



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD AT THE
OLD SCHOOL, 37 LONDON ROAD, ODIHAM, RG29 1AJ
TUESDAY 20th JUNE 2023 at 7.30pm**

Present: Cllrs Verdon (meeting Chair), S Bell (from 28/23), L Cornall, D Sanger, C Seabrook, D Stewart, H Tyler and H Woods.

In attendance: Andrea Mann (Parish Clerk), Bridie Tate (Deputy Clerk) and 9 members of the public.

23/23 Apologies for absence

Received and accepted from Cllrs Griffith and McFarlane.

Apologies were also noted from Hants CC Cllr Glen and Hart DC Cllr Dorn.

24/23 Declarations of interests and requests for dispensation relating to any item on the agenda

None.

25/23 Approval of Minutes

The minutes of the Annual Council Meeting held on 16th May 2023 (1-22/23) were agreed as a true record of the meeting and signed by the chair of the meeting.

(Proposed by Cllr Verdon, seconded by Cllr Cornall, 5 in favour).

26/23 Chair's Announcements

- i) The Bands in The Bury event was due to take place on Saturday 24th June and the hanging baskets were in place on the High Street. Both projects were run by InOdiham with financial support from OPC. Cllr Verdon thanked the InOdiham volunteers for their work.
- ii) Correspondence had been received after agenda publication regarding parking in The Bury. This would be added to a future event.
- iii) Hart District Council had confirmed The Bridewell Asset of Community Value disposal had been discharged and the solicitors would now move to complete the formal freehold transfer.
- iv) Thanks was given to the volunteers who joined the countryside conservation volunteers works day on 3rd June which continued support to HCC for clearing local rights of way.

27/23 Public Session

- i) A resident spoke on behalf of residents from Castle Bridge Cottages regarding the proposed Neighbourhood Plan (NP) review which was planned for 2023. The residents believed the current NP was outdated and needed a fresh pair of eyes to review the NP, focussing on what was best for the community. Specific reference was made to the NP site on land off Hook Road which had seen 5 planning applications refused. Other residents supported the comments and the speaker agreed to forward the entire statement to the Clerk who would circulate it to all councillors.

Cllr Verdon explained that the current NP was still valid. Hart District Council officers had advised it was still fit for purpose and effectively being used against applications. OPC still planned the review but the main constraint was funding – a full review was likely to cost over £30,000 and take an estimated 3 years. A light touch review, as proposed by Hart, would take less time and would be more



affordable but this would still require additional funding. Government funding had been available during 2022-23 but, because grants needed to be spent within the same financial year, OPC had decided to wait until early 2023-24 but now the fund wasn't open for applications. OPC had written to the MP asking when this funding stream would open again.

Cllr Verdon explained that it was highly unlikely either type of review would remove housing sites but there was a genuine risk developers could ask for more sites to be added.

The meeting would also consider terms of reference for a review working group and asked for one more person with relevant planning knowledge to join the group.

Cllr Verdon confirmed OPC would hold a face-to-face Planning Committee meeting should the application for the Hook Road NP site be on the agenda.

- ii) A resident spoke on behalf of other residents who lived adjacent to the Odiham Cemetery on King Street. Concerns were raised about a rough sleeper in the cemetery and impact of anti-social behaviour on neighbouring properties.

Cllr Verdon explained OPC could not discuss personal information but could say that OPC was in touch with relevant authorities and the matter was due to be discussed later in the agenda.

Councillor Reports

28/23 Meeting reports from Councillors

- i) Cllr Verdon reported from a meeting with Hart District Council planning policy officers which received guidance on the Neighbourhood Plan review.

29/23 Reports from other Councils

None.

General

30/23 Meeting Action Points

The meeting action points were noted as presented with the agenda and the following comments were noted:

- Cllr Cornall would speak to Leapfrogs regarding pre-school land on the Crownfields NP development site.
- Cllr Tyler had not received security details required to access the Unity Trust bank account. The Clerk said they would make enquiries with Unity Trust to see what could be done to resolve the matter.

31/23 Bridewell/office broadband

Members considered a fee proposal from BT to renew the broadband contract with BT including an upgrade to a fibre line. Cost implications were shown in the Clerk's covering report. Further to debate, it was

RESOLVED

To defer the decision to the August meeting.



