



**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 19th APRIL 2022 AT 8.30PM**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

11th April 2022

Andrea Mann Parish Clerk

F38/21 To receive apologies for absence

F39/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda

F40/21 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.

F41/21 Approval of Minutes

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

Note: the scheduled meeting 18th January (F26-27/21) was not quorate.

F42/21 October-March Bank Reconciliations (pages 3-8)

To approve the bank reconciliations for October 2021 to March 2022 to be signed by the Committee Chair.

F43/21 Quarter 4 Payments Listing (pages 9-12)

To review and accept the 2021/22 Quarter 4 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.

F44/21 End of Year Balances and Earmarked Reserves (pages 13-18)

To review and note:

- The end of year balances against the earmarked reserves.
- The end of year income and expenditure report.
- The end of year balance sheet.



- F45/21 End of Year Budget Position (pages 19-21)**
To review and accept the end of 2021/22 year budget position, noting the comments in the Clerk's report.
- F46/21 Virements (page 22)**
To consider and agree a list of end of year virements.
- F47/21 Banks and investments**
Verbal update from the Clerk on the status of changing bank mandates and setting up a new account.
- F48/21 April 2022 Payments**
To approve the payments listings from 6th to 19th April 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).
- F49/21 Next meeting**
19th July 2022.

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 31/10/2021		225,694.67
			433,490.29
	SUBTRACT		
	Payments 01/04/2021 - 31/10/2021		136,619.50
A	Cash in Hand 31/10/2021 (per Cash Book)		296,870.79
	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
			296,870.79
	Less unrepresented payments		
			296,870.79
	Plus unrepresented receipts		
B	Adjusted Bank Balance		296,870.79
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/11/2021			
	Cash in Hand 01/04/2021		207,795.62	
	ADD			
	Receipts 01/04/2021 - 30/11/2021		231,460.14	
			439,255.76	
	SUBTRACT			
	Payments 01/04/2021 - 30/11/2021		157,884.65	
			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	
			281,371.11	
	Less unrepresented payments			
			281,371.11	
Plus unrepresented receipts				
		281,371.11		
	Adjusted Bank Balance		281,371.11	
	A = B Checks out OK			

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2021		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 31/12/2021		235,100.70
			442,896.32
	SUBTRACT		
	Payments 01/04/2021 - 31/12/2021		184,931.56
A	Cash in Hand 31/12/2021 (per Cash Book)		257,964.76
	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
			258,032.88
	Less unrepresented payments		68.12
			257,964.76
	Plus unrepresented receipts		
B	Adjusted Bank Balance		257,964.76
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2022		
	Cash in Hand 01/04/2021		207,795.62
	ADD Receipts 01/04/2021 - 31/01/2022		236,521.26
	SUBTRACT Payments 01/04/2021 - 31/01/2022		444,316.88 198,246.57
A	Cash in Hand 31/01/2022 (per Cash Book)		246,070.31
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2022	2.94
	Hampshire Trust Bank	31/01/2022	50,500.00
	Lloyds 30 days notice account	31/01/2022	3,523.87
	Unity Trust	31/01/2022	90,659.84
	Lloyds Treasurer's Account	31/01/2022	39,392.80
	Lloyds Money Market	31/01/2022	62,024.18
			246,103.63
	Less unrepresented payments		33.32
			246,070.31
	Plus unrepresented receipts		
B	Adjusted Bank Balance		246,070.31
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 28/02/2022		
	Cash in Hand 01/04/2021		207,795.62
	ADD Receipts 01/04/2021 - 28/02/2022		243,037.66
			450,833.28
	SUBTRACT Payments 01/04/2021 - 28/02/2022		222,913.72
A	Cash in Hand 28/02/2022 (per Cash Book)		227,919.56
	Cash in hand per Bank Statements		
	Petty Cash	28/02/2022	2.94
	Hampshire Trust Bank	28/02/2022	50,500.00
	Lloyds 30 days notice account	28/02/2022	3,523.90
	Unity Trust	28/02/2022	72,508.58
	Lloyds Treasurer's Account	28/02/2022	39,392.80
	Lloyds Money Market	28/02/2022	62,024.66
			227,952.88
	Less unrepresented payments		33.32
			227,919.56
	Plus unrepresented receipts		
B	Adjusted Bank Balance		227,919.56
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		207,795.62
	ADD		
	Receipts 01/04/2021 - 31/03/2022		246,628.06
			454,423.68
	SUBTRACT		
	Payments 01/04/2021 - 31/03/2022		249,391.38
A	Cash in Hand 31/03/2022 (per Cash Book)		205,032.30
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2022	2.94
	Hampshire Trust Bank	31/03/2022	50,500.00
	Lloyds 30 days notice account	31/03/2022	3,523.93
	Unity Trust	31/03/2022	49,372.60
	Lloyds Treasurer's Account	31/03/2022	39,607.64
	Lloyds Money Market	31/03/2022	62,025.19
			205,032.30
	Less unrepresented payments		
			205,032.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		205,032.30
	A = B Checks out OK		

