemetery Maintenance				12,000.00	12,598.66	-598.66
2,015	Cemetery rates and water				1,800.00	2,646.90	-846.90
2,020	Cemetery electricity				200.00	177.18	22.82
2,030	Memorial testing				1,500.00	660.00	840.00
2,035	Other amenity areas main				4,000.00	2,475.57	1,524.43
2,040	Play Areas				7,000.00	6,107.85	892.15
2,050	Allotments - maintenance				700.00	407.25	292.75
2,055	Allotments - Water				160.00		160.00
2,065	Tree works			1,435.00	3,500.00	3,244.12	1,690.88
2,070	Bin emptying				4,000.00	2,198.44	1,801.56
2,075	Benches and Noticeboard:				500.00	1,034.54	-534.54
2,080	Basingstoke Canal				6,450.00	4,036.00	2,414.00
2,085	Broad Oak Maintenance				500.00	500.00	
2,090	Commons Ranger				1,000.00	1,000.00	
2,095	Toilets - Maintenance				5,450.00	89.00	5,361.00
2,100	Toilets - Power and rates			2,544.90	2,200.00	2,029.43	2,715.47
2,105	Toilets - cleaning				4,800.00	3,510.00	1,290.00
2,110	Parish Room - power and				800.00	450.67	349.33
2,115	Parish room - maintenanc				1,000.00	135.10	864.90
2,120	Chapel Cottage Maintenar				1,200.00	349.15	850.85
2,125	Estate Agent Fees						
2,135	Tree Survey						
2,140	Bus Shelter Maintenance				250.00		250.00
2,500	Chapel Cottage rent		12,600.00	9,450.00			-3,150.00
2,505	Burial fees		9,000.00	14,755.00		660.00	5,095.00
2,510	Allotment rents		1,000.00	850.00			-150.00
2,515	Allotment Deposits						

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	100.00	5.00		-95.00
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	<b>22,700.00</b>	<b>£29,039.90</b>	<b>62,070.00</b>	<b>£46,088.98</b>
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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				150.00		150.00
3,010 PR & Pub inc newsletter				4,000.00	1,832.69	2,167.31
3,015 Community Grants				7,000.00	3,830.00	3,170.00
3,025 Citizens Advice				1,500.00	1,500.00	
3,030 Christmas Evening				2,500.00	2,500.00	
3,035 Christmas Trees and Light				750.00	480.30	269.70
3,040 Carols in Bury				1,000.00		1,000.00
3,045 RAF Christmas Gifs				2,500.00	2,400.00	100.00
3,050 Bi annual box cart race						
3,055 Armed Forces Day						
3,060 VE Day						
3,065 Remembrance				200.00	902.50	-702.50
3,070 Promotion of village				1,000.00	1,025.69	-25.69
3,075 Survey Subscriptions				250.00		250.00
3,080 Odiham Book Exchange						
3,085 Bands in the Bury						
3,090 Flavourfest					1,000.00	-1,000.00
3,095 Hanging Baskets				800.00		800.00
3,100 Spooktakula				1,000.00	1,000.00	
3,105 Queen's Platinum Jubilee				4,000.00	437.50	3,562.50
3,500 Community Income						
3,505 Event Sponsorship Income						
				<b>26,650.00</b>	<b>£16,908.68</b>	<b>9,741.32</b>

**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						
4,010 NH Plan						
4,015 NW and Odiham CA Appr:				4,000.00	3,600.00	400.00
				<b>4,000.00</b>	<b>£3,600.00</b>	<b>400.00</b>

**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 admir				2,500.00	3,949.39	-1,449.39
5,005 Lighting - energy costs				3,500.00	3,287.22	212.78
5,015 Sustainable Transport						
				<b>6,000.00</b>	<b>£7,236.61</b>	<b>-1,236.61</b>