Cllr Verdon proposed that agenda item 49/23 be considered next and all Councillors agreed.

49/23 Neighbourhood Plan Review

- i) Members considered a course of action for a review of the Odiham & North Warnborough Neighbourhood Plan adopted in 2017, as proposed by the Planning & Development Committee.

Cllr Verdon had attended a meeting with two policy officers at Hart District Council to discuss the need for a review and to find out how Hart felt the Plan was working. They agreed that it was good practice to undertake a review after 5 years, but also stated that they felt the Plan was working well at present and that refusals quoting policies in the Plan were being upheld at Appeal. They recommended looking at National and Local planning policies which may have been updated since the Plan was made in 2017 to see how much had changed.

There was currently no allocation of funding for 23/24 from the Government Locality Scheme which meant that, if this does not become available, available resources for carrying out a review would be much more limited. Cllr McFarlane had written to the MP to ask him to find out if any funding will become available.

Cllr Verdon had been in touch with members of the former Steering Group which worked on the original Plan and all agreed that a light touch with minimal changes should be sufficient for the Plan to continue to have weight in planning terms.

RESOLVED

To agree the recommendation from the Planning & Development Committee:

- i) To ask residents of the parish if there is any person with planning experience who would be able to assist in looking at the national, local and NP policies to find out how changes may have affected our NP. This could be done on Odiham People Facebook, OPC Facebook and also an article in church Parish Magazine which may be read by those who don't use FB.
 - ii) Investigate consultants to find out approximate costs for light touch review.
 - iii) Hold a meeting with volunteers and OPC councillors to make a start on how to review the NP.
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- ii) Terms of reference for a Neighbourhood Plan Review Working Group were agreed as presented with the agenda.

(Proposed by Cllr Verdon, seconded by Cllr Sanger, 7 in favour, 1 abstention).

32/23 Bridewell signage

Draft artwork for new building signage was considered and it was

RESOLVED

To re-draft the top board showing The Bridewell and OPC logo. Cllr Bell offered to draw up some designs which would be circulated by email and referred to the next meeting for approval.

33/23 The Bridewell building works

- i) General update from the Clerk and Bridewell Working Group – Cllr Cornall had met with the builder the same day and reported that the new toilet works were



progressing well - drainage works were complete, floor screeding had been laid, the cubicle had been constructed and the WC and basin were due to be installed the following week. Works to repair the north facing wall were scheduled week commencing 18th September.

- ii) Members considered a recommendation from The Bridewell Working Group that The Bridewell be opened up for general hire on 1st September, subject to the north facing wall repair works not impacting on users. Since agenda publication, the contractor had confirmed the works would have little or no impact on building users.

RESOLVED

To advertise from 1st August and accept bookings from 1st September.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).

- iii) Cllr Cornall updated members on the proposal from The Bridewell Working Group to revise the new toilet plans to a macerator toilet to minimise potential blockages arising from the 5 joints on the soil pipe. Further to discussion with the builder, it was agreed that a macerator toilet was not necessary.
(Proposed by Cllr Verdon, seconded by Cllr Seabrook, all in favour).

- iv) The Bridewell Working Group further proposed that the project be progressed by submitting two planning applications; one pre-application for the entire future vision concept plans and one listed building consent application to adapt the upstairs space for co-working uses.

RESOLVED

To progress two planning applications:

- a) Listed building consent application for the upstairs space to include a kitchenette, partition wall and new meeting area.
- b) Pre-application for the future vision plans to include extensions to the upstairs space.

(Proposed by Cllr Verdon, seconded by Cllr Sanger, all in favour).

34/23

The Parish Room

- i) Correspondence from the Odiham Society regarding the proposed handrail was noted, as presented with the agenda. In response, it was

RESOLVED

To clarify the meaning of the condition applied to the new handrail by revising wording to read "To note that the main entrance corner of the building is a known risk with several recent vehicle collisions. Should any future collisions to the handrail result in damage to the building then Odiham Society will be liable for repair".

- ii) Councillors considered how to progress a roof repair including two quotes received which were outside of budget provision.

