



MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL TO BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON 17th MAY 2022 COMMENCING AT 7.30pm

11th May 2022

Andrea Mann, Parish Clerk

Members of the public are welcome to attend.

- 1/22 Election of the Chairman of the Council and receipt of their declaration of acceptance of office**
- 2/22 Election of the Vice-Chair of the Council**
- 3/22 To receive apologies for absence**
- 4/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 5/22 Approval of Minutes**
To approve the minutes of the full Council meeting held on 4th April 2022 (237-259/21) - and Extraordinary General Meeting held on 27th April 2022 (238-265/21).
- 6/22 Chair's Announcements**
- 7/22 Public Session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.
- 8/22 Two Councillor Co-option**
To fill two Councillor vacancies by co-option:

Applications received by Friday 13th May will be circulated to Councillors prior to the meeting.

Councillor Reports

- 9/22 Meeting reports from Councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.



10/22 Reports from other Councils

To RECEIVE any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

11/22 Previous Committee Minutes

To receive and NOTE the following minutes previously circulated to Members:

- Community Committee held on 21st September 2021.
- Staffing Committee held on 10th October 2021.
- Finance Committee held of 19th October 2021.
- Planning & Development Committees held on 22nd March and 19th April 2022.

12/22 To consider Matters Arising from the Minutes not elsewhere on the agenda (pages 5-6)

13/22 OPC's Governance for the ensuing year (pages 7-9)

To review and agree:

- i) Committee Structure (latest structure attached, page 7)
- ii) Membership of committees (current memberships see pages 8-9)
- iii) Appointment of committee Chairs and Vice Chairs (where required)

14/22 Working Groups (page 10)

To review OPC's current list of Working Groups and agree to close any groups no longer required.

15/22 Outside Bodies

To agree the appointment of representatives to outside bodies for:

- The Odiham Society
- Basingstoke Canal Society
- Odiham Common
- Leapfrogs
- Neighbourhood Watch
- Flood Forum
- InOdiham
- Odiham and District Over 55 Wellbeing Forum
- Hart Youth Forum
- North Warnborough Village Hall
- Odiham Consolidated Charities
- Shapley Heath Garden Village Steering Group
- Hook and Odiham Lions Community Needs Assessment

16/22 Cheque Signatories To review the list of cheque signatories for all accounts and agree any changes (page 11)



17/22

Odiham Consolidated Charities Trustee

To consider a recommendation from Odiham Consolidated Charities that Charles Brooks and Helen Barnacle be transferred to fill the two vacant OPC trustee positions.

18/22

Verbal update on The Bridewell consultation and listed planning application

19/22

To note the response from Hampshire County Council regarding signage in the Ford, North Warnborough

20/22

Strategic Plan (pages 12-20)

To review an annual update of OPC's Strategic Plan and agree key project priorities for the year ahead.

21/22

S106 Projects (pages 21-22)

To carry out an annual review of OPC's wishlist for projects to be funded from S106 developments contributions.

22/22

Planning Applications

To consider the following planning applications requiring a response before the next scheduled Planning & Development Committee 31.05.22:

Application reference: 22/00824/LBC

Address: Hunting Lodge Bagwell Lane Odiham Hook Hampshire RG29 1JG

Description: Re-roofing of the house

Comments due: 26.05.22

[Link](#)

Application reference: 22/00870/HOU

Address: 7 Waverley Close Odiham Hook Hampshire RG29 1AT

Description: Erection of a single storey rear extension, first floor extension over existing garage / utility room and alterations to fenestration.

Comments due: 26.05.22

[Link](#)

23/22

Parish Lengthsman (pages 23-27)

- i) To agree for the Clerk to sign the annual Parish Lengthsman agreement which gives the Parish 40 man hours for tasks specified in Schedule 1.
- ii) To agree sole delegation to the Amenities Areas Committee.

Financial Matters

24/22

To receive and note the annual internal audit report for 2021/22 (pages 28-31).



- 25/22** To note and agree the re-statement of the 2020/21 annual governance statement due to incorrect coding of VAT in Scribe (page 32)
- 26/22** To receive the 2021/222 end of year Income and account and Balance Sheet (pages 33-34).
- 27/22** To resolve to approve the annual governance statement for 2021/22 (page 39).
- 28/22** To resolve to approve the accounting statements (pages 36-47) for 2021/22 to be signed by the Chairman of the meeting (page 40).
- 29/22** To resolve to agree the Exercise of Public Rights dates (page 35).
- 30/22** To consider expenditure of up to £300 from the Climate Action Plan budget for printing The Greening Campaign cards
- 31/22** To approve the May 2022 Payments Listing
(This listing will be circulated to Councillors by email before the meeting).
- 32/22** To consider a grant to the Voilà Theatre Company to cover the costs of performing at the Odiham Jubilee Street Party
Documents will be circulated to Councillors prior to the meeting.
- 33/22** **Date of next meeting**
Scheduled 21st June 2022 – to be confirmed.