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
332	07/01/2022		Unity Trust	332	Expenses - scanner for OBE	S Jones	S	49.99	10.00	59.99
333	07/01/2022		Unity Trust	333	Phones (new system)	BT	S	87.65	17.53	105.18
334	07/01/2022		Unity Trust	334	Broadband adjustment (old)	BT	S	29.56	-2.09	27.47
443	07/01/2022		Unity Trust	333	BT broadband	BT	S	36.45	7.29	43.74
444	07/01/2022		Unity Trust	333	BT broadband	BT	S	36.45	7.29	43.74
330	07/01/2022		Unity Trust	330	Booking fee - band for street p	Simply Swing	Z	437.50		437.50
331	07/01/2022		Unity Trust	331	Expenses - cable ties for tree	S Jones	Z	4.00		4.00
335	11/01/2022		Unity Trust	335	Interpretation Board	Fitzpatrick Woolmer	S	888.00	177.00	1,065.00
337	18/01/2022		Unity Trust	337	IT support Jan	Connect Computer Consultan	S	135.00	27.00	162.00
338	18/01/2022		Unity Trust	338	IT Support Feb	Connect Computer Consultan	S	135.00	27.00	162.00
339	18/01/2022		Unity Trust	339	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
340	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	281.91	56.38	338.29
341	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	422.50	84.50	507.00
342	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	258.39	51.68	310.07
343	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	199.16	39.83	238.99
344	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	56.00	11.20	67.20
345	18/01/2022		Unity Trust	340	Grounds Maintenance Dec	Larkstel Ltd	S	54.33	10.87	65.20
346	18/01/2022		Unity Trust	346	EICR Testing Parish Room	Croombs Electrical Services	S	180.00	36.00	216.00
347	18/01/2022		Unity Trust	347	Awards form on website	Somerset Web Services Ltd	S	50.00	10.00	60.00
356	18/01/2022		Unity Trust	356	Queen's canopy plaque	The Workshop	S	36.90	7.38	44.28
336	18/01/2022		Unity Trust	336	Office rental Q4 2021/22	HCC	Z	862.50		862.50
348	18/01/2022		Unity Trust	348	Light/bulb for office	J Peek - expenses	Z	4.99		4.99
349	18/01/2022		Unity Trust	349	Mileage to inspect sites	J Peek - expenses	Z	11.25		11.25
350	18/01/2022		Unity Trust	350	Jan 2022 salaries	Jan 2022 Salaries	Z	4,237.12		4,237.12
351	18/01/2022		Unity Trust	351	Jan 2022 PAYE & NI	HMRC	Z	830.90		830.90
352	18/01/2022		Unity Trust	352	Jan 2022 pension cont	Hampshire Pension Fund	Z	355.18		355.18
353	18/01/2022		Unity Trust	353	Jan 2022 employers NI	HMRC	Z	446.32		446.32
354	18/01/2022		Unity Trust	354	Jan 2022 pension cont	Hampshire Pension Fund	Z	1,095.48		1,095.48
355	18/01/2022		Unity Trust	355	Room Hire - High St business r	Odiham & NW Bowling Club	Z	45.00		45.00
357	18/01/2022		Unity Trust	357	Work to noticeboards	Trust Property Services Ltd	Z	830.00		830.00
358	18/01/2022		Unity Trust	358	Locum Admin support - Dec/Jan	Mary Harris	Z	160.00		160.00
359	18/01/2022		Unity Trust	358	Locum Admin support - Dec/Jan	Mary Harris	Z	18.00		18.00
388	11/02/2022		Unity Trust	388	Microsoft new Councillor a/cs	Microsoft Ireland	Z	58.88		58.88
390	11/02/2022		Unity Trust	390	Staff Salaries - January 2022	Staff Salaries - January 2022	Z	4,236.92		4,236.92
391	15/02/2022		Unity Trust	391	Staff PAYE & NI - January 202	HMRC	Z	831.10		831.10
392	15/02/2022		Unity Trust	392	Staff Pensions - January 2022	Hampshire Pension Fund	Z	355.18		355.18