RESOLVED

To dismiss one quote which proposed using cement for repairs and source a third quote from a builder who had undertaken work for OPC before.

(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).



35/23

Update from the Councillors' Strategy meeting and estimated timeplan for the development of OPC's 2023-27 Strategic Plan

Cllr Verdon provided a verbal update on the informal meeting with councillors which had drawn up a list of priorities for consideration within the 2023-27 Strategic Plan. All Councillors agreed the notes included all priorities raised. The next stage would be public consultation in the Autumn newsletter which aimed to result in the new Plan being adopted at the end of the year, in time for the 2024/25 budget setting process.

36/23

NALC Local Council Award Schemes

i) NALC Local Council Award Scheme

RESOLVED

It was agreed that the Clerk should make an application on behalf of OPC which included a £50 registration fee, aiming to submit the application in time for the next round which closed on 8th September.

ii) NALC 2023 Star Council Awards

RESOLVED

That the Clerk should be nominated for the Clerk of Year and Cllr McFarlane would write the nomination.

(Proposed by Cllr Verdon, seconded by Cllr Seabrook, all in favour).

Financial Matters

37/23

Annual internal audit report for 2022/23 and action plan to respond to the matters raised

RESOLVED

The internal audit report was received and the action plan agreed. Reference was made to the level of general reserves which would be discussed in more detail under item 38/23.

(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).

38/23

General and earmarked reserves

Members reviewed the Clerk's agenda report which explained that OPC's level of general reserves was higher than the recommended levels. Councillors noted the risks associated with the maintenance of listed buildings which justified why OPC held an average of 6 months' running costs. The Clerk explained a review of the reserves could free up funding for projects for the benefit of the community but all of OPC's buildings were Grade II listed.

The Finance Committee was tasked with carrying out a full review and would report back to full Council with a recommendation.

39/23

Re-statement of the 2020/21 and 2021/22 annual governance statements

RESOLVED

The re-stated 2020/21 and 2021/22 annual governance statements were accepted. The external auditor had asked for the revisions due to the Locum Clerk's travel expenses being incorrectly coded to Staff Costs.

(Proposed by Cllr Verdon, seconded by Cllr Sanger, all in favour).



- 40/23 The 2022/23 end of year income and expenditure account and balance sheet**
RESOLVED
The 2022/23 end of year income and expenditure account and balance sheet were accepted, as presented with the agenda.
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).
- 41/23 Conflicts of interest with External Auditor, BDO LLP**
RESOLVED
The conflicts of interest form provided by BDO was completed, declaring no interests, and was signed by Cllr Verdon, as meeting chair, and the Clerk.
(Proposed by Cllr Verdon, seconded by Cllr Seabrook, all in favour).
- 42/23 Annual Governance Statement for the year ended 31st March 2023**
RESOLVED
The meeting Chair read the declaration questions in the annual governance statement and the Statement for 2022/23 was completed. The Statement was approved and signed by the chair of the meeting and the Clerk (Appendix 1).
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- 43/23 Accounting Statements for the year ended 31st March 2023**
RESOLVED
The Accounting Statements and external audit submission papers were approved and signed by the chair of the meeting.
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).
- 44/23 The exercise of public rights dates and publication of unaudited Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2023**
RESOLVED
The dates for the exercise of public rights were agreed as Friday 23rd June to Friday 3rd August. Councillors noted that the dates had been revised since agenda publication.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).
- 45/23 To receive the financial report from the Coronation events**
The reported showing the final event budgets were noted, as presented with the agenda. The report showed a spend of £2,358 from general reserves which would be offset by the profit made on the 2022 Jubilee events.
- 46/23 Speedwatch equipment**
Members considered the Deputy Clerk's report detailing the progress of ordering new equipment due to the equipment previously chosen no longer being available. New equipment was considered, as proposed by the Speedwatch volunteers.

RESOLVED
i) To purchase a hand held gun estimated at £202.
ii) To return the OPC owned SID to the lampposts which had previously been approved by HCC. Cllr Stewart offered to install the SID on Dunley's Hill and the office would research options and costs for a contractor to take on this task.
(Proposed by Cllr Verdon, seconded by Cllr Stewart, all in favour).