Confidential Matters

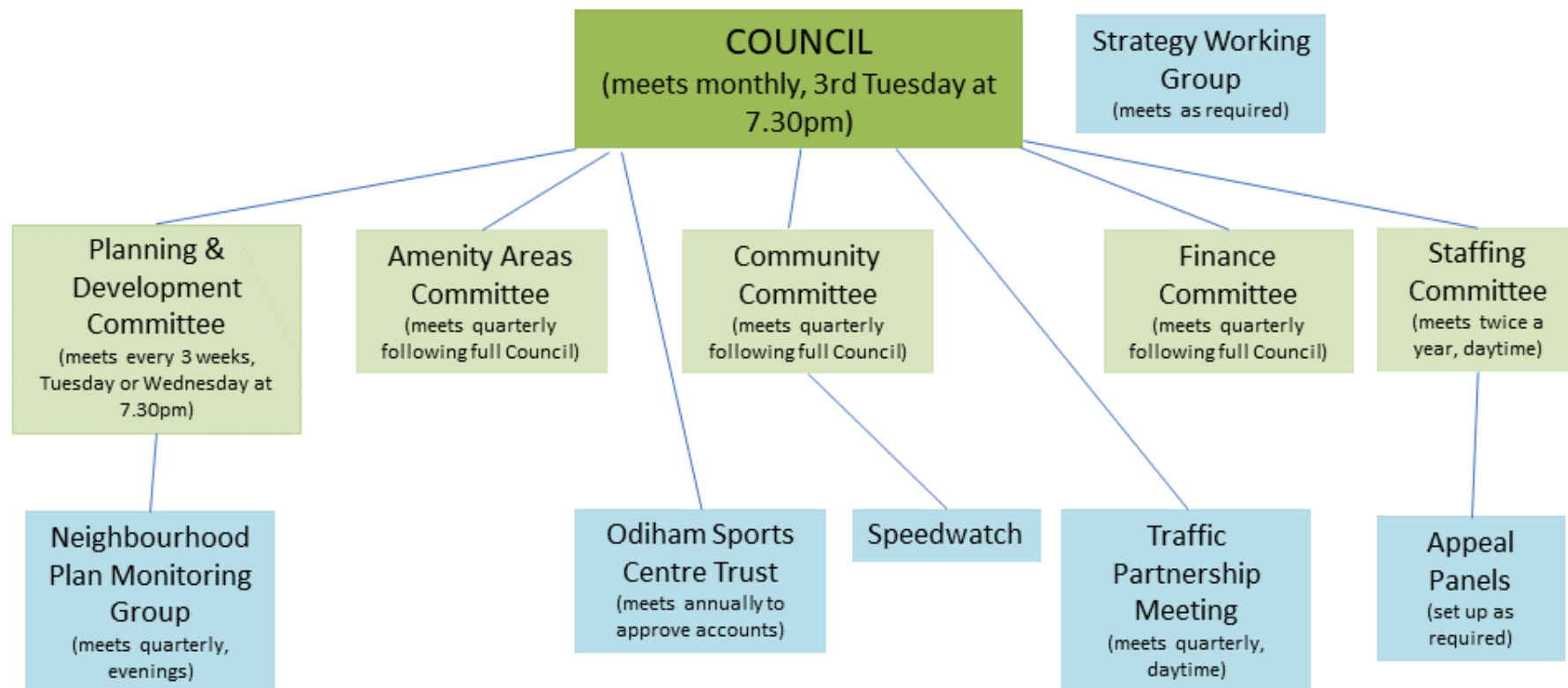
- 34/22** To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.
- 35/22** **MP Lease for offices at The Bridewell (pages 48-73)**
To consider approving the final lease for offices at The Bridewell and appoint two Councillors to sign. The MP has confirmed his intention to sign.
- 36/22** **Police Lease for offices at The Bridewell (pages 74-95)**
To consider approving the final lease for offices at The Bridewell.
- 37/22** **Request from the Odiham Society to approve plans for signage and a hand rail at The Parish Room, prior to submitting a listed planning application**
- 38/22** **To confirm 2022 Community Awards recipients**
To be reported at the meeting.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Feb-22	179/21	Clerk	Change previous minutes from draft and add to website.	Complete
	187/21	Clerk	Add committee changes to website and update distribution lists.	Complete
	188/21	Clerk	Revise Traffic Partnership positions on website.	Complete
		Clerk/Deputy Clerk	Co-ordinate and publish precis of Traffic Partnership meetings.	Underway
	189/21	Clerk	Add revised Standing Orders on website.	Complete
	190/21	Clerk	Publish 2022-23 meeting dates on website.	Complete
	192/21	Clerk	Add Environment and Climate Change Policy and Action Plan to website and promote.	Complete
	193/21	Deputy Clerk	Advertise for Town Crier and manage process through Jubilee working group.	Underway
	194/21	CllrAMc	Make representation to Hart DC budget setting meeting on increased parking charges in Odiham.	Complete
	197/21	Clerk, Cllrs RC & DS	Set up payments and complete payment approval process.	Complete
	199/21	Clerk	Place orders for AV equipment and arrange installation.	Complete
	200/21	Clerk/CllrPV	Instruct and set up Office 365 account.	Complete
	201/21	Clerk	Award 2022-23 Internal Audit contract to Do The Numbers.	Complete
	202/21ii	Clerk	Arrange payment for logs in Tunnel Lane.	Complete
	202/21iii	Clerk/Deputy Clerk	Follow up with NW Village Hall on the location of the new defibrillator and answer questions.	On Community Committee agenda
	203/21	Clerk	Contact Hook Parish Council re promotion of bid to improve Hook Railway Station.	Underway
	206/21	Clerk	Award cemetery grounds maintenance contract from 1st April and notify other interested parties of decision.	Complete
		Clerk	Award cemetery bin emptying contract.	Complete
	207/21	Clerk	Implement new Library room hire agreement for All Saints.	Complete
Mar-22	210/21	Clerk	Change previous minutes from draft and add to website.	Complete
	215/21	Clerk	Respond to question regarding co-option process.	Complete
	216/21	Clerk	Provide new Councillor information to new Councillors and update OPC records.	Complete
			Notify Hart DC of new appointments and forward official documentation.	Complete
			New Councillor appointment to committees.	Complete
	217/21	Cllr AMc	Report back from High St parking bays meeting with Hart DC.	Complete
	219/21	Clerk	Research and draft new Communications Policy, combining 3 current policies.	
	220/21	Cllr PV/Clerk	Refer Conservation Area Appraisal to Council for adoption.	On agenda
	221/21	Clerk	Revise Village Centre Action Plan and update website.	Complete
		Clerk/Working Group	Consider priorities and how to progress projects.	
	222/21	Clerk	Research other options for providing public toilets including sourcing usage data.	
	223/21	Clerk/P&D Committee	Refer question on NP Monitoring Group membership and self-builds to P&D and respond.	Complete
	224/21	Clerk, Cllrs RC & AMc	Set up payments and complete payment approval process.	Complete
	225/21	Clerk	Publish adopted 2021-22 Asset Register.	Complete
	226/21	Clerk	Publish agreed 2021-21 Subscriptions and Contracts list.	Complete
	227/21	Clerk	Award contract to Arcadian for ecological surveys and biodiversity action plan.	Complete
			Surveys 18th May, report back findings to Council.	
	228/21	Clerk	Refer decision on insurance of unoccupied buildings to insurer.	Complete
			Instruct new policy from 1st April.	Complete
	230/21	Clerk/Deputy/Cllr AMc	Liaise with Hook Parish Council regarding promotion of project to improve Hook railway station.	Underway
	233/21	Clerk	Revise and refer Bridewell Lease to the MP.	Complete
			Refer response back to meeting for signature.	On agenda
	234/21	Clerk	Revise and refer Library Room Licence to Book Exchange CIC.	Complete
			Arrange meeting with CIC reps.	Complete
			Refer response back to meeting for signature.	Complete
	235/21	Clerk/Cllr PV	Continue and resolve legal enquiries for Crownfields S106 Agreement.	Complete
			Refer final draft back to meeting.	Complete
Apr-22	262/21	Clerk/Cllr PV	Seek clarification on one clause in S106 Agreement.	Complete
		Clerk/Cllr PV	Refer OPC's decision on S106 Agreement to developer and Hart DC.	Complete
	265/22	Clerk	Prepare, offer and secure signatures for 6 month tenancy of Chapel Cottage.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				

AGREED 18th JANUARY 2022

Odiham Parish Council Committee Structure (Suggested)