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
393	15/02/2022		Unity Trust	393	Employers NI - January 2022	HMRC	Z	446.32		446.32
394	15/02/2022		Unity Trust	394	Employers Pension Cont - Janu	Hampshire Pension Fund	Z	1,095.48		1,095.48
389	15/02/2022		Unity Trust	389	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
441	15/02/2022		Unity Trust	374	BT broadband	BT	S	36.45	7.29	43.74
442	15/02/2022		Unity Trust	374	BT broadband	BT	S	36.45	7.29	43.74
365	15/02/2022		Unity Trust	365	Electricity - King St Toilets	nPower	L	31.16	1.56	32.72
363	15/02/2022		Unity Trust	363	Community Grant	Victim Support	Z	50.00		50.00
364	15/02/2022		Unity Trust	364	Community Grant	Odiham Society	Z	385.00		385.00
367	15/02/2022		Unity Trust	367	Repairs to Parish Room porch	Trust Property Services Ltd	Z	875.00		875.00
386	15/02/2022		Unity Trust	386	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
360	15/02/2022		Unity Trust	360	Work to cemetery hedge	Larkstel Ltd	S	4,441.35	888.27	5,329.62
361	15/02/2022		Unity Trust	361	Cemetery plan	Knight Architectural Design	S	175.00	35.00	210.00
362	15/02/2022		Unity Trust	362	Cemetery driveway plan	Knight Architectural Design	S	75.00	15.00	90.00
366	15/02/2022		Unity Trust	366	Parish Room elec work	Croombs Electrical Services	S	190.94	38.19	229.13
368	15/02/2022		Unity Trust	368	South Chapel Electricity	SSE	S	60.06	12.01	72.07
369	15/02/2022		Unity Trust	369	Printer rental Qtr 3 2021/22 ar	Ricoh	S	137.86	27.57	165.43
370	15/02/2022		Unity Trust	370	Scribe 2022/23 Sub and suppc	Scribe	S	648.00	129.60	777.60
371	15/02/2022		Unity Trust	371	Power wash Bufton play area	Larkstel Ltd	S	450.00	90.00	540.00
372	15/02/2022		Unity Trust	372	Stationery & OBE Printer	Viking	S	50.29	10.06	60.35
373	15/02/2022		Unity Trust	372	Stationery & OBE Printer	Viking	S	160.45	32.09	192.54
374	15/02/2022		Unity Trust	374	Phones (new system)	BT	S	87.65	17.53	105.18
375	15/02/2022		Unity Trust	375	Green waste fee for Lengthsm	Premier Grounds & Garden M	S	50.00	10.00	60.00
376	15/02/2022		Unity Trust	376	Cards and ribbon for OBE	Lesar UK Ltd	S	81.95	16.39	98.34
377	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	281.91	56.38	338.29
378	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	422.50	84.50	507.00
379	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	208.39	41.68	250.07
380	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	199.16	39.83	238.99
381	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	250.00	50.00	300.00
382	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	56.00	11.20	67.20
383	15/02/2022		Unity Trust	377	Grounds Maintenance Jan 22	Larkstel Ltd	S	54.33	10.87	65.20
384	15/02/2022		Unity Trust	384	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
385	15/02/2022		Unity Trust	385	WD40, descaler	Odiham Hardware	S	14.17	2.83	17.00
387	15/02/2022		Unity Trust	387	Repairs to office lights	Croombs Electrical Services	S	208.94	41.79	250.73
395	15/02/2022		Unity Trust	395	Postage/UVA adapter/fabric	A Mann Expenses	S	33.92	2.16	36.08
473	15/02/2022		Unity Trust	360	Work to cemetery hedge	Larkstel Ltd	S	1,508.65	301.73	1,810.38
396	25/02/2022		Unity Trust	396	IT support Mar	Connect Computer Consultan	S	135.00	27.00	162.00
397	25/02/2022		Unity Trust	397	Public access PC	Connect Computer Consultan	S	735.00	147.00	882.00
400	25/02/2022		Unity Trust	400	Plan for street party road closu	Chevron Traffic Management	S	100.00	20.00	120.00
401	25/02/2022		Unity Trust	401	Bridewell valuation	Sedgwick International UK	S	495.00	99.00	594.00