47/23 Payments Listing

RESOLVED

The payments listing for the period 17th May - 20th June was agreed (Appendix 2) and Cllrs Cornall and Verdon were appointed to complete the payment approval process for outstanding payments.

Planning Matters

48/23 To ratify the decisions made by the informal Planning & Development Committees

RESOLVED

The notes of the meetings held on 22nd May and 13th June were ratified by the full Council.

(Proposed by Cllr Cornall, seconded by Cllr Bell, all in favour).

50/23 Date of next meeting

18th July.

Confidential Matters

51/23 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

RESOLVED

52/23 Correspondence relating to rough sleeper in Odiham Cemetery

Members were updated on recent correspondence received and actions taken. A quote for metal gates on the Chapels was considered and it was instead

RESOLVED

To delegate authority to the Clerk to spend up to £800 to construct chip board panels across the North and South Chapel porches. Cllr Cornall would speak to the builder to advise how this could be achieved.

(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).

There being no further business the meeting closed at 9.05pm.

Signed.....

Date.....

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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?	N/A	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 2023 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 2022/23

EN Odiham Parish Council

https://odihamparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice 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 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) 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

Name of person who carried out the internal audit

DD/MM/YYYY 10/1/22 17/5/23

ELANOR S. GREEN CPA

Signature of person who carried out the internal audit

Date 17/5/23

*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 2022/23

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 2023, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

20/06/2023

and recorded as minute reference:

42/23

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

Chairman



Clerk



<https://odihamparishcouncil.gov.uk>

Section 2 – Accounting Statements 2022/23 for

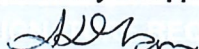
Odiham Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	213,559	211,241	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	190,343	210,412	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,776	72,407	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	84,877	86,204	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	145,561	191,737	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	211,241	216,118	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	205,032	209,029	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	1,251,223	1,259,983	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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



Date

15/05/2023

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

20/6/2023

as recorded in minute reference:

LF3/23

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



Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

EN Odiham Parish Council ITY

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 2023; 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 2022/23

(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 2022/23

We certify/do 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 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
64	The Bridewell - H&S checks	17/05/2023		Unity Trust		Repairs to emergency lighting	KBO Fire & Security	S	583.00	116.60	699.60
65	Coronation	17/05/2023		Unity Trust	65	Donation for Coronation event	Odiham & North Warnborough	Z	50.00		50.00
66	Coronation	17/05/2023		Unity Trust	66	Donation for Coronation event	Odiham Tennis Club	Z	50.00		50.00
67	IT Support and Back up	26/05/2023		Unity Trust	67	Office 365 accounts	Microsoft Ireland	Z	37.60		37.60
68	IT Support and Back up	26/05/2023		Unity Trust	68	IT Support June	Connect Computer Consultan	S	135.00	27.00	162.00
69	Office Equipment	26/05/2023		Unity Trust	69	Printer rental Qtr 1 2023/24	Ricoh	S	104.83	20.97	125.80
70	IT Support and Back up	26/05/2023		Unity Trust	70	Website feature	Somerset Web Services Ltd	S	50.00	10.00	60.00
71	Cemetery Maintenance	26/05/2023		Unity Trust	71	Repair to interment bed	Premier Grounds & Garden M	S	50.00	10.00	60.00
72	Coronation	26/05/2023		Unity Trust	72	Coronation road closure	Chevron Traffic Management	S	445.00	89.00	534.00
72	Coronation	26/05/2023		Unity Trust	72	Coronation road closure	Chevron Traffic Management	S	365.00	73.00	438.00
72	Coronation	26/05/2023		Unity Trust	72	Coronation road closure	Chevron Traffic Management	S	650.00	130.00	780.00
72	Coronation	26/05/2023		Unity Trust	72	Coronation road closure	Chevron Traffic Management	S	445.00	89.00	534.00
72	Coronation	26/05/2023		Unity Trust	72	Coronation road closure	Chevron Traffic Management	S	900.00	180.00	1,080.00
73	Cemetery Maintenance	26/05/2023		Unity Trust	73	Repair GoR memorial plaque	Haven Memorials	S	267.00	53.40	320.40
73	Cemetery Maintenance	26/05/2023		Unity Trust	73	Repair GoR memorial plaque	Haven Memorials	S	60.00	12.00	72.00
73	Cemetery Maintenance	26/05/2023		Unity Trust	73	Repair GoR memorial plaque	Haven Memorials	S	85.50	17.10	102.60
74	The Bridewell	26/05/2023		Unity Trust	74	New toilet The Bridewell	Trust Property Services Ltd	Z	5,000.00		5,000.00
75	The Bridewell - electricity	26/05/2023		Unity Trust	75	Bridewell electricity (Apr)	nPower	S	332.41	66.48	398.89
76	Play Area Replacement	26/05/2023		Unity Trust	76	Rub down and paint play equip	Playscene Ltd	S	2,125.00	425.00	2,550.00
77	Audit Fees	07/06/2023		Unity Trust	77	Internal Audit	Do The Numbers Ltd	Z	750.00		750.00
78	The Bridewell - cleaning & m	07/06/2023		Unity Trust	78	Bridewell cleaning (May)	YBC	S	509.63	101.93	611.56
79	Toilets - cleaning	07/06/2023		Unity Trust	79	King St Toilets cleaning	CJH Cleaning Services Ltd	S	595.74	119.14	714.88
80	Coronation	07/06/2023		Unity Trust	80	First Aid Coronation events	St John's Ambulance	S	422.40	84.48	506.88
81	Other amenity areas mainte	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	281.91	56.38	338.29
81	Play Areas	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	494.16	98.83	592.99
81	Bin emptying	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	392.90	78.58	471.48
81	Chamberlain Gardens (SC Tr	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	199.16	39.83	238.99
81	Allotments - maintenance	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	60.00	12.00	72.00
81	Cemetery Maintenance	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	1,113.91	222.78	1,336.69
81	The Bridewell - waste dispos	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	168.00	33.60	201.60
87	The Bridewell - cleaning & m	07/06/2023		Unity Trust	87	Additional cleaning	FS Cleaning & Maintenance	Z	20.00		20.00
88	Telephone and internet	07/06/2023		Unity Trust	88	Phones & broadband	BT	S	180.42	36.08	216.50
89	The Bridewell - electricity	20/06/2023		Unity Trust	89	Electricity - King St Toilets	nPower	L	53.88	2.69	56.57

