



**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 19<sup>th</sup> JULY 2022 AT 8.30PM**

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

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13<sup>th</sup> July 2022

*Andrea Mann* Parish Clerk

- F01/22 To receive apologies for absence**
- F02/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F03/22 Public Session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2021/03/Standing-orders-revised-February-2021.pdf> or contact the Parish Office for further advice.
- F04/22 Approval of Minutes**  
To approve the minutes of the Finance Committee meeting held on 19<sup>th</sup> April 2022 (F26/21-F49/21).
- F05/22 April-June Bank Reconciliations (pages 3-5)**  
To approve the bank reconciliations for April to June 2022 to be signed by the Committee Chair.
- F06/22 Quarter 1 Payments Listing (pages 6-9)**  
To review and accept the 2022/23 Quarter 1 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F07/22 Quarter 1 Budget Position (pages 10-12)**  
To review the 2022/23 budget position and discuss variances.
- F08/22 Quarter 1 Balances and Earmarked Reserves (pages 13-15)**  
To review and note the earmarked reserves balance at 30<sup>th</sup> June 2022 against current bank balances.



**F47/22**

**Balances and Investments (pages 16-17)**

To note the balances of each account (see F05/22) against OPC's Investment Policy (pages 16-17) and agree:

- i) Any virements between accounts.
- ii) Any changes to the Investment Policy for recommendation to full Council.

**F48/22**

**Additional Bank Administrator (pages 18-21)**

- i) To approve for the Deputy Clerk to be added as an Administrator on OPC's bank accounts in addition to the Clerk.
- ii) To revise the Internal Controls to reflect this change and forward to full Council for approval.

**F49/22**

**July 2022 Payments**

To approve the payments listings 17<sup>th</sup> June to 19<sup>th</sup> July 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).