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
402	25/02/2022		Unity Trust	402	Logs in Tunnel Lane	W M Hamer	S	330.00	66.00	396.00
403	25/02/2022		Unity Trust	403	4 x Gopak tables	Gopak Ltd	S	684.66	136.93	821.59
398	25/02/2022		Unity Trust	398	Rowan tree at cemetery	Adams Trees	Z	880.00		880.00
399	25/02/2022		Unity Trust	399	Refreshments Business Form r	S Jones	Z	27.70		27.70
415	01/03/2022		Unity Trust	415	Extension lead	Odiham Hardware	Z	16.50		16.50
416	15/03/2022		Unity Trust	387	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00		15.00
417	15/03/2022		Unity Trust	417	Refreshments Business Form r	Pickled Pepper	Z	70.00		70.00
424	15/03/2022		Unity Trust	424	Removal baby changing unit	FS Cleaning & Maintenance	Z	65.00		65.00
428	15/03/2022		Unity Trust	428	Mileage - AO site inspections	J Peek - expenses	Z	20.25		20.25
429	15/03/2022		Unity Trust	429	Staff Salaries - March 2021	Staff Salaries - March 2022	Z	4,289.70		4,289.70
430	15/03/2022		Unity Trust	430	Staff PAYE & NI - March 2022	HMRC	Z	843.90		843.90
431	15/03/2022		Unity Trust	431	Staff Pensions - March 2022	Hampshire Pension Fund	Z	355.18		355.18
432	15/03/2022		Unity Trust	432	Employers NI - March 2022	HMRC	Z	446.32		446.32
433	15/03/2022		Unity Trust	433	Employers Pension Cont - Mar	Hampshire Pension Fund	Z	1,095.48		1,095.48
434	15/03/2022		Unity Trust	434	Office expenses (see form + r	A Mann Expenses	Z	21.74		21.74
435	15/03/2022		Unity Trust	434	Parish News Subscription	A Mann Expenses	Z	9.00		9.00
437	15/03/2022		Unity Trust	437	Clerk & Deputy laptop Microso	Microsoft Ireland	Z	28.20		28.20
412	15/03/2022		Unity Trust	412	Insurance - The Bridewell	Zurich Municipal	Z	244.62		244.62
422	15/03/2022		Unity Trust	422	Electricity - Parish Room	SSE	L	173.27	14.73	188.00
436	15/03/2022		Unity Trust	436	Electricity - King St Toilets	nPower	L	32.20	1.61	33.81
438	15/03/2022		Unity Trust	438	Journal correction only	nPower	L	-31.73	-1.59	-33.32
404	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	281.91	56.38	338.29
405	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	422.50	84.50	507.00
406	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	305.33	61.07	366.40
407	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	199.16	39.83	238.99
408	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	56.00	11.20	67.20
409	15/03/2022		Unity Trust	404	Grounds Maintenance Februar	Larkstel Ltd	S	156.33	31.27	187.60
410	15/03/2022		Unity Trust	410	Shrub clearance, Bufton Field	Larkstel Ltd	S	1,250.00	250.00	1,500.00
411	15/03/2022		Unity Trust	411	Legal advice on Chapel Cottag	Surrey Hills Solicitors	S	396.00	70.00	466.00
413	15/03/2022		Unity Trust	413	AV camera, screen and set up	Connect Computer Consultan	S	2,154.65	430.93	2,585.58
414	15/03/2022		Unity Trust	414	Server back-up	Safe Data Storage	S	475.20	95.04	570.24
418	15/03/2022		Unity Trust	418	Orchard int board design	The Langtons	S	800.00	160.00	960.00
419	15/03/2022		Unity Trust	419	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
420	15/03/2022		Unity Trust	420	Repair to soap dispensers	CJH Cleaning Services Ltd	S	80.00	16.00	96.00
421	15/03/2022		Unity Trust	421	Phones (new system)	BT	S	87.65	17.53	105.18
423	15/03/2022		Unity Trust	423	Infill manhole at Community C	Premier Grounds & Garden M	S	45.00	9.00	54.00
425	15/03/2022		Unity Trust	425	Repair to headstone	Spencer & Peyton	S	300.00	60.00	360.00
426	15/03/2022		Unity Trust	426	SLCC Training Seminar - Clerk	SLCC	S	85.00	17.00	102.00
427	15/03/2022		Unity Trust	427	SLCC Training Seminar - Depu	SLCC	S	85.00	17.00	102.00