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	Chapel Building Maintenance	20/06/2023		Unity Trust	90	Tell-tales in Chapels	SFK Consulting LLP	S	400.00	80.00	480.00
91	Promotion of village	20/06/2023		Unity Trust	91	Room hire 20.06.23	Vine Church	Z	42.00		42.00
92	Basingstoke Canal	20/06/2023		Unity Trust	92	Basingstoke Canal Cont	HCC	Z	4,036.00		4,036.00
93	Cemetery electricity	20/06/2023		Unity Trust	93	Electricity - South Chapel	SSE	L	124.01	6.20	130.21
94	Election Expenses	20/06/2023		Unity Trust	94	Uncontested election fees	Hart DC	Z	88.40		88.40
95	The Bridewell - electricity	20/06/2023		Unity Trust	95	Bridewell electricity (May)	nPower	S	327.70	65.54	393.24
96	Caretaking Equipment	20/06/2023		Unity Trust	96	Teak oil & caretaking equip	Odiham Hardware	Z	34.50		34.50
97	Caretaking Equipment	20/06/2023		Unity Trust	97	Teak oil & stationery	Amazon	Z	20.76		20.76
98	Coronation	20/06/2023		Unity Trust	98	Coronation refereshments	Tesco	Z	29.45		29.45
99	Coronation	19/06/2023		Unity Trust	99	Meals for Cadets	Passfield stores	Z	160.00		160.00
100	Coronation	20/06/2023		Unity Trust	100	Prize for Coronation event	Amazon	S	6.32	1.27	7.59
101	Postage and consumables	20/06/2023		Unity Trust	101	Postage for banking forms	Post Office Counter	Z	6.55		6.55
102	Professional Costs	20/06/2023		Unity Trust	102	Land Registry title plan	Land Registry	Z	3.00		3.00
103	Bank Charges	20/06/2023		Unity Trust	103	Fee for Multipay card	Lloyds/Unity Multipay	Z	3.00		3.00
Total									22,259.14	2,358.88	24,618.02