**F50/22**

**Next meeting**

18<sup>th</sup> October 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 30/04/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b> Receipts 01/04/2022 - 30/04/2022		170,999.58
			376,031.88
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/04/2022		77,510.79
<b>A</b>	<b>Cash in Hand 30/04/2022</b> (per Cash Book)		<b>298,521.09</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2021	2.94
	CCLA	30/01/2022	50,000.00
	Hampshire Trust Bank	30/04/2022	50,500.00
	Lloyds 30 days notice account	30/04/2022	3,523.96
	Unity Trust	30/04/2022	96,003.97
	Lloyds Treasurer's Account	30/04/2022	39,607.64
	Lloyds Money Market	30/04/2022	62,025.68
			<b>301,664.19</b>
	Less unrepresented payments		3,443.10
			298,221.09
	Plus unrepresented receipts		300.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>298,521.09</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/05/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b>		
	Receipts 01/04/2022 - 31/05/2022		172,858.33
			377,890.63
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 31/05/2022		103,538.69
<b>A</b>	<b>Cash in Hand 31/05/2022</b> (per Cash Book)		<b>274,351.94</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2022	0.54
	CCLA	31/05/2022	50,008.38
	Hampshire Trust Bank	31/05/2022	50,500.00
	Lloyds 30 days notice account	31/05/2022	3,523.99
	Unity Trust	31/05/2022	68,335.17
	Lloyds Treasurer's Account	31/05/2022	39,607.64
	Lloyds Money Market	31/05/2022	62,026.22
			<b>274,001.94</b>
	Less unrepresented payments		
			274,001.94
	Plus unrepresented receipts		350.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>274,351.94</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 30/06/2022</b>		
	Cash in Hand 01/04/2022		205,032.30
	<b>ADD</b>		
	Receipts 01/04/2022 - 30/06/2022		185,879.35
			390,911.65
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 30/06/2022		134,545.80
<b>A</b>	<b>Cash in Hand 30/06/2022</b> (per Cash Book)		<b>256,365.85</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2022	0.54
	CCLA	30/06/2022	50,044.58
	Hampshire Trust Bank	30/06/2022	50,500.00
	Lloyds 30 days notice account	30/06/2022	3,524.02
	Unity Trust	30/06/2022	52,615.32
	Lloyds Treasurer's Account	30/06/2022	39,712.64
	Lloyds Money Market	30/06/2022	62,026.73
			<b>258,423.83</b>
	Less unrepresented payments		2,407.98
			256,015.85
	Plus unrepresented receipts		350.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>256,365.85</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
3	IT Support and Back up	05/04/2022		Unity Trust	3	IT Support - April	Connect Computer Consultan	S	135.00	27.00	162.00
5	Accounts Package	05/04/2022		Unity Trust	5	Scribe bookings package	Scribe	S	375.00	75.00	450.00
6	Accounts Package	05/04/2022		Unity Trust	6	Scribe cemetery package	Scribe	S	485.00	97.00	582.00
7	PR & Pub inc newsletter	05/04/2022		Unity Trust	7	Stamps for newsletter	Viking	S	101.90	0.58	102.48
8	Play Area Replacement	05/04/2022		Unity Trust	8	Repairs equip Chapel Pond Dri	Playscene Ltd	S	865.00	173.00	1,038.00
11	Toilets - cleaning	05/04/2022		Unity Trust	11	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
12	Other amenity areas mainter	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	281.91	56.38	338.29
13	Play Areas	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	422.50	84.50	507.00
14	Bin emptying	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	244.39	48.88	293.27
15	Chamberlain Gardens (SC Tri	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	199.16	39.83	238.99
16	Allotments - maintenance	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	56.00	11.20	67.20
17	Cemetery Maintenance	05/04/2022		Unity Trust	12	Grounds maintenance - March	Larkstel Ltd	S	54.33	10.87	65.20
18	Play Areas	05/04/2022		Unity Trust	18	Replacement swing seat - Buft	Larkstel Ltd	S	290.00	58.00	348.00
19	Cemetery Maintenance	05/04/2022		Unity Trust	19	Bark for orchard	Larkstel Ltd	S	75.00	15.00	90.00
20	Queen's Platinum Jubilee	05/04/2022		Unity Trust	20	Street Party poster	IC Printing Services	S	35.00	7.00	42.00
21	The Bridewell - waste dispos	05/04/2022		Unity Trust	21	The Bridewell - bin service	Benchmark Environmental	S	42.00	8.40	50.40
2	Cemetery rates and water	05/04/2022		Unity Trust	2	Business Rates - Cemetery	Hart DC	Z	3,443.10		3,443.10
4	Toilets - Power and rates	05/04/2022		Unity Trust	4	Water & waste - public toilets	Castle water	Z	282.97		282.97
9	Caretaking Equipment	05/04/2022		Unity Trust	9	Ant powder	Odiham Hardware	Z	4.00		4.00
10	PR & Pub inc newsletter	05/04/2022		Unity Trust	10	Printing Spring newsletter	IC Printing Services	Z	764.00		764.00
22	Parish room - Caretaking	05/04/2022		Unity Trust	22	Parish Room Cleaning (final)	FS Cleaning & Maintenance	Z	15.00		15.00
23	Insurance	05/04/2022		Unity Trust	23	Annual insurance	Zurich Municipal	Z	6,660.86		6,660.86
24	Subscriptions	05/04/2022		Unity Trust	24	Annual Subscription	Open Spaces Society	Z	45.00		45.00
25	Subscriptions	05/04/2022		Unity Trust	25	SLCC Clerk magazine	SLCC	Z	36.00		36.00
26	IT Support and Back up	05/04/2022		Unity Trust	26	Office 365 x 4 accounts	Microsoft Ireland	Z	39.72		39.72
1	Toilets - Power and rates	05/04/2022		Unity Trust	1	Electricity - King St Toilets	nPower	L	28.79	1.44	30.23
41	Odiham Book Exchange	08/04/2022		Unity Trust	41	Friends of OBE transfer	Friends of OBE CIC	Z	501.28		501.28
40	Bank Charges	19/04/2022		Unity Trust	40	Transfer to new PSDF	Public Sector Deposit Fund	Z	50,000.00		50,000.00
27	Subscriptions	19/04/2022		Unity Trust		Annual Subscription	HALC	Z	982.89		982.89
31	PR & Pub inc newsletter	19/04/2022		Unity Trust	31	Newsletter Distribution	The Extra Mile	Z	165.75		165.75
32	Staff Salaries	19/04/2022		Unity Trust	32	Salaries April 2022	Salaries April 2022	Z	4,220.64		4,220.64
33	Staff Salaries	19/04/2022		Unity Trust	33	Staff PAYE & NI April 2022	HMRC	Z	870.86		870.86
34	Employers' NI	19/04/2022		Unity Trust	34	Employers NI	HMRC	Z	484.21		484.21
35	Staff Salaries	19/04/2022		Unity Trust	35	Employees Pension April 2022	Hampshire Pension Fund	Z	356.81		356.81
36	Pension Contribution	19/04/2022		Unity Trust	36	Employers Pension Cont - Apri	Hampshire Pension Fund	Z	1,165.94		1,165.94
28	Cemetery Maintenance	19/04/2022		Unity Trust	28	Cemetery maintenance (final)	Nigel Jeffries Landscapes	S	1,042.00	208.40	1,250.40