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
439	15/03/2022		Unity Trust	421	BT broadband	BT	S	36.45	7.29	43.74
440	15/03/2022		Unity Trust	421	BT broadband	BT	S	36.45	7.29	43.74
447	16/03/2022		Unity Trust	447	Green Canopy carved post	Rob Beckinsale Chainsaw Car	Z	215.00		215.00
445	16/03/2022		Unity Trust	445	IT support (additional)	Connect Computer Consultan	S	967.50	193.50	1,161.00
446	16/03/2022		Unity Trust	445	IT support (additional)	Connect Computer Consultan	S	247.50	49.50	297.00
448	24/03/2022		Unity Trust	448	Website hosting 22-23	Somerset Web Services Ltd	S	305.00	61.00	366.00
449	24/03/2022		Unity Trust	448	Website hosting 22-23	Somerset Web Services Ltd	S	295.00	59.00	354.00
450	24/03/2022		Unity Trust	450	Conservation Appraisals Updat	Alan Baxter Ltd	S	400.00	80.00	480.00
451	24/03/2022		Unity Trust	450	Conservation Appraisals Updat	Alan Baxter Ltd	S	500.00	100.00	600.00
453	24/03/2022		Unity Trust	453	Delivery charge int board orch	Fitzpatrick Woolmer	S	22.00	4.40	26.40
455	24/03/2022		Unity Trust	455	Street Party furniture hire	Furniture Hire UK.com	S	3,993.75	798.75	4,792.50
452	24/03/2022		Unity Trust	452	Treeworks cemetery	Adams Trees	Z	280.00		280.00
454	24/03/2022		Unity Trust	454	New safety mirror cemetery	Gregory Property Services	Z	80.00		80.00
457	24/03/2022		Unity Trust	457	Refreshments orchard open ev	S Jones	Z	15.85		15.85
458	24/03/2022		Unity Trust	458	Window cleaning	Mark Abbott	Z	135.00		135.00
456	24/03/2022		Unity Trust	456	Electricity - King St Toilets	nPower	L			
460	30/03/2022		Unity Trust	460	Brasso for Bridewell	Odiham Hardware	Z	6.50		6.50
463	30/03/2022		Unity Trust	463	Mileage to site inspections	J Peek - expenses	Z	8.10		8.10
464	30/03/2022		Unity Trust	464	Plants for Bridewell courtyard	J Peek - expenses	Z	6.64		6.64
465	30/03/2022		Unity Trust	465	Office supplies	Andrea Mann	Z	9.75		9.75
466	30/03/2022		Unity Trust	466	Photos for Orchard	Andrea Mann	Z	19.98		19.98
459	30/03/2022		Unity Trust	459	Treat moss cemetery driveway	Larkstel Ltd	S	270.00	54.00	324.00
461	30/03/2022		Unity Trust	461	Install 3 posts/boards Commu	Premier Grounds & Garden M	S	190.00	38.00	228.00
462	30/03/2022		Unity Trust	462	Mileage to HCC mtg 18.03.22	Angela McFarlane	S	21.32	0.48	21.80
467	30/03/2022		Unity Trust	467	Zoom subscription	Andrea Mann	S	119.90	23.98	143.88
470	31/03/2022		Unity Trust		Coding - noticeboard	Greenbarnes Ltd	S	-814.54	-162.91	-977.45
471	31/03/2022		Unity Trust		Coding - noticeboard	Greenbarnes Ltd	S	280.00	56.00	336.00
472	31/03/2022		Unity Trust		Coding - noticeboard	Greenbarnes Ltd	S	534.60	106.92	641.52
468	31/03/2022		Unity Trust	468	service Charge	Unity Trust	Z	2.30		2.30
469	31/03/2022		Unity Trust	469	service Charge	Unity Trust	Z	32.55		32.55
Total								58,251.51	6,208.31	64,459.82



REPORT ON: Balances and Earmarked Reserves

WRITTEN BY: Parish Clerk

MEETING DATE: 19th April 2022

AGENDA ITEM: F44/21

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

Total balances @ 31.03.22	£205,030
Less (approx.) six months general reserves held (Note increase from April due to Bridewell management)	-£131,280
Earmarked reserves @ 31.03.22	-59,960
 Variance between balances and identified expenditure	 £13,790

