



**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING TO BE HELD AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON TUESDAY 18th JULY 2023 COMMENCING AT 8.30pm (or following the conclusion of full Council)**

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

12<sup>th</sup> July 2023

*Andrea Mann* Parish Clerk

- 
- F1/23**      **To receive apologies for absence**
- F2/23**      **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F3/23**      **Public Session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at [Link to Standing Orders](#) or contact the Parish Office for further advice.
- F4/23**      **Approval of Minutes**  
To approve the minutes of the Finance Committee meeting held on 18<sup>th</sup> April 2023 (F76/22-F89/22).
- F5/23**      **April-June 2023 Bank Reconciliations (pages 3-5)**  
i) To approve the bank reconciliations for April to June 2023 to be signed by the Committee Chair.  
ii) To agree a committee member to come to the office to check the presented bank reconciliations against the bank statements.
- F6/23**      **Quarter 1 2023 Payments Listing (pages 6-10)**  
To review and accept the 2023/24 Quarter 1 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F7/23**      **Quarter 1 2023 Budget Position (pages 11-13)**  
To review the 2023/24 budget position to 30<sup>th</sup> June (pages 11-13) and discuss variances.
- F8/23**      **Earmarked Reserves (pages 14-15)**  
To review and note the earmarked reserves balance at 30<sup>th</sup> June (pages 17-18) and consider any adjustments required.
- F9/23**      **Balances and Reserves (page 16)**  
To review and note the earmarked reserves balance at 31<sup>st</sup> March 2022 against the end of year bank balances.



**F10/23**

**Reserves (pages 17-18)**

Following review of the general reserves shown in F9/23, to consider whether OPC is holding an appropriate level of general reserves. Refer to Full Council item 38/23 <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/06/230620-Agenda-FINAL-MERGED.pdf>

**F11/23**

**Banks and investments (pages 19-21)**

- i) To note correspondence from CCLA and agree whether action is required (pages 19-21).
- ii) To note the investment agreed at the April meeting has not been made “to move £50,000 from the Unity Trust account to the CCLA Public Deposit Fund which would be transferred back as and when required to cover payments from the Unity Trust account” due to the higher than normal expenditure in months 1-3 and correspondence received above.
- iii) To review current interest rates shown on report F9/23 and agree any transfers between accounts.

**F12/23**

**Next meeting**

Scheduled 17<sup>th</sup> October 2023.

## Odiham Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 30/04/2023</b>		
	Cash in Hand 01/04/2023		209,029.33
	<b>ADD</b>		
	Receipts 01/04/2023 - 30/04/2023		129,842.09
			338,871.42
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 30/04/2023		29,976.12
			308,895.30
<b>A</b>	<b>Cash in Hand 30/04/2023</b> (per Cash Book)		<b>308,895.30</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2023	0.00
	Lloyds/Unity Multipay card	30/04/2023	0.00
	CCLA	30/04/2023	76,543.51
	Hampshire Trust Bank	30/04/2023	50,500.00
	Lloyds 30 days notice account	30/04/2023	3,532.86
	Unity Trust	30/04/2023	131,568.30
	Lloyds Treasurer's Account	30/04/2023	46,750.63
	Lloyds Money Market	30/04/2023	0.00
			<b>308,895.30</b>
	Less unrepresented payments		
			308,895.30
	Plus unrepresented receipts		
			<b>308,895.30</b>
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>308,895.30</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/05/2023</b>		
	Cash in Hand 01/04/2023		209,029.33
	<b>ADD</b> Receipts 01/04/2023 - 31/05/2023		140,395.78
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/05/2023		349,425.11
			78,227.94
<b>A</b>	<b>Cash in Hand 31/05/2023</b> (per Cash Book)		<b>271,197.17</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	Lloyds/Unity Multipay card	31/05/2023	0.00
	CCLA	31/05/2023	76,788.94
	Hampshire Trust Bank	31/05/2023	50,500.00
	Lloyds 30 days notice account	31/05/2023	3,534.87
	Unity Trust	31/05/2023	93,622.73
	Lloyds Treasurer's Account	31/05/2023	46,750.63
	Lloyds Money Market	31/05/2023	0.00
			<b>271,197.17</b>
	Less unrepresented payments		
			271,197.17
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>271,197.17</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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