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
29 Queen's Platinum Jubilee	19/04/2022		Unity Trust	29	Portaloos for Street Party	Loos for Dos	S	178.75	35.75	214.50
30 IT Support and Back up	19/04/2022		Unity Trust	30	IT Support May	Connect Computer Consultan	S	135.00	27.00	162.00
38 Office Equipment	20/04/2022		Unity Trust	385	Office shredder	Viking	S	199.00	39.80	238.80
39 Subscriptions	20/04/2022		Unity Trust	39	Annual Subscription	Survey Monkey	S	320.00	64.00	384.00
37 Subscriptions	20/04/2022		Unity Trust	37	SLCC Membership Clerk	SLCC	Z	349.00		349.00
44 Toilets - Power and rates	17/05/2022		Unity Trust	44	Electricity - King St Toilets	nPower	L	45.35	2.27	47.62
69 Parish Room - power and rat	17/05/2022		Unity Trust	69	Final elec bill Parish Room	SSE	L	73.85	3.69	77.54
70 Cemetery electricity	17/05/2022		Unity Trust	70	South Chapel Electricity	SSE	L	71.81	3.59	75.40
43 Audit Fees	17/05/2022		Unity Trust	43	Internal Audit	Lightatouch	Z	400.00		400.00
47 APA	17/05/2022		Unity Trust	47	Hire for APA	All Saints Church	Z	100.00		100.00
49 Travel	17/05/2022		Unity Trust	49	Mileage for site insp	J Peek - expenses	Z	6.30		6.30
51 IT Support and Back up	17/05/2022		Unity Trust	51	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
53 Queen's Platinum Jubilee	17/05/2022		Unity Trust	53	Band for Street Party	Simply Swing	Z	1,312.50		1,312.50
71 PR & Pub inc newsletter	17/05/2022		Unity Trust	71	Sundries for Bridewell consult	J Peek - expenses	Z	11.15		11.15
72 Travel	17/05/2022		Unity Trust	72	Mileage - AO site inspections	J Peek - expenses	Z	6.75		6.75
73 Staff Salaries	17/05/2022		Unity Trust	73	Salaries May 2022	Salaries May 2022	Z	4,220.64		4,220.64
74 Staff Salaries	17/05/2022		Unity Trust	74	Employees PAYE & NI - May 21	HMRC	Z	870.86		870.86
75 Staff Salaries	17/05/2022		Unity Trust	75	Employee Pension Cont - May	Hampshire Pension Fund	Z	356.81		356.81
76 Employers' NI	17/05/2022		Unity Trust	76	Employers NI - May 2022	HMRC	Z	484.21		484.21
77 Pension Contribution	17/05/2022		Unity Trust	77	Employers Pension Cont - May	Hampshire Pension Fund	Z	1,165.94		1,165.94
78 Travel	17/05/2022		Unity Trust	78	Mileage to SLCC Conference	Andrea Mann	Z	15.75		15.75
81 Parish room - maintenance	17/05/2022		Unity Trust	81	Repair bollards Parish Room	Gregory Property Services	Z	375.00		375.00
42 Postage and consumables	17/05/2022		Unity Trust	42	Printer rental Qtr 4 2021/22	Ricoh	S	144.05	28.81	172.86
45 Lighting - Maint and admin	17/05/2022		Unity Trust	45	Electricity - street lights	HCC	S	3,934.04	786.81	4,720.85
46 Professional Costs	17/05/2022		Unity Trust	47	The Bridewell freehold legal ac	Surrey Hills Solicitors	S	1,948.00	340.00	2,288.00
48 Office Equipment	17/05/2022		Unity Trust		Bins for kitchen	J Peek - expenses	S	10.00	2.00	12.00
50 The Bridewell - cleaning & m	17/05/2022		Unity Trust	50	Hand towels	Viking	S	43.39	8.68	52.07
52 Queen's Platinum Jubilee	17/05/2022		Unity Trust	52	Portaloos for Street Party	Loos for Dos	S	178.75	35.75	214.50
54 Toilets - cleaning	17/05/2022		Unity Trust	54	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
55 The Bridewell - waste dispos	17/05/2022		Unity Trust	55	The Bridewell - bin service	Benchmark Environmental	S	58.80	11.76	70.56
56 IT Support and Back up	17/05/2022		Unity Trust	56	IT Support June	Connect Computer Consultan	S	135.00	27.00	162.00
57 Other amenity areas mainter	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	281.91	56.38	338.29
58 Play Areas	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	422.50	84.50	507.00
59 Bin emptying	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	256.39	51.28	307.67
60 Chamberlain Gardens (SC Tr	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	199.16	39.83	238.99
61 Allotments - maintenance	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	56.00	11.20	67.20
62 Cemetery Maintenance	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	989.74	197.95	1,187.69
63 Tree works	17/05/2022		Unity Trust	57	Grounds Maintenance April	Larkstel Ltd	S	450.00	90.00	540.00
64 PR & Pub inc newsletter	17/05/2022		Unity Trust	64	Printing consultation posters	IC Printing Services	S	47.00	9.40	56.40

## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
65	Telephone and internet	17/05/2022		Unity Trust	65	Phones (new system) x 2	BT	S	368.89	73.78	442.67
66	Caretaking Equipment	17/05/2022		Unity Trust	66	Saw and loppers	Redfields Garden Centre	S	30.82	6.16	36.98
67	Tree works	17/05/2022		Unity Trust	67	Horse manure Orchard	Redfields Garden Centre	S	40.00	8.00	48.00
68	Queen's Platinum Jubilee	17/05/2022		Unity Trust	68	TC Hat and Jubilee flags	S Jones	S	56.24	9.95	66.19
79	Subscriptions	17/05/2022		Unity Trust	79	Mydeposits.co.uk for Chapel	Andrea Mann	S	22.67	4.53	27.20
80	The Bridewell - cleaning & m	17/05/2022		Unity Trust	80	Bridewell cleaning	YBC	S	926.62	185.32	1,111.94
82	Subscriptions	27/05/2022		Unity Trust	82	LCPD Bronze Membership	HALC	S	165.00	33.00	198.00
83	Queen's Platinum Jubilee	27/05/2022		Unity Trust	83	Advance warning signs	Alphabet Signs	S	120.00	24.00	144.00
84	Postage and consumables	27/05/2022		Unity Trust	84	Stationery	Viking	S	8.69	1.74	10.43
85	Caretaking Equipment	27/05/2022		Unity Trust	85	Ant powder, plumbing key	Odiham Hardware	Z	7.00		7.00
86	Community Awards	27/05/2022		Unity Trust	86	Calligraphy community awards	The Frame	Z	45.00		45.00
87	Community Awards	27/05/2022		Unity Trust	87	Community Award frames	The Frame	Z	176.00		176.00
88	Queen's Platinum Jubilee	27/05/2022		Unity Trust	88	Delivery Jubilee booklet	The Extra Mile	Z	161.50		161.50
89	Queen's Platinum Jubilee	27/05/2022		Unity Trust	89	Room Hire for Street Party	The Cross Barn	Z	165.00		165.00
90	IT Support and Back up	27/05/2022		Unity Trust	90	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
91	Queen's Platinum Jubilee	27/05/2022		Unity Trust	91	Stilt walkers for Street Party	Upside Down Aerial	Z	300.00		300.00
92	Queen's Platinum Jubilee	27/05/2022		Unity Trust	92	Cleaning Beacon	Mark Abbott	Z	25.00		25.00
93	Postage and consumables	27/05/2022		Unity Trust	93	LR Title Plan	Andrea Mann	Z	3.00		3.00
94	Rates	27/05/2022		Unity Trust		Business Rates - OPC Office	Hart DC	Z	2,020.95		2,020.95
95	Postage and consumables	27/05/2022		Petty Cash	95	Milk	Post Office	Z	2.40		2.40
97	Queen's Platinum Jubilee	07/06/2022		Unity Trust	97	Piper for Beacon Lighting	John Jamieson	Z	180.00		180.00
104	Queen's Platinum Jubilee	07/06/2022		Unity Trust	104	Magician for street party	Daniel Framp Magic	Z	250.00		250.00
105	Queen's Platinum Jubilee	07/06/2022		Unity Trust	105	Band for Street Party	Cove Brass Band	Z	300.00		300.00
106	Queen's Platinum Jubilee	07/06/2022		Unity Trust	106	Choir for Beacon Lighting	Odiham Military Wives Choir	Z	100.00		100.00
108	Queen's Platinum Jubilee	07/06/2022		Unity Trust	108	Performance Street Party	Voila Odiham Theatre	Z	160.00		160.00
101	Toilets - Power and rates	07/06/2022		Unity Trust	101	Electricity - King St Toilets	nPower	L	53.29	2.66	55.95
96	Queen's Platinum Jubilee	07/06/2022		Unity Trust	96	PA for Street Party - 05.06.22	Wessex Sound	S	1,500.68	300.14	1,800.82
98	Queen's Platinum Jubilee	07/06/2022		Unity Trust	98	Extra road closure signs	Chevron Traffic Management	S	400.00	80.00	480.00
99	Allotments - Water	07/06/2022		Unity Trust	99	Water - allotments	Castle water	S	231.45	57.77	289.22
100	Toilets - cleaning	07/06/2022		Unity Trust	100	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
102	Queen's Platinum Jubilee	07/06/2022		Unity Trust	102	Bins for Jubilee Street Party	Hart DC	S	350.00	70.00	420.00
103	Queen's Platinum Jubilee	07/06/2022		Unity Trust	103	Jubilee booklet design	The Langtons	S	775.00	155.00	930.00
107	Queen's Platinum Jubilee	07/06/2022		Unity Trust	107	Cadets catering and rainwear	A Mann Expenses	S	47.54	2.84	50.38
109	Office Equipment	08/06/2022		Unity Trust	109	Repair office light	Croombs Electrical Services	S	190.39	38.08	228.47
110	Queen's Platinum Jubilee	08/06/2022		Unity Trust	110	Stationery for Street Party	Viking	S	28.88	5.78	34.66
112	The Bridewell - waste dispos	08/06/2022		Unity Trust	112	Bridewell waste collection	Benchmark Environmental	S	73.50	14.70	88.20
115	Queen's Platinum Jubilee	08/06/2022		Unity Trust	91	Town Crier uniform	S Jones	S	14.14	2.84	16.98
111	PR & Pub inc newsletter	08/06/2022		Unity Trust	111	Hall Hire Bridewell Cons	Vine Church	Z	71.00		71.00
113	Postage and consumables	08/06/2022		Unity Trust	113	Expenses	J Peek - expenses	Z	18.65		18.65



## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114	08/06/2022		Unity Trust	113	Expenses	J Peek - expenses	Z	7.65		7.65
116	08/06/2022		Unity Trust	116	Bands in the Bury grant	InOdiham	Z	1,000.00		1,000.00
117	17/06/2022		Unity Trust		Swing legs, Chamberlain Gard	Playdale Playgrounds	S	880.39	176.08	1,056.47
121	17/06/2022		Unity Trust		Replacement legs for junior sw	Playdale Playgrounds	S	1,223.21	244.64	1,467.85
122	17/06/2022		Unity Trust	122	Street Party Table and Benche	BE Furniture Ltd	S	4,420.00	884.00	5,304.00
124	21/06/2022		Unity Trust	124	Travel to Hart	A Mann Expenses	S	9.77	0.33	10.10
125	21/06/2022		Unity Trust	125	Armed Forces Day flags	A Mann Expenses	S	36.86	5.79	42.65
131	21/06/2022		Unity Trust	131	Phones & broadband	BT	S	167.50	33.50	201.00
133	21/06/2022		Unity Trust		Road Closure - Platinum Jubile	Chevron Traffic Management	S	642.50	128.50	771.00
118	21/06/2022		Unity Trust	118	Management contribution	HCC	Z	4,036.00		4,036.00
119	21/06/2022		Unity Trust	119	Your Odiham leaflet	IC Printing Services	Z	228.00		228.00
120	21/06/2022		Unity Trust	120	Jubilee booklet	IC Printing Services	Z	465.00		465.00
123	21/06/2022		Unity Trust	123	Drinks beacon lighting	Odiham & NW Bowling Club	Z	65.00		65.00
126	21/06/2022		Unity Trust	126	Salaries June 2022	Salaries June 2022	Z	4,776.57		4,776.57
127	21/06/2022		Unity Trust	127	PAYE & NI June 2022	HMRC	Z	1,064.93		1,064.93
128	21/06/2022		Unity Trust	128	Staff Pensions - June 2022	Hampshire Pension Fund	Z	356.81		356.81
129	21/06/2022		Unity Trust	129	Employers NI - June 2022	HMRC	Z	590.60		590.60
130	21/06/2022		Unity Trust	130	Employers Pension Cont - June	Hampshire Pension Fund	Z	1,165.94		1,165.94
132	21/06/2022		Unity Trust	132	Bank charges	Unity Trust	Z	42.15		42.15
134	21/06/2022		Unity Trust	134	Mileage to sites	J Peek - expenses	Z	2.25		2.25
135	21/06/2022		Unity Trust	135	Sellotape	J Peek - expenses	Z	6.00		6.00
141	30/06/2022		Unity Trust	141	Office 365 x 4 accounts	Microsoft Ireland	Z	37.60		37.60
142	30/06/2022		Unity Trust	142	Bank charges	Unity Trust	Z	0.60		0.60
143	30/06/2022		Unity Trust	143	Bank charges	Unity Trust	Z	42.15		42.15
136	30/06/2022		Unity Trust	136	Fire extinguisher new contract	KBO Fire & Security	S	68.00	13.60	81.60
137	30/06/2022		Unity Trust	137	Fire panel new contract	KBO Fire & Security	S	245.00	49.00	294.00
138	30/06/2022		Unity Trust	138	Fie panel maint & monitoring	KBO Fire & Security	S	1,000.00	200.00	1,200.00
139	30/06/2022		Unity Trust	139	IT Support July	Connect Computer Consultan	S	135.00	27.00	162.00
140	30/06/2022		Unity Trust	140	Cleaning June	YBC	S	463.31	92.66	555.97
<b>Total</b>								<b>128,490.18</b>	<b>6,055.62</b>	<b>134,545.80</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				69,900.00	17,094.93	52,805.07
1,010	Employers' NI				6,000.00	1,559.02	4,440.98
1,015	Pension Contribution				14,000.00	3,497.82	10,502.18
1,020	Travel				500.00	48.47	451.53
1,025	Training				750.00		750.00
1,030	Office Rental				1,500.00		1,500.00
1,035	Rates				3,000.00	2,020.95	979.05
1,040	Telephone and internet				2,100.00	536.39	1,563.61
1,045	Office Equipment				1,000.00	399.39	600.61
1,050	IT Support and Back up			28.80	4,500.00	692.52	3,836.28
1,055	Postage and consumables				750.00	182.79	567.21
1,060	Accounts Package				1,133.00	860.00	273.00
1,065	Bank Charges		50,000.00		400.00	50,084.90	315.10
1,070	Audit Fees				1,500.00	400.00	1,100.00
1,075	Professional Costs				8,800.00	1,948.00	6,852.00
1,080	Subscriptions				2,400.00	1,920.56	479.44
1,085	Insurance				4,600.00	6,660.86	-2,060.86
1,090	Election Expenses				1,500.00		1,500.00
1,095	Civic Hospitality				250.00		250.00
1,100	Caretaking Equipment				500.00	41.82	458.18
1,500	Precept		210,411.50	105,205.75			-105,205.75
1,505	VAT						
1,510	Bank Interest		550.00	46.21			-503.79
1,515	S106 Income						
1,525	Other Income						
			<b>210,961.50</b>	<b>£155,280.76</b>	<b>125,083.00</b>	<b>£87,948.42</b>	<b>-18,546.16</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					15.00	-15.00
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				3,500.00	398.32	3,101.68
2,010	Cemetery Maintenance				14,000.00	2,161.07	11,838.93
2,015	Cemetery rates and water				2,200.00	3,443.10	-1,243.10
2,020	Cemetery electricity				250.00	71.81	178.19
2,030	Memorial testing						
2,035	Other amenity areas main				5,000.00	563.82	4,436.18
2,040	Play Areas				7,000.00	3,238.60	3,761.40
2,050	Allotments - maintenance				800.00	112.00	688.00
2,055	Allotments - Water				160.00	231.45	-71.45
2,065	Tree works				3,500.00	490.00	3,010.00
2,070	Bin emptying				4,000.00	500.78	3,499.22
2,075	Benches and Noticeboard				500.00		500.00
2,080	Basingstoke Canal				4,100.00	4,036.00	64.00
2,085	Broad Oak Maintenance				500.00		500.00
2,090	Commons Ranger				1,000.00		1,000.00
2,095	Toilets - Maintenance				1,000.00		1,000.00
2,100	Toilets - Power and rates				1,000.00	410.40	589.60
2,105	Toilets - cleaning				5,040.50	1,221.48	3,819.02
2,110	Parish Room - power and					73.85	-73.85
2,115	Parish room - maintenanc				1,000.00	375.00	625.00
2,120	Chapel Cottage Maintenanc				500.00		500.00
2,125	Estate Agent Fees						
2,135	Tree Survey				500.00		500.00
2,140	Bus Shelter Maintenance				250.00		250.00
2,150	The Bridewell - set up cos				725.00		725.00
2,155	The Bridewell - electricity				3,700.00		3,700.00
2,160	The Bridewell - gas				4,300.00		4,300.00
2,165	The Bridewell - water				185.00		185.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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