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:

- Proposed virements at start of 2022-23 - £25124.17
- 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
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	1,160.00				1,160.00
Chapel Cottage Deposit	1,211.00				1,211.00
Bufton Field Play Area	4,047.50		1,485.00		2,562.50
G Rotherby Bequest	3,522.00		760.00		2,762.00
Total Capital	9,940.50		2,245.00		7,695.50
Earmarked					
Office Rental	1,000.00				1,000.00
IT Support/Upgrade	4,325.00		3,108.60		1,216.40
Election Expenses	2,500.00				2,500.00
Website	1,045.00		1,045.00		
Cemetery Maintenance	2,000.00		1,508.65		491.35
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		534.60		1,465.40
Parish Room Maintenance	-2,320.00		1,065.94		-3,385.94
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	1,000.00		564.00		436.00
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	2,000.00		1,724.90		275.10
Footpaths Improvements	2,000.00				2,000.00
Development of Sustainable Tra	5,000.00		330.00		4,670.00
Supporting the High St	2,575.00		875.00		1,700.00
Conservation Area Character Ar	500.00		500.00		
Book Exchange	9,000.00	-4,327.00	4,711.72	540.00	501.28
Insurance	3,224.21		3,224.21		
Tree Survey					
PR & Publicity	786.00		786.00		
Subscriptions	320.00		329.00		-9.00
The Bridewell		15,000.00	684.66	1,000.00	15,315.34
Community Grants		3,495.00			3,495.00

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>
Total Earmarked	78,849.71	168.00	28,297.28	1,540.00	52,260.43
TOTAL RESERVE	88,790.21	168.00	30,542.28	1,540.00	59,955.93
GENERAL FUND					154,614.95
TOTAL FUNDS					210,240.67

Odiham Parish Council
Income & Expenditure Account
01/04/2021 to 31/03/2022

(Last) Year Ended
 31 Mar 2021

(Current) Year Ended
 31 Mar 2022

Income

1000 - General Account	191,563.25
2000 - Amenity Areas	33,015.90
7000 - Earmarked Reserves	1,540.00
3000 - Community	2,000.00
	<u>£228,119.15</u>

Expense

1000 - General Account	108,032.42
2000 - Amenity Areas	57,891.56
5000 - Traffic and Transport	7,236.61
3000 - Community	21,381.05
4000 - Planning	4,000.00
7000 - Earmarked Reserves	29,476.34
8000 - Projects	2,419.97
	<u>£230,437.95</u>

General Fund

197,110.24	Balance at 01 Apr 2021	129,099.41
<u>206,479.37</u>	ADD Total Income	<u>228,119.15</u>
403,589.61		357,218.56
<u>190,090.20</u>	DEDUCT Total Expenditure	<u>230,437.95</u>
213,499.41		126,780.61
<u>84,400.00</u>	DEDUCT Reserves Balance	<u>-28,834.28</u>
<u>£129,099.41</u>	Balance at 31 Mar 2022	<u>£155,614.89</u>

Reserves:

Capital Reserve Balance £7695.50
 Earmarked Reserve Balance £47930.22

Odiham Parish Council

BALANCE SHEET

31/03/2022

<i>(Last) Year Ended</i> 31 Mar 2021		<i>(Current) Year Ended</i> 31 Mar 2022
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
5,763.79	VAT Recoverable	6,208.31
	Temporary lendings (investments)	
207,795.62	Cash in hand	205,032.30
213,559.41	TOTAL ASSETS	211,240.61
	CURRENT LIABILITIES	
	Creditors	
<u>213,559.41</u>	NET ASSETS	<u>211,240.61</u>
	Represented by:	
129,099.41	General fund Balance	155,614.89
	Reserves:	
9,940.50	Capital	7,695.50
74,519.50	Earmarked	47,930.22
	Adjustments	
<u>213,559.41</u>		<u>211,240.61</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____



REPORT ON: End of Year Budget Position

WRITTEN BY: Parish Clerk

MEETING DATE: 19th April 2022

AGENDA ITEM: F45/21

Introduction

This report should be read with the Scribe end of year budget on the following pages and explains significant variances.