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

	<b>Bank Reconciliation at 30/06/2023</b>			
	Cash in Hand 01/04/2023			209,029.33
	<b>ADD</b> Receipts 01/04/2023 - 30/06/2023			143,638.55
				352,667.88
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/06/2023			108,780.33
<b>A</b>	<b>Cash in Hand 30/06/2023</b> (per Cash Book)			<b>243,887.55</b>
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2023	0.00	
	Lloyds/Unity Multipay card	30/06/2023	0.00	
	CCLA	30/06/2023	77,091.83	
	Hampshire Trust Bank	30/06/2023	50,500.00	
	Lloyds 30 days notice account	30/06/2023	3,537.12	
	Unity Trust	30/06/2023	65,077.97	
	Lloyds Treasurer's Account	30/06/2023	46,855.63	
	Lloyds Money Market	30/06/2023	0.00	
				<b>243,062.55</b>
	Less unrepresented payments			
				243,062.55
	Plus unrepresented receipts			825.00
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>243,887.55</b>
	<b>A = B Checks out OK</b>			

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Rates	01/04/2023		Unity Trust	2	Parish Office Rates	Hart DC	Z	2,122.00		2,122.00
3	Rates	01/04/2023		Unity Trust	3	Bridewell rates	Hart DC	Z	3,615.25		3,615.25
1	Insurance	01/04/2023		Unity Trust	1	Annual insurance	Zurich Municipal	Z	6,575.58		6,575.58
4	Cemetery rates and water	01/04/2023		Unity Trust	4	Cemetery rates	Hart DC	Z	1,996.00		1,996.00
16	APA	17/04/2023		Unity Trust	16	Refreshments for APA	Tesco	Z	17.30		17.30
20	Telephone and internet	18/04/2023		Unity Trust	20	Phones & broadband	BT	S	179.64	35.93	215.57
22	Postage and consumables	18/04/2023		Unity Trust	22	Toner delivery	Ricoh	S	25.00	5.00	30.00
21	The Bridewell - electricity	18/04/2023		Unity Trust	21	Bridewell electricity (Mar)	nPower	S	326.43	65.29	391.72
10	Toilets - cleaning	18/04/2023		Unity Trust	10	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
13	Subscriptions	18/04/2023		Unity Trust	13	HALC & NALC fees	HALC	Z	999.06		999.06
17	Caretaking Equipment	18/04/2023		Unity Trust	17	Green waste bags	Amazon	Z	51.96		51.96
11	Subscriptions	18/04/2023	Agreed by Staffir	Unity Trust	11	Clerk's membership	SLCC	Z	351.00		351.00
9	The Bridewell - cleaning & m	18/04/2023		Unity Trust	9	Bridewell cleaning	YBC	S	463.31	92.66	555.97
15	PR & Pub inc newsletter	18/04/2023		Unity Trust	15	Stamps for newsletter	Post Office Counter	Z	102.00		102.00
18	Subscriptions	18/04/2023		Unity Trust	18	Zoom subscription	Zoom	Z	143.88		143.88
8	Toilets - Power and rates	18/04/2023		Unity Trust	8	King St Toilets electricity	nPower	L	59.57	2.98	62.55
24	Staff Salaries	18/04/2023		Unity Trust	24	April '23 PAYE & NI	HMRC	Z	819.28		819.28
25	Staff Salaries	18/04/2023		Unity Trust	25	April '23 employee cont	Hampshire Pension Fund	Z	353.06		353.06
29	Bands in the Bury	18/04/2023		Unity Trust	29	Grant for Bands in the Bury	InOdiham	Z	1,000.00		1,000.00
6	Coronation	18/04/2023		Unity Trust	6	Hire for Coronation performers	The Cross Barn	Z	180.00		180.00
7	Coronation	18/04/2023		Unity Trust		Coronation Street Party 07.05.	Simply Swing	Z	1,387.50		1,387.50
5	Coronation	18/04/2023		Unity Trust	5	Bouncy castle hire	JV Hire Services Ltd	Z	335.41		335.41
19	Bank Charges	18/04/2023		Unity Trust	19	Card fee	Lloyds/Unity Multipay	Z	3.00		3.00
23	Staff Salaries	18/04/2023		Unity Trust	23	April '23 salaries	April '23 salaries	Z	4,334.27		4,334.27
26	Employers' NI	18/04/2023		Unity Trust	26	April '23 employer NI	HMRC	Z	446.11		446.11
27	Pension Contribution	18/04/2023		Unity Trust	27	April '23 employer cont	Hampshire Pension Fund	Z	1,178.41		1,178.41
28	Floral displays	18/04/2023		Unity Trust	28	Grant for floral displays	InOdiham	Z	800.00		800.00
12	Benches	18/04/2023		Unity Trust	12	Picnic benches	Wells Timber Products	S	625.00	125.00	750.00
14	Climate, biodiversity & envirc	18/04/2023		Unity Trust	14	Whips for orchard	Scots Plants Direct	Z	167.70		167.70
32	IT Support and Back up	19/04/2023		Unity Trust	32	Office 365 accounts	Microsoft Ireland	Z	37.60		37.60
31	The Bridewell - electricity	19/04/2023		Unity Trust	31	Bridewell electricity (Apr)	nPower	S	344.21	68.84	413.05
30	Room hire	19/04/2023		Unity Trust	30	Hall hire for OPC meeting	Vine Church	Z	42.00		42.00