**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						
7,010 IT Support/Upgrade					953.95	-953.95
7,015 Election Expenses						
7,020 Website					750.00	-750.00
7,025 Allotment Deposits						
7,030 Chapel Cottage Deposit						
7,035 Cemetery Maintenance						
7,040 Amenity Equipment Repai					1,390.00	-1,390.00
7,045 Chapel Building Maintenan					5,915.00	-5,915.00
7,050 Chapel Cottage Maintenan						
7,055 War Memorial Maintenan					-1,000.00	1,000.00
7,060 Play Area Replacement						
7,065 Bufton Field Play Area					235.00	-235.00
7,070 Benches & Noticeboards						
7,075 Parish Room Maintenance						
7,080 Grounds Maintenance						
7,085 Memorial Testing					264.00	-264.00
7,090 Revaluation of Buildings						

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**

7,095 Footpaths Improvements			
7,100 Development of Sustainab			
7,105 G Rotherby Bequest			
7,110 Re-energising the High St			
7,115 Conservation Area Charac			
7,120 Increasing Biodiversity			
7,125 Book Exchange	-4,157.00	3,377.47	-7,534.47
7,130 Insurance - EMR		3,224.21	-3,224.21
7,135 Tree Survey - EMR			
7,140 PR & Publicity - EMR		786.00	-786.00
7,145 Subscriptions - EMR		320.00	-320.00
7,150 The Bridewell	1,000.00		1,000.00
	<b>£-3,157.00</b>	<b>£16,215.63</b>	<b>-19,372.63</b>

**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				1,000.00	1,000.00	
8,010	Parish Room				1,000.00		1,000.00
8,015	Play Area Replacement				5,000.00		5,000.00
8,020	Supporting High Street				7,500.00	1,256.33	6,243.67
					<b>14,500.00</b>	<b>£2,256.33</b>	<b>12,243.67</b>

<b>NET TOTAL</b>	<b>213,542.83</b>	<b>£221,057.68</b>	<b>225,542.83</b>	<b>£172,868.04</b>	<b>60,189.64</b>
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EOY Budget Position Calcs - 07.01.22

	Income			Expenditure			@ 07.01.22	Notes	EOY likely virement requests	EOY forecast +/- budget (assuming eoy virements)	
	Budget	Actual	Balance	Budget	Actual	Balance				Income	Expenditure
<b>General</b>	190842.8	195174.8	4331.95	112322.8	80371.7	31951.13	36283.08	Income - over budget due to £4,327 OBE grant towards staff salaries, used to support locum support. Expenditure - several large payments due end of year - insurance, Scribe subscription, website support, server backup. Now assume full year office rental. Currently researching AV equipment for meetings. Additional staff costs but not fully utilised budget approx £3k.  Virements - Need to vire unspent election costs and IT for new & replacement equipment.	2000	4327	-3000
<b>Amenity</b>	22700	29039.9	6339.9	62070	46088.98	15981.02	22320.92	Income - over budget due to increase in burial fees, business rate refund for public toilets and HDC grant for orchard trees. Expenditure - rec and cemetery hedges created approx £9,000 additional expenditure, bin emptying will be approx £1,000 under budget, Basingstoke Canal approx £2,414 under budget, Virements - £5,361 for damp proofing in toilets, £840 for memorial testing.	6201	11000	5600
<b>Community</b>	0	1000	1000	26650	16467.18	10182.82	11182.82	Income - over budget due to Flavourfest grant returned. Cancelled by exp below. Expenditure - community grants approx £2,500 underspend, Carols in the Bury £1,000 underspend, Remembrance £702.50 overspend, hanging baskets £800 underspend,  Virements -Queen's Jubilee eoy balance.	3600		-3600
<b>Planning</b>	0	0	0	4000	3600	400	400	Income Expenditure Virements - £400 to Conservation Appraisal updates	400		
<b>Traffic</b>	0	0	0	6000	7236.61	-1236.61	-1236.61	Income Expenditure - overspend due to rise in electricity charges passed down from HCC. Virements			1236.61
<b>EMR</b>	0	-3157	-3157	0	16165.64	-16165.64	-19322.64	N/A - this cost centre is linked to EMR's and is for admin purposes only.			
<b>Projects</b>	0	0	0	14500	2256.33	12243.67	12243.67	Income Expenditure - Virements - move unspent £1,000 for Parish Room replace negative EMR & future maintenance, move unspent Play Area replacement to build EMR (approx £2,500 after works), move unspent Supporting High Street to EMR to support Village Centre Action Plan (currently £6,243.60).	9800		
	213542.8	222057.7	8514.85	225542.8	172186.4	53356.39	61871.24		22001	15327	236.61