Odiham Parish Council Committee objectives, membership and initiatives

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2021/22 Membership	2022/23 Membership	Identified initiatives
Amenity Areas (Quarterly)	To deliver safe public access to Council owned or managed assets maintained with consideration to environmental, aesthetic and operational standards	<ul style="list-style-type: none"> - cemetery and Chapel Cottage - recreation grounds - amenity areas - parish room - King Street toilets - grounds maintenance - tree works 	Cllr R Coleman (Chair) Cllr K Ball Cllr L Cornall Cllr A McFarlane Cllr D Sanger Cllr P Verdon	<i>Quorum 3</i>	<ul style="list-style-type: none"> • Upkeep and maintenance of play areas • Initiate repair and maintenance programme for cemetery chapels • Maintenance of public benches and noticeboards • Allotments • Potential parish projects • Tree survey and works • Lengthsman scheme in conjunction with T&T • Refurbishment of King Street toilets • Maintenance of the Peace Garden • Refurbishment of the War Memorial
Community (2 monthly)	To help foster a vibrant community through partnership with public and private organisations	<ul style="list-style-type: none"> - OPC events - PR & publicity - community group liaison - tourism - Christmas trees and lights - Community award 	Cllr A McFarlane (Chair) Cllr K Ball Cllr A Fraser Cllr D Sanger Cllr P Verdon	<i>Quorum 3</i>	<ul style="list-style-type: none"> • Youth – in conjunction with Amenity Areas and T&T committees • InOdiham – encouragement and assistance • Fireworks event with the Lions • Annual Parish Assembly • Issuing of grants • Promotion of the village • Newsletter • AFD with InOdiham • Bi-annual box cart race • Community award • Speedwatch • The Greening Campaign
Planning & Development (3 weekly)	To deliver and enforce an agreed framework for encouraging development compatible with the heritage and character of the parish according to the NH Plan	<ul style="list-style-type: none"> - review of planning applications - planning enforcement - Village Design Statement - local plan input - housing and employment 	Cllr P Verdon (Chair) Cllr K Ball Cllr R Coleman Cllr L Cornall I (Vice Chair) Cllr A Fraser	<i>Quorum 3</i>	<ul style="list-style-type: none"> • Affordable Housing Exception Scheme • To determine the best way to meet the Local Plan in Odiham

Odiham Parish Council Committee objectives, membership and initiatives

Committee	Overall objective	Within Council policy to exercise the powers of the Council in relation to the management, maintenance and regulation of:	2021/22 Membership	2022/23 Membership	Identified initiatives
Staffing (Minimum two per year)	To ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety		Cllr A McFarlane (Chair) Cllr K Ball Cllr R Coleman Cllr P Verdon	<i>Quorum 3</i>	
Finance (Quarterly plus extra during budget setting)	To oversee OPC's financial affairs, except where law prevents such delegation from the full Council		Cllr R Coleman (Chair) Cllr L Cornall Cllr A McFarlane Cllr H Tyler Cllr P Verdon	<i>Quorum 3</i>	<ul style="list-style-type: none"> • Undertake quarterly reviews of OPC's income and expenditure • Approve monthly bank reconciliations • Monitor the Council's bank balances and investments. • Monitor general and earmarked reserves. • Scrutinise all aspects of the Council's financial business • The review and development of financial policies • The review of new financial related legislation • The preparation of the annual budget and precept • The review of and changes to banking and investment arrangements • Matters arising from (but not the approval of) internal and external audit reports

REPORT ON: Working Groups

WRITTEN BY: Parish Clerk

MEETING DATE: 17th May 2022

AGENDA ITEMS: 14/22

Introduction

Below is a list of current OPC Working Groups:

Working Group	Set up/last reviewed	Proposed end date
Armed Forces Day	April 2019	Ongoing
Community Award Sub-Committee	July 2021	Ongoing
Environment and Climate Change Working Group	November 2021	Ongoing
Odiham Conservation Area Appraisal	May 2019	Following adoption of new Appraisal and first review. Combine with NP Monitoring Group?
Neighbourhood Plan Monitoring Group	May 2019	Ongoing
Library Working Group	September 2021	Recommendation to disband
Queen's Platinum Jubilee Working Group	July 2021	Recommendation to disband after wash up meeting
Spooktacula	May 2019	Ongoing. Recommendation to disband and consider items under Community Committee?
Strategy	July 2019	Ongoing
The Bridewell Working Group	July 2021	Ongoing
Village Centre Area Action Plan	February 2021	Recommendation to disband and move projects under committees.

For Decision

To review the above list and agree any additions or deletions.

REPORT ON: Cheque Signatories

WRITTEN BY: Andrea Mann, as OPC's Responsible Financial Officer

MEETING DATE: 17th May 2022

AGENDA ITEMS: 16/22

Introduction

The following Councillors are cheque signatories on OPC's accounts:

Account	Councillor	Effective from
Unity Trust	Cllr Coleman Cllr McFarlane Cllr Verdon	May 2019 May 2019 February 2020
Lloyds 30 Day Notice	Cllr Ball Cllr Coleman Cllr McFarlane Cllr Verdon (requested)	May 2019 May 2019 May 2019
Lloyds Treasurer's Account	Cllr Ball Cllr Coleman Cllr McFarlane Cllr Verdon (requested)	May 2019 May 2019 May 2019
Lloyds Money Market	No separate signatories. Linked to main account.	
Hampshire Trust Bank (1 year bond)	Cllr R Coleman Cllr A McFarlane Cllr P Verdon Andrea Mann	October 2020 October 2020 October 2020 October 2020
CCLA Deposit	Cllr Coleman Cllr McFarlane David Stewart (form requested) Cllr Verdon	

For Decision

In accordance with best practise Councillors are required to review cheque signatories and revise as required.



ODIHAM PARISH COUNCIL STRATEGIC PLAN 2019-23 (INTERNAL PLAN FOR COMMITTEES)

- Section 1 Introduction
- Section 2 Strategy Group Priorities
- Section 3 Amenity Area Committee Priorities
- Section 4 Community Committee Priorities
- Section 5 Planning & Development Committee Priorities
- Section 6 Traffic & Transport Committee Priorities
(Covered by full Council & committees since January 2022)

Adopted by full Council: 21.07.20

Strategy Group review dates: 10.11.20 11.01.21 11.05.21 16.11.21

Reported to full Council dates: 17.05.22

1. Introduction

In January 2020, OPC agreed the following Strategic Priorities covering the 2019-23 electoral term:

High

Supporting the High St.

Development of sustainable transport (eg cycle ways, footpaths, electric vehicle charging).

Update the Odiham Conservation Area Character Appraisal 2008.

Medium

Increasing biodiversity through 'meadow' or tree planting.

Protection, enhancement of and access to local heritage.

Canal Basin Project.

Land at Hatchwood/ Montford Place.