**Cost Centre Name**

2,170 The Bridewell - cleaning &			6,200.00	1,433.32	4,766.68
2,175 The Bridewell - waste disp			1,113.00	174.30	938.70
2,180 The Bridewell - H&S check			1,325.00	1,313.00	12.00
2,185 The Bridewell - maintenanc			3,250.00		3,250.00
2,500 Chapel Cottage rent	1,050.00	3,150.00			2,100.00
2,505 Burial fees	12,500.00	1,105.00			-11,395.00
2,510 Allotment rents	1,000.00	1,050.00			50.00
2,515 Allotment Deposits					
2,520 Other income	100.00				-100.00
2,525 The Bridewell - tenants' re	13,370.00	6,125.00			-7,245.00
2,530 The Bridewell - general let	3,580.00	126.00			-3,454.00
	<b>31,600.00</b>	<b>£11,556.00</b>	<b>76,598.50</b>	<b>£20,263.30</b>	<b>36,291.20</b>

**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				250.00	100.00	150.00
3,010	PR & Pub inc newsletter				4,000.00	1,388.80	2,611.20
3,015	Community Grants						
3,016	G Rothery Grant						
3,025	Citizens Advice				1,500.00		1,500.00
3,026	Community Awards				250.00	221.00	29.00
3,030	Christmas Evening				2,500.00		2,500.00
3,035	Christmas Trees and Light				900.00		900.00
3,040	Carols in Bury						
3,045	RAF Christmas Gifs				2,500.00		2,500.00
3,050	Bi annual box cart race						
3,055	Armed Forces Day			5.40	500.00	36.86	468.54
3,060	VE Day						
3,065	Remembrance				1,000.00		1,000.00
3,070	Promotion of village				1,000.00		1,000.00
3,075	Survey Subscriptions				330.00		330.00
3,080	Odiham Book Exchange					501.28	-501.28
3,085	Bands in the Bury				1,000.00	1,000.00	
3,090	Flavourfest				1,000.00		1,000.00
3,095	Hanging Baskets						
3,100	Spooktakula				1,000.00		1,000.00
3,105	Queen's Platinum Jubilee			11,773.88	1,500.00	12,231.48	1,042.40
3,500	Community Income						
3,505	Event Sponsorship Income		1,000.00				-1,000.00
			<b>1,000.00</b>	<b>£11,779.28</b>	<b>19,230.00</b>	<b>£15,479.42</b>	<b>14,529.86</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				150.00		150.00
					<b>150.00</b>		<b>150.00</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				4,000.00	3,934.04	65.96
5,005	Lighting - energy costs				3,500.00		3,500.00
5,015	Sustainable Transport						
5,020	Village Gateway		4,000.00		4,000.00		
			<b>4,000.00</b>		<b>11,500.00</b>	<b>£3,934.04</b>	<b>3,565.96</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						
7,015	Election Expenses						
7,020	Website						
7,025	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**