**REPORT ON: Balances and Earmarked Reserves**

**WRITTEN BY: Parish Clerk**

**MEETING DATE: 18<sup>th</sup> January 2022**

**AGENDA ITEM: F33/21**

### **Introduction**

The purpose of this report is to demonstrate that OPC holds a justifiable level of reserves and does not hold a high level of unallocated reserves.

The earmarked reserves balances @ 31.12.21 are shown on the following page. These figures should be read in connection with the current bank balances below

Total balances @ 31.12.21	<b>£257,964.76</b>
Less average three months budget provision, Jan-Mar	-£56,385.50
Less (approx.) six months general reserves held	-£112,771
Earmarked reserves @ 30.09.21	-69,417.58
Variance between balances and identified expenditure	£19,390.68

Non-budgeted contracts awarded/commitments:

• Surveyor for The Bridewell project	£7,000
• Solicitor managing The Bridewell transfer process (est)	<u>£2,500</u>
	£9,500

### *Notes:*

- There will be several higher value invoices due for payment before the end of the year which increases estimated expenditure during Q4.
- OPC agreed to supplement precept with £12k of reserves. But the end of year budget forecast indicates this will not be required due to additional income.
- There is a pending action to transfer £1,072 from the Sports Centre Trust charity account.

**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>
<b>Capital</b>					
Allotment Deposits	1,160.00				1,160.00
Chapel Cottage Deposit	1,211.00				1,211.00
Buften Field Play Area	4,047.50		235.00		3,812.50
G Rotherby Bequest	3,522.00				3,522.00
<b>Total Capital</b>	<b>9,940.50</b>		<b>235.00</b>		<b>9,705.50</b>
<b>Earmarked</b>					
Office Rental	1,000.00				1,000.00
IT Support/Upgrade	4,325.00		953.95		3,371.05
Election Expenses	2,500.00				2,500.00
Website	1,045.00		750.00		295.00
Cemetery Maintenance	2,000.00				2,000.00
Amenity Equipment Repairs	1,000.00		1,390.00		-390.00
Chapel Building Maintenance	30,000.00	-15,000.00	5,915.00		9,085.00
Chapel Cottage Maintenance	1,500.00				1,500.00
War Memorial Maintenance	116.00	1,000.00			1,116.00
Play Area Replacement	5,000.00				5,000.00
Benches & Noticeboards	2,000.00				2,000.00
Parish Room Maintenance	-2,320.00				-2,320.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	1,000.00		264.00		736.00
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	2,000.00				2,000.00
Footpaths Improvements	2,000.00				2,000.00
Development of Sustainable Tr	5,000.00				5,000.00
Supporting the High St	2,575.00				2,575.00
Conservation Area Character A	500.00				500.00
Book Exchange	9,000.00	-4,327.00	3,377.47	170.00	1,465.53
Insurance	3,224.21		3,224.21		
Tree Survey					
PR & Publicity	786.00		786.00		
Subscriptions	320.00		320.00		
The Bridewell		15,000.00		1,000.00	16,000.00

**Odiham Parish Council**  
**Reserves Balance**  
**2021-2022**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Total Earmarked</b>	<b>78,849.71</b>	<b>-3,327.00</b>	<b>16,980.63</b>	<b>1,170.00</b>	<b>59,712.08</b>
<b>TOTAL RESERVE</b>	<b>88,790.21</b>	<b>-3,327.00</b>	<b>17,215.63</b>	<b>1,170.00</b>	<b>69,417.58</b>
<b>GENERAL FUND</b>					<b>19,372.63</b>
<b>TOTAL FUNDS</b>					