Land at Dunley's Hill Field.

Expansion of nursery/preschool as part of Crownfields developments site.

Low

Enhancement of and access to sporting and leisure facilities.

In May 2020, OPC agreed to earmark funds towards some of these Strategic Priorities.

The annual budget and earmarked reserve listing also includes some projects which are general maintenance or improvement projects but considered to be over above normal, routine maintenance.

This Strategic Plan aims to capture both the projects falling under a Strategic Priority and larger maintenance/improvement projects where a budget or earmarked reserve allocation has been made.

This Plan is a living document whereby projects can be added, updated or removed and requires regular monitoring to be an effective tool for OPC Coucillors and staff.

- Each committee shall be responsible for the relevant committee page.
- The Strategy Working Group shall be responsible for monitoring the implementation of the entire Strategic Plan at least twice a year.
- The Strategy Working Group's monitoring report will be reported to full Council once a year.

2. Strategy Working Group Priorities

Membership: Cllr A McFarlane (Chair), Cllr R Coleman and Cllr P Verdon - all Councillors invited.

Objectives: To develop and articulate OPC's Strategic Plan, monitor the implementation of the plan at least twice a year and provide a monitoring report to full Council once a year.
The Strategy Working Group may take responsibility for some projects which do not naturally fall under the responsibility of a committee.

Dates of meetings:

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23)	Project complete	Future monitoring & matters arising	
					Actions required	Monitoring notes	Actions required	Update				Actions to c/f
Strategic Plan		0 OPC Strategic Plan 2019-23	To develop, articulate and monitor the implementation of OPC's Strategic Plan.							√	Annual Monitoring Report to full Council.	
The Bridewell	£10k grant from HCC, £15,315 OPC reserves	Retain The Bridewell	To research options to retain Odiham Library building as a community asset	Community support. Funding.	Complete research and produce full business plan before considering whether to accept freehold.	√					√	
					Take on building freehold from HCC.	√				√		
					Progress plans and secure LBC for Phase I works.	In progress	Progress plans and secure LBC for Phase I works.	LBC confirmed. Need update on Costed Schedule of Works.	Complete Phase I works.			
					Develop concept plans for Phase II vision.	√	Community Consultation for Phase II vision.	In progress May 2022.	Report consultation conclusions. Research funding and progress Phase II vision.			
Book Exchange	£10k grant from HCC.	Odiham Book Exchange	To research options which continue to provide residents with access to books.		Establish Odiham Book Exchange.	√	Hand over Odiham Book Exchange to the newly established Friends of OBE CIC.	√		√		
							Agree Licence Agreement and terms for using of The Library Room in The Bridewell	√	Implement new charging regime.	√	Annual review of arrangements.	
Flooding at Mill Corner	0		To lobby authorities to find an engineering solution to surface water flooding at Mill Corner.		Meeting with Thames Water, Environment Agency & partners.		On hold due to Covid.					
					Ask CC to add major flood alleviation scheme to the Hampshire Infrastructure Plan.		Awaiting process, need to follow up.					

3. Amenity Area Committee Priorities

Membership: Cllr R Coleman (Chair), Cllr K Ball, Cllr L Cornall, Cllr A McFarlane, Cllr D Sanger.

Objectives: To research, deliver and monitor Amenity Area strategic projects.

Dates of meetings: 31.05.22, 16.08.22, 15.11.22, 21.02.23.

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23) Actions to c/f	Project complete	Future monitoring & matters arising	
					Actions required	Monitoring notes	Actions required	Update				
Increasing biodiversity through 'meadow' or tree planting		The Firs	General tree/shrub maintenance to open up view of Odiham, improve entrance and pathways through shrub clearance, installation of bench and interpretation board. Consider a route as part of Hart's Green Loop.		Write full specification.	No progress. No response from Hart DC. Project has taken different path due to Climate Action Plan and request from Forest School. Refer to current quarter.	Write full specification.			v		
					Consider use by Forest School and agree required actions.	Now researching land at Colt Hill.						
		Cemetery biodiversity area		Manage wilflower area	Inform contractor	Ensure maintenance of wilflower area is included in new Cemetery maintenance spec.	v Added to new grounds contract.					
		Cemetery Meadow		Community Orchard		Planted and formal opening.	v					
		General Biodiversity Policy		Develop Environmental and Climate Action Plan		Policy development	v					
									Biodiversity surveys 18.05.22.			
Canal Basin Project	0	Canal Basin Project	This project is led by the Basingstoke Canal Society. OPC is a member of the Working Group in order to be best informed before OPC makes a decision on whether to give up part of POS land for this purpose.	Subject to land at Montford Place being passed to OPC.	Consider asking Hart DC for a Deed of Variation.	15.09.20 - OPC agreed not to do this at current time.		Update 09.05.22 - HDC still not issued certificate of practical completion. Awaiting update form developer.				
				Residents objections.	Research on taking on Montford Space open space.	Hart not issued certificate of practical completion due to the landscaping not being managed in accordance with the establishment phase detailed in the Landscape Management Plan. OPC obtained a Landscape Architects report on planting which was forwarded to Hart DC and residents.						
				S106 terms.	Research S106 limitations on land.	Support offered from Hart DC, awaiting progress report.						
Enhancement of and access to sporting and leisure facilities	Benches and noticeboards £1,465.83	Replacement noticeboards			2 new noticeboards, High Street	v	Complete works for bench repairs.	Chamberlain Gardens - ?, next to quarry - ?.	v			
		Bench repairs			1 new noticeboard, North Warnborough	v						
					Carry out audit of all benches.	v						
		Picnic benches			Arrange repairs for 3 highest priorities.	War memorial bench - completed.				Review bench audit to identify next 3 priorities.		
Provide 2022-23 budget.	Not approved. Grant application sent to Hart DC to hire benches 2022 - pending.		Install temporary benches using grant funding.	Due to be delivered 13.05.22.	Consider funding for 2023/24.							

	Buften Field	Support for sports pitches	Support HCC application and lobbying for community use		Continue to lobby HCC for input to the community use agreement.	Submitted request through Hart DC planning officer.	Continue to lobby HCC for input to the community use agreement.				
	Dunleys Hill (see also P&D Committee)	Possible biodiversity area			Consider biodiversity area as part of Dunley's Hill development following presentation from developer 05.01.21.	No update on progress of application.	Start to think about best/preferred use of the POS land ready for a further approach from developer.	Consider area as part of the Environment and Climate Action Plan so a clear plan is ready should an application come forward.			OPC to take view on whether to take on the management of this space.
Protection, enhancement of and access to local heritage.	Chapel building maintenance £9,085	Chapel refurbishments	To protect buildings into further state of disrepair.		Repair and protect North Chapel floor.	v				v	
			To transform chapels into usable space.		Develop clear strategy for South Chapel		Develop clear strategy for South Chapel				
	War memorial maintenance £1,116	War memorial refurbishment	Stage 1 - structural repairs - complete. Stage 2 - clean memorial, improve quality of inscriptions.	Funding.	Update quotes	Stone mason advised enamelling of letter works should be carried out after prolonged dry spell.		Update quotes to enable works before Remembrance.			