Code	Description	Variance on budget	Explanation
Expenditure			
1005	Staff Salaries	-£4,144.98	Underspend due to grant income. Recommendation to vire some of EMR.
1030	Office Rental	-£1,877.72	Refund from HCC for Q4. Proposal to vire to EMR.
1085	Insurance	-£2,761.44	Underspend due to timing of invoice. Proposal to vire to EMR.
2010	Cemetery Maintenance	+£5,620	Overspend due to overdue hedge maintenance. Agreed by Council. Overspend equates to additional cemetery income.
2070	Bin Emptying	-£1,029.45	Cost saving by appointing contract directly. Should always allow contingency.
2080	Basingstoke Canal	+£2,414.00	Over budgeted.
2095	Toilets Maintenance	-£5,216.00	Budgeted for damp proofing. Unresolved.
2100	Toilets Power & Rates	-£2,683.84	Refund from Hart DC business rates.
3010	PR & Publicity Newsletter	-£1,713.69	Spring 2022 newsletter paid in April 2022.
3040	Carols in the Bury	-£1,000	No funding requested.
3065	Remembrance	+£702.50	Road closure managed by traffic management company.
3095	Hanging Baskets	-£800	No funding requested. Project promised 2023.
4500+5005	Lighting	+£1,236.61	Increased charges from HCC.
Income			
2505	Burial Fees	+£5,620	Refer to code 2010.

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
	19 Get mapping							
	77 Petty cash							
1,005	Staff Salaries			70,440.14	66,295.16		4,144.98	
1,010	Employers' NI			5,414.24	5,581.76		-167.52	
1,015	Pension Contribution			12,495.45	13,000.37		-504.92	
1,020	Travel			500.00	358.94		141.06	
1,025	Training			750.00	650.00		100.00	
1,030	Office Rental		713.84	5,500.00	4,336.12		1,877.72	
1,035	Rates			2,200.00	2,020.95		179.05	
1,040	Telephone and internet			1,200.00	1,508.39		-308.39	
1,045	Office Equipment			1,000.00	1,151.16		-151.16	
1,050	IT Support and Back up			4,500.00	4,422.46		77.54	
1,055	Postage and consumables			500.00	624.47		-124.47	
1,060	Accounts Package			600.00	648.00		-48.00	
1,065	Bank Charges			400.00	139.35		260.65	
1,070	Audit Fees			1,500.00	1,258.33		241.67	
1,075	Professional Costs			3,000.00	3,468.50		-468.50	
1,080	Subscriptions			2,200.00	1,976.20		223.80	
1,085	Insurance			3,200.00	438.56		2,761.44	
1,090	Election Expenses			1,000.00			1,000.00	
1,095	Civic Hospitality			250.00	153.70		96.30	
1,100	Caretaking Equipment							
1,500	Precept	190,342.83	190,342.84				0.01	
1,505	VAT							
1,510	Bank Interest	500.00	506.57				6.57	
1,515	S106 Income							
1,525	Other Income							
				190,842.83	£191,563.25	116,649.83	£108,032.42	9,337.83

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
	29 Cemetery additional maint						
	37 Amenity Equipment repair:						
	47 Parish room - Caretaking			360.00	165.00		195.00
	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	2,241.60		458.40
2,010	Cemetery Maintenance			12,000.00	17,620.00		-5,620.00
2,015	Cemetery rates and water			1,800.00	2,646.90		-846.90
2,020	Cemetery electricity			200.00	237.24		-37.24
2,030	Memorial testing			1,500.00	660.00		840.00
2,035	Other amenity areas main			4,000.00	3,371.30		628.70
2,040	Play Areas			7,000.00	7,825.35		-825.35
2,050	Allotments - maintenance			700.00	575.25		124.75
2,055	Allotments - Water			160.00			160.00
2,065	Tree works		1,435.00	3,500.00	4,124.12		810.88
2,070	Bin emptying			4,000.00	2,970.55		1,029.45
2,075	Benches and Noticeboard:			500.00	500.00		
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	234.00		5,216.00
2,100	Toilets - Power and rates		2,544.90	2,200.00	2,061.06		2,683.84
2,105	Toilets - cleaning			4,800.00	4,680.00		120.00
2,110	Parish Room - power and			800.00	623.94		176.06
2,115	Parish room - maintenanc			1,000.00	315.10		684.90
2,120	Chapel Cottage Maintenar			1,200.00	429.15		770.85
2,125	Estate Agent Fees						
2,135	Tree Survey				280.00		-280.00
2,140	Bus Shelter Maintenance			250.00	135.00		115.00
2,500	Chapel Cottage rent	12,600.00	12,600.00				
2,505	Burial fees	9,000.00	15,280.00		660.00		5,620.00
2,510	Allotment rents	1,000.00	1,150.00				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	6.00		-94.00
--------------------	--------	------	--	--------