7,030 Chapel Cottage Deposit		
7,035 Cemetery Maintenance		
7,040 Amenity Equipment Repai		
7,045 Chapel Building Maintenar		
7,050 Chapel Cottage Maintenar		
7,055 War Memorial Maintenanc		
7,060 Play Area Replacement	865.00	-865.00
7,065 Bufton Field Play Area		
7,070 Benches & Noticeboards		
7,075 Parish Room Maintenance		
7,080 Grounds Maintenance		
7,085 Memorial Testing		
7,090 Revaluation of Buildings		
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		
7,130 Insurance - EMR		
7,135 Tree Survey - EMR		
7,140 PR & Publicity - EMR		
7,145 Subscriptions - EMR		
7,150 The Bridewell		

**£865.00**                      **-865.00**

**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				500.00		500.00
8,010	Parish Room						
8,015	Play Area Replacement				5,000.00		5,000.00
8,020	Supporting High Street						
8,025	Climate Action Plan				2,000.00		2,000.00
8,030	Burial plot provision				7,500.00		7,500.00
8,035	Bridewell works		15,000.00		15,000.00		
			<b>15,000.00</b>		<b>30,000.00</b>		<b>15,000.00</b>

<b>NET TOTAL</b>	<b>262,561.50</b>	<b>£178,616.04</b>	<b>262,561.50</b>	<b>£128,490.18</b>	<b>50,125.86</b>
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**REPORT ON: Balances and Earmarked Reserves**

**WRITTEN BY: Parish Clerk**

**MEETING DATE: 19<sup>th</sup> July 2022**

**AGENDA ITEM: F08/22**

### **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 @ 30.06.22 are shown on the following page. These figures should be read in connection with the current bank balances below

Total balances @ 30.06.22	<b>£256,366</b>
Earmarked reserves @ 30.06.22	-86,146
2 <sup>nd</sup> precept instalment due 01.10.22	105,206
Less (approx.) running costs for nine remaining months of the year	-157,809
Less (approx.) six months general reserves held	-105,206
 Variance between balances and identified expenditure	 £12,411

### *Notes*

- Approximately £4,000 is due for professional fees for The Bridewell project.
- There is a pending action to transfer £2,492 from the Sports Centre Trust charity account. OPC has agreed to wind down this account.

**Odiham Parish Council**  
**Reserves Balance**  
**2022-2023**

<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	2,562.50				2,562.50
G Rotherby Bequest	2,762.00				2,762.00
<b>Total Capital</b>	<b>7,695.50</b>				<b>7,695.50</b>
<b>Earmarked</b>					
Office Rental	1,000.00	1,877.72			2,877.72
IT Support/Upgrade	1,216.40				1,216.40
Election Expenses	2,500.00	1,000.00			3,500.00
Website					
Cemetery Maintenance	491.35				491.35
Amenity Equipment Repairs	-390.00				-390.00
Chapel Building Maintenance	9,085.00				9,085.00
Chapel Cottage Maintenance	1,500.00	770.85			2,270.85
War Memorial Maintenance	1,116.00				1,116.00
Play Area Replacement	5,000.00	4,000.00			9,000.00
Benches & Noticeboards	1,465.40				1,465.40
Parish Room Maintenance	-2,320.00				-2,320.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00				436.00
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	275.10				275.10
Footpaths Improvements	2,000.00				2,000.00
Development of Sustainable Tra	4,670.00				4,670.00
Supporting the High St	1,700.00	6,145.97			7,845.97
Conservation Area Character Ar					
Book Exchange	501.28				501.28
Insurance		2,000.00			2,000.00
Tree Survey		810.88			810.88
PR & Publicity					
Subscriptions	-9.00	250.00			241.00
The Bridewell	15,315.34				15,315.34
Community Grants	3,495.00				3,495.00
Platinum Jubilee		2,468.75			2,468.75

**Odiham Parish Council**  
**Reserves Balance**  
**2022-2023**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Public toilets R&M		5,000.00			5,000.00
Floral displays		800.00			800.00
<b>Total Earmarked</b>	<b>53,326.37</b>	<b>25,124.17</b>			<b>78,450.54</b>
<b>TOTAL RESERVE</b>	<b>61,021.87</b>	<b>25,124.17</b>			<b>86,146.04</b>
<b>GENERAL FUND</b>					175,220.43
<b>TOTAL FUNDS</b>					261,366.47



**Odiham**  
Parish Council

# **INVESTMENT POLICY**

**Reviewed and adopted on 11<sup>th</sup> February 2020**  
**Revised 16<sup>th</sup> June 2020**



## **A Local Council's Investment Strategy**

A local council has a general power to invest its funds for any purpose relevant to its functions under any enactment and for the prudent management of its financial affairs (Local Government Act (LGA) 2003 sections 12). The investment of surplus funds is governed by Section 15 of the LGA 2003 and Guidance issued by the Secretary of state. Investments below £10,000 are not subject to this guidance but the Council must make a formal decision on the extent to which the guidance applies for investments between £10,000 and £50,000.