4. Community Committee Priorities

Membership: Cllr A McFarlane (Chair), Cllr K Ball, Cllr A Fraser, D Sanger, Cllr P Verdon.
 Objectives: To research, deliver and monitor Community Committee strategic projects.
 Dates of meetings: 10.05.22, 12.07.22, 20.09.22, 16.11.22, 24.01.23, 21.03.23

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23)	Project complete	Future monitoring & matters arising		
					Actions required	Monitoring notes	Actions required	Update	Actions to c/f				
Supporting the High Street	£7,845	Supporting the High St	Meeting with High St businesses		Business Forum Meeting.	Held February v				v	Schedule periodic forum meetings.		
			WhatsApp group for High St businesses		Set up with regular messaging.	v					v		
			Flag pole holders		Develop clear process for displaying flags.	v						v	
					Increase fittings.	No progress due to LBC advice from HDC.	Progress enquiries with HDC re planning consent.						
			Parking		Consider herringbone parking bays.	Research with HCC complete. Agreed not to progress.						v	
					Campaign for lower parking charges.	OPC's representation to HDC budget meeting unsuccessful.	Watching brief.						Consider funding to HDC to lower charges in 2023/24.
			Branding		Develop Your Odiham branding.	v	Develop clear strategy for the Your Odiham branding.						
					Update Visit Odiham map leaflet.	v							
					Christmas promotion.	v							
			Village Centre Area Action Plan		Develop plan in consultation with community.	v	Adopt Plan.	v					
							Prioritise and start to deliver agreed projects.						
			Queens Platinum Jubilee 2-5.06.22		Beacon Lighting		Plan event.	v	Deliver event.				
		Street Party		Secure funding and plan event.	v	Deliver event.							
		Commemorative booklet		Secure funding and draft booklet	v	Finalise, print and distribute booklet.							
		The Green Canopy		Plant and open community orchard (see also AA Committee)	v				v				
The Greening Campaign		Phase I		Sign up to Phase I, set up working group and start planning.	v	Two consultation events scheduled.							
						Agree top 8 priorities (as required by the scheme).							
						Print and distribute The Greening Campaign cards to residents.							
		Phase II		Express interest in HCC funding.	v								

5. Planning & Development Committee Priorities

Membership: Cllr P Verdon (Chair), Cllr K Ball, Cllr R Coleman, Cllr Cornall, Cllr Fraser.

Objectives: To research, deliver and monitor Planning & Development Committee strategic projects.

Dates of meetings: 17.05.22, 31.05.22, 22.06.22, 12.07.22, 02.08.22, 23.08.22, 14.09.22, 04.10.22, 25.10.22, 16.11.22, 06.12.22, 04.01.23, 24.01.23, 14.02.23, 07.03.23, 28.03.23, 18.04.23, 09.05.23

Strategic Priority	Available budget/ EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23) Actions to c/f	Project complete	Future monitoring & matters arising
					Actions required	Monitoring notes	Actions required	Update			
Update the Odiham Conservation Area Character Appraisal 2008	Spent	Odiham and North Warnborough Conservation Area Character Appraisal	To update both the Odiham and North Warborough CACA documents in partnership with Hart DC recommended consultant.		Produce draft.	√	Agree final document.	√			
					OPC approve draft.	√	Hart DC to adopt.				
					Community consultation.	√	Community promotion.				
Land at Hatchwood/ Montford Place	0	Montford Place Open Space	To research taking ownership of open space at Montford Place as per S106 agreement.	Sufficient commuted sum. Poor state of current maintenance.	Establish commuted sum.	Still to be confirmed.	Watching brief.				
					Source current maintenance costs based on historic calculations.	One quote received circa £20k p/a. Fabrik UK produced inspection survey. Could re-visit to request firm costings.	Watching brief.				
					On hold until HDC issue a Certificate of Practical Completion.		Watching brief.				
Land at Dunley's Hill Field (see also AA Committee)	0		To agree the best use of land at Dunley's hill field.		OPC to research & agree preferred use of land.	Biodiversity Area suggested.	Watching brief.				
						On hold until further approach from developer or clear intention the project will progress.					
Expansion of nursery/preschool as part of Crownfields developments site	0		To ensure site delivers land for pre- school in accordance with NP.	Funding for expansion to nursery building.	OPC to formally notify Hart DC & Developer of OPC's requests for the land.	√	Confirm contents of S106 Agreement through consultation with developer and seeking legal advice.	√ - £5k The Bridewell, £4k Village Gateway, land and layout for parking, £1k to cover legal costs.	Ensure receipt of contributions in accordance with S106 and associated project expenditure.		
					OPC to agree whether sensory garden in the preferred option to put forward.						

Developers' Contributions for the Land off Hook Road NP site.	0		To ensure suitable contributions for the community.			Review OPC's list of projects for consideration of S106 projects.					
---	---	--	---	--	--	---	--	--	--	--	--

6. Traffic & Transport Priorities

Strategic Priority	Available budget/EMR	Project Name	Details of Project	Barriers/threats	Last quarter (Q4 2021/22)		This quarter (Q1 2022/23)		Next quarter (Q2 2022/23) Actions to c/f	Project complete	Future monitoring & matters arising
					Actions required	Monitoring notes	Actions required	Update			
Development of Sustainable Transport (to be considered by full Council)	£5,000	Electric Vehicle Charging Points	To research and campaign for EVCP's in the Deer Park and The Bury car parks.	Hart DC approval. Funding.	Makes enquiries to Hart DC.	Hart DC Climate Officer feasibility study completed through Hampshire CC EV chargepoint framework, Odiham identified as unlikely to attract commercial funding. Update 09.03.21 - Gov changed policy which gave additional funding to HDC and means Odiham can now be considered. The Bury deemed as most commercially viable option.	Continue to request update from Hart DC on the proposed double charging point in the Parish.				
					OPC contribution.	TTS1/20 OPC agreed to EMR £5,000 to the development of sustainable transport could help fund the installation of the EVCP in the Deer Park carpark. Update from Hart DC following the meeting: installs of dual fast chargers cost typically range from 11-16k depending on grid install cost, and the Deer Park is expected to be at the upper range of this. However there would be the possibility of OZEV grant funding which could cover up to £6,500 of the cost.	OPC to agree whether to contribute towards cost of second unit.				
Footpath improvements	£2,000	Footpath 64		Awaiting go ahead from Hants CC			Watching brief.				
Traffic management	0	Speedwatch (covered by Community Committee)	Set up Speedwatch group.	Sufficient number of volunteers.	Develop and launch Speedwatch scheme.	✓	Secure more volunteers.				Encourage volunteers to self manage. Welcome additional
					Secure and train volunteers.	Part Complete.	Research second SID.				
					Research second SID.	Enquiries made.					
					Data analysis and reporting.	Set up on website, noticeboards and moved to Community Committee.					
£4,000 from Crownfields S106	Traffic calming on B3349	Village Gateway Scheme	Village Gateway Scheme	Funding	Research project.	✓ - all enquiries completed with HCC. Awaiting receipt of developers contributions.	Project delivery.				
				Funding	Consider putting project forward for land off Hook Rd NP development site.		Consider putting project forward for land off Hook Rd NP development site.				
				Funding			Research funding or suitable developer contribution.				