	22,700.00	£33,015.90	62,070.00	£57,891.56
--	------------------	-------------------	------------------	-------------------

				14,494.34
--	--	--	--	------------------

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	2,286.31	1,713.69
3,015 Community Grants				3,505.00	3,505.00	
3,016 G Rothery Grant						
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	730.30	19.70
3,040 Carols in Bury						
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			1,000.00		1,000.00	
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			1,000.00	4,000.00	4,531.25	468.75
3,500 Community Income						
3,505 Event Sponsorship Incom						
			£2,000.00	23,155.00	£21,381.05	3,773.95

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	4,000.00	
				4,000.00	£4,000.00	

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						
				6,000.00	£7,236.61	-1,236.61

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					3,108.60	-3,108.60
7,015 Election Expenses						
7,020 Website					1,045.00	-1,045.00
7,025 Allotment Deposits						
7,030 Chapel Cottage Deposit						
7,035 Cemetery Maintenance					1,508.65	-1,508.65
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 Maintenanc						
7,060 Play Area Replacement						
7,065 Bufton Field Play Area					1,485.00	-1,485.00
7,070 Benches & Noticeboards					534.60	-534.60
7,075 Parish Room Maintenance						
7,080 Grounds Maintenance						
7,085 Memorial Testing					564.00	-564.00

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

7,090 Revaluation of Buildings			
7,095 Footpaths Improvements			
7,100 Development of Sustainab		330.00	-330.00
7,105 G Rotherby Bequest		760.00	-760.00
7,110 Re-energising the High St		875.00	-875.00
7,115 Conservation Area Charac		500.00	-500.00
7,120 Increasing Biodiversity		1,724.90	-1,724.90
7,125 Book Exchange	540.00	4,711.72	-4,171.72
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		329.00	-329.00
7,150 The Bridewell	1,000.00	684.66	315.34
	£1,540.00	£29,476.34	-27,936.34

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						
8,010	Parish Room				1,000.00	1,065.94	-65.94
8,015	Play Area Replacement				5,000.00		5,000.00
8,020	Supporting High Street				7,500.00	1,354.03	6,145.97
					13,500.00	£2,419.97	11,080.03
NET TOTAL			213,542.83	£228,119.15	225,374.83	£230,437.95	9,513.20



REPORT ON: End of Year Virements

WRITTEN BY: Parish Clerk

MEETING DATE: 19th April 2022

AGENDA ITEM: F46/21

Introduction

Code	Description	Proposed Virement			
		Amount	From	To	Reason
1005	Salaries	£2,000	1005	New EMR	For Platinum Jubilee staff costs – as proposed by Staffing Committee 06.04.22 and verified by Internal Auditor.
1030	Office Rental	£1,877.72	1030	Office Rental EMR	Possible cost of temporary office during Bridewell works.
1085	Insurance	£2,000	1085	Insurance EMR	Timing of invoice. 2021-22 paid from 2020-21 budget. Overspend 2022-23 due to Bridewell valuation and general inflation.
1090	Election Expenses	£1,000	1090	Election Expenses EMR	Continue to build EMR for 2023.
2065	Tree Works	£810.88	2065	Tree Survey EMR	Contract awarded 2021-22 but not yet invoiced.
2095	Toilets – Maintenance	£5,000	2095	New EMR	Unresolved issue with damp proofing, not actioned during refurb.
2120	Chapel Cottage Maintenance	£770.85	2120	Chapel Cottage Maintenance EMR	Contingency to make repairs at end of tenancy.
3075	Survey Subscriptions	£250	3075	Subscriptions	Survey Monkey renewal due April 2022.
3095	Hanging Baskets	£800	3075	New EMR	To cover grant for 2023.
3105	Queen's Platinum Jubilee	£468.75	3105	New EMR	Ongoing project.
8015	Play Area Replacement	£4,000	8015	Play Area Replacement EMR	Purpose of collecting budget.
8020	Supporting the High Street	£6,145.97	8020	Supporting the High Street EMR	For Village Centre Action Plan projects.
	Total	£25,124.17			

For Decision

Councillors are asked to review and agree the list of proposed earmarked reserves.