This guidance recommends that the Council produces an Annual Investment Strategy which sets out the Council's policy on managing investments.

### **OPC adopted the following investment terms at the full Council meeting on 11<sup>th</sup> February 2020**

All investments shall be made in £ sterling.

Short term investments are defined as investments up to 1 year.

Long term investments are defined as investments over one year.

Investments shall consider the following objectives to ensure the best balance between:

1. Security
2. Liquidity
3. Yield

All investments shall be "specified investments" giving relatively high security and liquidity such as short term deposits, 1, 2 or 3 year bonds or short term fixed deposits with high street banks or other funds marketed to the public sector.

"Non-specified investments" such as stocks and shares give a much higher, potential risk and shall not be considered.

The Finance Committee will review and agree all investments and every transaction will require two Councillor signatories plus the Responsible Finance Officer.

Assumptions:

3 months running costs of approximately £40,000 shall be held in the Unity Trust account to cover any unforeseen expenditure or interruption to OPC's administration.



# **STATEMENT OF INTERNAL CONTROLS**

**Adopted on 16<sup>th</sup> November 2021**

## **Introduction**

Odiham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

## **The System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives
- b) evaluate the likelihood of those risks being realised and the impact should they be realised
- c) manage them efficiently, effectively and economically.

## **The Council's Internal Controls**

### Decisions

The Council has elected a Chair who is responsible for the smooth running of meetings and a Parish Clerk to advise the Council for ensuring that all Council decisions are lawful.

### Responsibility

The Finance Committee meets at least quarterly and reviews and recommends all OPC's financial matters, unless required by full Council as specified by law.

The Council carries out regular reviews of its internal controls, systems and procedures.

The Committees carry out regular reviews of their relevant budget codes and recommends budget provision in line with their committee's service provision and strategic aims.

OPC has adopted a Strategic Plan which is regularly reviewed by the Strategy Working Group.

### Budgets and Precepts

OPC reviews its obligations and objectives before determining the level of precept and individual budgets for the following financial year. All Councillors are invited to a budget workshop and the Finance Committee reviews the draft budget before being presented to full Council at its January meeting.

### Management of Financial Records

OPC employs a Parish Clerk who acts as the Responsible Finance Officer where specified in law. The Parish Clerk holds qualified Clerk's status and is responsible for advising the Council, processing payments and preparing financial records.

The Parish Clerk is responsible for managing Scribe, OPC's chosen accounts program, which is used to record payments, manage OPC's budgets, generate reports, reconcile accounts, complete the end of year audit papers and to submit VAT returns to HMRC.

### Payments

In most cases, invoices are input into Scribe and a monthly Payments Listing presented to full Council or the Finance Committee, whichever is sooner, for decision before payments are made. Where urgent payments are required to meet contractual obligations, the Clerk may seek approval from cheque signatories by email and payments are reported to the next available meeting.

Payments are made by BACS from OPC's main current account, Unity Trust. Payments are first set up by the Parish Clerk then authorised by two Councillors with cheque signatory rights and OPC aims to rotate those Councillors authorising payments regular basis.

### Bank Reconciliations

The Parish Clerk carries out monthly bank reconciliations on all accounts and these are reported to the Finance Committee on a quarterly basis, then countersigned by the Finance Committee Chair.

### The Council as an Employer

The Staffing Committee is responsible for monitoring the Staffing budget including recommending the Clerk's salary which is then determined by full Council.

The Parish Clerk is responsible for determining salary levels for other staff in line with budgets and in consultation with the Staffing Committee.

References are obtain for all staff appointments.

OPC is registered with HMRC and uses the HMRC Payroll system to calculate payments. Monthly salary payments are included on the monthly Payments Listing and payments processed by BACS.

Staff may reclaim any purchases made on the Council's behalf, subject to the purchase having been previously been agreed by a line manager.

Staff and Councillors may claim reasonable and justifiable expenses incurred, including as a result of travelling to meetings/training/events which have been agreed by a line manager:

- For cars - 45p per mile up to 10,000 mile.
- Meal allowance: up to £10.00 per day and up to £25.00 per 24 hour period when an overnight stay is required.

Expense reclaim forms are countersigned by the Parish Clerk or the Chair of the Council.

### Management of Risk

OPC has a Council Risk Assessment which is reviewed and agreed by full Council every year.

OPC appoints an independent Internal Auditor who reports to the Council on the adequacy of its: financial records, procedures, systems, internal control and management of risk. This appointment is reviewed and agreed annually.

OPC is subject to an annual, external, Intermediate Audit Review which is undertaken by the Council's External Auditors, PKF Littlejohn.