REPORT ON: Projects for consideration of Section 106 funding

WRITTEN BY: Parish Clerk

MEETING DATE: 17th May 2022

AGENDA ITEMS: 21/22

Introduction

During 2021/22, OPC liaised with Hart DC and directly with the developer of the Crownfields NP development sites regarding projects for consideration of Section 106 spending. These discussions related specifically to the Crownfields Neighbourhood Plan (NP) Development Site but is relevant for all NP sites or developments of 10 homes or more (subject to legal challenge).

In June 2021, OPC adopted the list of projects below and submitted it to Hart DC for consideration of funding from future developments. This was the first time OPC had adopted such a list which was intended to give guidance for remaining NP sites and future Community Infrastructure Levy (CIL) receipts once CIL is implemented in Hart.

The intention was to keep it under regular review, ensuring it aligns with OPC's own Strategic Plan, Neighbourhood Plan or other policy eg Village Centre Action Plan.

Projects for consideration of Section 106 funding

Agreed by Odiham Parish Council 15th June 2021, minute reference 31/21 refers

Location	Project	Estimated Cost	S106 Category	Potential S106
The Bridewell	Additional toilet provision	£40,000 (estimate to be confirmed at meeting with Architect 16.06.21)	Community facilities	Crownfields
B3349	Village Gateway Scheme	£7,200	Highways	Crownfields

Hart DC agreed to proceed with the preparation of Community Infrastructure Levy (CIL) September 2020 and estimated this would take 12-18 months to set up. Once implemented, OPC will automatically receive Neighbourhood CIL @ 25% of the levy and needs a clear plan (Parish Infrastructure Delivery Plan) of how it intends to spend funds. We await an update from Hart DC.

Permitted expenditure includes:

Affordable housing, education, health, highways, transport and travel, open space and leisure, community facilities, digital infrastructure, green infrastructure, flood and water management, economic development, land.

Further information on developers contributions can be read at:

[Planning obligations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/planning-obligations)



For Decision

To review and update the list:

Location	Project	Estimated Cost	S106 Category	Potential S106	Status
The Bridewell	Additional toilet provision	£40,000	Community Facilities	Crownfields	£5,000 confirmed.
B3349	Village Gateway Scheme	£7,200	Highways	Crownfields	£4,000 confirmed.
The Bridewell	Renovation of building to enable increased community usage.	?	Community facilities		
Hook Road	Village Gateway Scheme	£4,000	Highways	Land off Hook Rd.	
London Road	Village Gateway Scheme	£4,000	Highways		

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THIS AGREEMENT is made the 1st day of May 2022

Between

NEWNHAM Parish Council hereinafter called the "Lead Parish" of the one part

and

ODIHAM Parish Council (hereinafter called the "Associate") of the other part

WHEREAS

- 1) The Lead Parish, under an agreement made with Hampshire County Council has agreed to undertake the duties of lead parish in a Parish Lengthsman scheme (referred to here as "The Scheme").
- 2) The Scheme will include The Lead Parish and up to [insert number of associate parishes] other parish councils (the "Associates") and will operate for one year from 1st April 2022 to 31st March 2023 under this agreement ("Agreement").
- 3) Hampshire County Council will provide funding to the Lead Parish, which will arrange for the works and services to be provided for the Scheme by a contractor ("Parish Lengthsman").
- 4) The Lead Parish Council has agreed to fulfil certain obligations to Hampshire County Council and to procure that the Associates shall fulfil those same obligations, insofar as it concerns the activities of the Scheme within the Associate's parish.

NOW IT IS HEREBY AGREED

1. Operational Matters

- 1.1. The Lead Parish and the Associate will agree a schedule of dates when the Parish Lengthsman will work at the parish of the Associate. The time of the Parish Lengthsman will be allocated to the Associate in proportion to the number of Parishes in the Cluster.
- 1.2. In the event that the Associate requires a level of service above that which is funded under the Scheme, the Associate shall meet any such cost.
- 1.3. The Lead Parish will make the following funding available for the Scheme:
One thousand pounds (£1,000) per annum per Associate.
- 1.4. While the duties of the Parish Lengthsman will be performed under contract with the Lead Parish, the Associate will be responsible for the allocation of tasks, supervision of work, confirmation of hours worked and approval of

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any expenses incurred in carrying out of duties while at the parish of the Associate.

- 1.5. The Associate undertakes to remit any records of work carried out under this Agreement in a timely fashion.
- 1.6. The Associate undertakes that it will ensure that the Parish Lengthsman carries out those duties in accordance with the practices and procedures prescribed by the Lead Parish.
- 1.7. The Associate will allocate tasks that are included in Schedule 1 to this Agreement only and will not allocate tasks set out in Schedule 2 to this Agreement.
- 1.8. In providing the services and works under this Agreement the Associate shall conform to policies, specifications, procedures, standards and directions provided by the Lead Parish on behalf of Hampshire County Council
- 1.9. Where common forms or documents have been agreed by the parties the Associate shall use such forms and documents.
- 1.10. Under the Health and Safety at Work Act 1974, The Lead Parish and the Associate have a duty to ensure the Health, Safety and wellbeing of the Parish Lengthsman. This will include training in basic highway safety and the provision of safe working practices and procedures.
- 1.11 The Lead Parish may instruct the Associate to undertake Further Works as defined in Schedule 1). The costs for any Further Works shall be assessed and agreed between the Parties in writing.
- 1.12 The Associate will keep records of spend and works undertaken and will be remitted to the Lead Parish on a regular basis but at least every 3 months.

2. Insurance and Claims

- 2.1. The Associate shall take out and maintain Public Liability insurance, which shall, for any one occurrence or series of occurrences arising out of one event, be not less than £10,000,000 from a reputable insurer
- 2.2. The Lead Parish and the Associate acknowledges that claims and proceedings against the highway authority in respect of the provision of the Scheme by the Associate under this Agreement (other than claims under contracts undertaken by the Associate) shall be handled by Hampshire County Council.
- 2.3. Any such claims or other intimation of such proceedings received by the Associate shall be referred by the Associate to the Lead Parish and

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Hampshire County Council as soon as possible but in any event within 7 days of receipt of the claim together with all supporting information.

- 2.4. The Associate shall provide to Lead Parish and Hampshire County Council any witnesses, information, evidence, documents or other material necessary to enable Hampshire County Council to conduct or settle any subsequent proceedings.
- 2.5 This Agreement shall be governed by English Law and the parties submit to the exclusive jurisdiction of the English Courts.

IN WITNESS whereof the Lead Parish and Associate have executed this Agreement and delivered the same on the day and year first before written

Signed on behalf of

NEWNHAM Parish Council (Lead Parish)



.....

Date 1st May 2022

ODIHAM Parish Council (Associate Parish)

.....

Date

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SCHEDULE ONE

DUTIES OF PARISH LENGTHSMAN

This schedule lists the duties the Parish Lengthsman may undertake.

1 Drainage

- Clearing existing drainage grips
- Maintaining ditches
- Cleaning channels
- Clearing outfalls
- Rodding pipes (off highway)
- Flood prevention works (as specifically directed by the Parish Council as "Further Works")

2 Signage

- Cleaning (non illuminated)
- Minor repairs

3 Other Minor Works

- Remove soil/detritus
- Cutting back vegetation overhanging the road or footway
- Clearing footways of weeds/moss
- Removing vegetation from parapets or fences
- Grass strimming
- Reporting defects
- Sweeping
- Litter picking
- Removing flyposting
- Unauthorised sign and graffiti removal
- Cleaning street name plates
- Cleaning bus shelters
- Minor repairs to street furniture
- 'Village upkeep'

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SCHEDULE TWO

EXCLUDED WORKS

This schedule lists the duties the Parish Lengthsman may not undertake.

1 Cleaning, repair or any work on:

- Street Lighting
- Illuminated signs and bollards (i.e. any street furniture with an electrical connection)
- The live road, unless the approved traffic management course has been passed
- and, Patching and structural repairs (no excavation due to possibility of underground apparatus)
- Emergency call-outs to highway incidents

LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

26 April, 2022

The Parish Clerk
Odiham Parish Council
The Bridewell
The Bury
Odiham
RG29 1NB

Dear Andrea

Final Internal Audit Report

Odiham Parish Council – October 2021 to March 2022 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2021-22 Accountability and Governance and Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Local Councils – A Practitioners' Guide (England)' 2021
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2021/2022 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

As we have carried out an Interim Internal Audit review in October 2021, we are also using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Annual Internal Audit Report on evidence already seen from the previous visit. This is acceptable practice for the External Auditor.

During this review we checked:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Asset Register
- Financial Risk Assessment
- Budget 2022/2023
- Transparency Code Regulation 2015
- End of Year Procedures

We are pleased to report the following good practice points:

Good practice

- The Council continues to maintain its financial information on Scribe Software
- The Council is aware of the requirements of GDPR
- The Council is registered with the ICO
- Total payments are authorised and recorded in the Council Minutes
- Petty Cash is accurately recorded and accounted for correctly
- The budgeting process continues to be detailed and monitored throughout the year
- The Council continue to take an active scrutiny role
- All records were up to date and easy to follow
- All income and expenditure could be traced to the Council's bank accounts.
- VAT claims continue to be made regularly
- Payments to HMRC for National Insurance and PAYE are made regularly.
- Payments to Hampshire Pension Fund were confirmed and agreed.
- The Council follow best practice with the Transparency Code Regulations 2015.
- Council Minutes are signed by the Chairman as evidence of decisions taken by the Council.

As part of this final Internal Audit Review, we checked:

Bank Reconciliations including Petty Cash and Investments

- the Bank Reconciliation at 31 March 2022 was re-performed and no errors were noted. (*Audit Note: The Chairman of the Finance Committee should sign and date the bank reconciliations from Scribe to confirm that bank reconciliations have been carried out accurately as part of Parish Council scrutiny role.*)

Income and Expenditure

- all income and expenditure items as at 31 March 2022 were confirmed and details are accurate to the records held by Council. (*Audit Note: Each Invoice should be stamped with the words "checked and agreed" to confirm that an authenticity check has been carried out to confirm the amount to be paid and that goods and services have been delivered.*)

VAT reimbursements

- a VAT reimbursement claim covering 1 January 2022 to 31 March 2022 totalling £ 6,208.31 was sent in April 2022 to HMRC.

Risk Assessment 2021/2022

- the risks of the Town Council were reviewed and approved on 18 January 2022 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2021) is met.

Parish Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for October 2021 to March 2022.

Asset Register

- The Asset Register at 31 March 2022 was reviewed and agreed by the Council at their meeting on 15 March 2022. All additions and disposals for 2021/22 were agreed.

End of Year Procedures 2021/2022

A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2020/21 and 2021/2022 shown on Section 2 of the AGAR as required by the External Auditor.

The 2021/2022 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2021/2022.

This includes the Internal Auditor being shown evidence that the posting of the notice on the website was done at least one clear day before the 30-working day period begins.

(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an appropriate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Finally

We would like to thank the Council for their business and particularly the Parish Clerk for all the help and support to complete the internal audit process in the time that Lightatouch has undertaken the internal audit for the Parish Council.

As this will be our last internal audit visit, we would also like to take the opportunity to wish the Parish Council well in the future.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

ODIHAM PARISH COUNCIL WISHES TO RESTATE FIGURES PRESENTED ON THE 2020-21 AGAR

Explanation of Re-Statement

	2020/21		
	<u>Submitted</u>	<u>Restated</u>	<u>Variance</u>
BOX 1	197170	197170	0
BOX 2	164202	164202	0
BOX 3	42278	42278	0
BOX 4	69809	69809	0
BOX 5	0	0	0
BOX 6	107348	120281	12933
BOX 7	226493	213560	-12933
BOX 8	207796	207796	0
BOX 9	124155	124155	0
BOX 10	0	0	0

Additional payments of £12,933 are represented by:

VAT rebates had been incorrectly coded as general receipts not a refund which showed the 2020/21 Q4 rebate as a debtor. This was corrected by Scribe during 2021/22 who provided the updated reports on the following pages. Scribe re-coded the VAT amounts which results in the following:

VAT recoverable 2020/21 shown on Balance Sheet and included in AGAR	18697.32
Actual VAT rebate due after coding correction	5763.79
Variance	12933.53

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>-23,438.13</u>
<u>£129,099.41</u>	Balance at 31 Mar 2022	<u>£150,218.74</u>

Reserves:

Capital Reserve Balance £7695.50
Earmarked Reserve Balance £53326.37

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	150,218.74
	Reserves:	
9,940.50	Capital	7,695.50
74,519.50	Earmarked	53,326.37
	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 _____

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Odiham Parish Council**

County Area (local councils and parish meetings only): **Hampshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

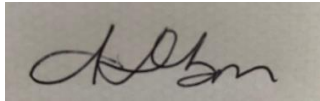
Commencing on Monday 6th June 2022

and ending on Friday 7th July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed:

A rectangular box containing a handwritten signature in black ink, which appears to be 'A. B. M.'.

Role: Parish Clerk

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections:	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Odiham Parish Council

<https://odihamparishcouncil.gov.uk/council/finance-transparency/audits/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (COUNCIL WEBSITE)
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/10/21 21/04/22

Name of person who carried out the internal audit

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

TJ Light

Date

21/04/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Odiham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://odihamparishcouncil.gov.uk/council/finance-transparency/audits/>

Section 2 – Accounting Statements 2021/22 for

Odiham Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	197,170	* 213,559	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	164,202	190,343	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	42,277	37,776	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	69,809	85,236	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments REINSTATED *	120,281	145,202	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward REINSTATED *	213,559	211,241	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	207,796	205,032	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,241,544	1,251,223	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

A J Man **SIGNED**

Date

13/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Odiham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/dó not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Odiham Parish Council

County area (local councils and parish meetings only): Hampshire

Financial year ending 31 March 2022

Prepared by (Name and Role): Andrea Mann, Parish Clerk/RFO

Date: 13.04.22

	£	£
Balance per bank statements as at 31/3/22:		
Lloyds Bank Treasurers Account 1453290	39,607.64	
Lloyds Business Account 7445904	3,523.93	
Unity Trust Bank Account 20371036	49,372.60	
Lloyds Money Market 16153595	62,025.19	
Hampshire Trust Bank 10665210	50,500.00	
account 6		
account 7		
account 8		
		205029.36
Petty cash float (if applicable)		2.93
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		
Add: any un-banked cash as at 31/3/21		
		-
Net balances as at 31/3/21 (Box 8)		205032.29

Odiham Parish Council

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

Date: _____

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

Date: _____

	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
Reconciliation between Box 7 and Box 8**

31/03/2022

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		211,240.61
Debtors		
Prepayments		
Stocks and Stores		
VAT Recoverable	6,208.31	
TOTAL DEDUCTIONS		6,208.31
Creditors		
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		
Box 8 - Total cash and short term investments		205,032.30

Explanation of variances – pro forma

Name of smaller authority: **Odiham Parish Council**
 County area (local councils and **Hampshire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (<u>must include narrative and supporting figures</u>)
1 Balances Brought Forward	197,170	213,559				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	164,202	190,343	26,141	15.92%	YES		General Account (including staff costs) +£15,531.83 increase, repairs & maintenance of land and buildings +£7,858.17 due to repairs to listed buildings, Community Events +£2,850 due to higher grants for community run events, Conservation Area Appraisal production +£1,400, Sustainable Transport (Electric Vehicle charging point) project contribution -£4,000 due to one off budget, War Memorial works +£1,000, Parish ROom building works +£1,000, build reserve for play equipment +£5,000, supporting High St projects +£7,500 identified in Council's Strategic Plan, spending from reserves -£12,000.
3 Total Other Receipts	42,277	37,776	-4,501	10.65%	NO		
4 Staff Costs	69,809	85,236	15,427	22.10%	YES		Clerk increase +£1,098.01, new permanent Deputy Clerk post +£14,466.70, Locum project support +£1,461.95, Admin Officer left part way through year -£6,273.30, new Amenity Officer post part way through year +£4,024.28, additional training +£650.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	120,281	145,202	24,920	20.72%	YES		Cemetery maintenace +£6,299.55 due to backlog in hedge cutting, Cemetery rates +£1,207.23 due to change on which property rate relief applied to, Play Areas +£5,348.23 to cover repairs, Tree Works +£3,014.12 of which £1,435 was a project funded by grant, Bin Emptying +£2,970.55 new charge due to decision by District DC to charge, Book Exchange set up +£3,638.82 (funded by grant), Conservation Appraisal draft + £1,500 (one off project), Newsletter +£941.50 (invoice end 2020-21, paid early 2021-22).
7 Balances Carried Forward	213,559	211,241			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	207,796	205,032				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,241,544	1,251,223	9,679	0.78%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1000 - General Account							
4 x Gopak tables	02.03.22	684.66		Library room			
5 x Gopak tables	01.01.21	1.00		Library room			
Chapel Cottage & 2 sheds		279,258.00	490,000.00				
Chapel of Rest (North)		232,714.00	278,000.00				
Chapel of Rest (South)		232,714.00	282,000.00				
General Contents		7,030.00					
Logitech Meetup camera	27.02.22	550.00		Library room			
Office Equipment		5,081.00					
Parish Room		232,714.00	123,000.00				
The Bridewell	01.03.22	1.00	1,443,000.00				
The Bridewell furniture & equip	01.03.22	1.00		The Bridewell (attached li			
Viewsonic CDE6250 & mobile stand	27.02.22	1,350.00		Library room			
War memorial, Gospel Green		1.00					
		992,099.66	2,616,000.00				
2000 - Amenity Areas							
Bufton Field Play Area	2013	1.00					
Chapel Pond Drive Play Area	2013	1.00					
Colt Hill Amenity Area		1.00					
Defibrillator	30.03.21	1,390.00		Leapfrogs, Recreation Gr			
Fruit trees	30.11.21	1,435.00		Community Orchard			
Interpretation boards	04.03.22	1,293.94		Community Orchard			
Land adjacent to Cemetery		1.00					
Lockable bollard	01.10.21	165.00					
NW Rec Ground (Allotments)		1.00					
Odiham Recreation Ground	20th May 1921	1.00					
Play Equipment, MUGA & Trim Tr		197,000.00					

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Public toilets, King Street		1.00	123,000.00				
Sports pavilion CG				Leased to Bowls Club			
Street Furniture		41,968.00					
Tarmac paths to play areas, Re	17.11.20	4,880.00		Recreation Ground	15 years		
The Firs Amenity Area		1.00					
		248,139.94	123,000.00				
3000 - Community							
3 x noticeboards	01.01.21	2,070.87		2 High St, 1 NW verge			
Book shelves	01.03.22	1.00		Library and ante room			
Defibillirator	2015	1,382.00		Co-op, High St			
Library stock	24.05.21	1.00	37,500.00	The Bridewell, Library Ro			
Public access PC	25.02.22	735.00		Library room			
		4,189.87	37,500.00				
5000 - Traffic and Transport							
Broxap shackles	18.02.21	3,504.00		High Street parking bays			
Speed Indicator Device (SID)	2015	3,290.00					
		6,794.00					
Grand Total:		1,251,223.47	2,776,500.00				