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38 Office Equipment	02/05/2023		Unity Trust	38	Printer copies Q4 22-23	Ricoh	S	151.50	30.30	181.80
42 IT Support and Back up	02/05/2023		Unity Trust	42	IT support and cables	Connect Computer Consultan	S	135.00	27.00	162.00
41 Postage and consumables	02/05/2023		Unity Trust	41	Paper and labels	Viking	S	82.87	16.57	99.44
43 Toilets - cleaning	02/05/2023		Unity Trust	43	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
44 Play Areas	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	479.16	95.84	575.00
37 Chapel Cottage Maintenance	02/05/2023		Unity Trust	37	Gutter clearance	GopherOwen Services	Z	120.00		120.00
39 The Bridewell - cleaning & m	02/05/2023		Unity Trust	39	Bridewell cleaning	YBC	S	509.63	101.93	611.56
44 Other amenity areas mainter	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	406.91	81.38	488.29
44 Allotments - maintenance	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	60.00	12.00	72.00
45 Other amenity areas mainter	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	50.00		50.00
45 Allotments - maintenance	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	35.00		35.00
34 Toilets - Power and rates	02/05/2023		Unity Trust	34	King St Toilets electricity	nPower	L	61.57	3.08	64.65
35 Lighting - Maint and admin	02/05/2023		Unity Trust	35	Street lighting	HCC	S	2,298.89	459.78	2,758.67
35 Lighting - energy costs	02/05/2023		Unity Trust	35	Street lighting	HCC	S	3,050.16	610.03	3,660.19
33 Coronation	02/05/2023		Unity Trust	33	Bins for Coronation events	Hart DC	Z	200.00		200.00
47 Staff Salaries	02/05/2023		Unity Trust	47	Staff PAYE & NI - May 2023	HMRC	Z	952.28		952.28
44 Bin emptying	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	392.90	78.58	471.48
44 Chamberlain Gardens (SC Tr	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	199.16	39.83	238.99
44 Cemetery Maintenance	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	1,113.91	222.78	1,336.69
44 The Bridewell - waste dispos	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	114.00	22.80	136.80
44 Promotion of village	02/05/2023		Unity Trust	44	Grounds maintenance - April 2	Larkstel Ltd	S	64.00	12.80	76.80
45 Benches & Noticeboards	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	333.20		333.20
36 The Bridewell - maintenance	02/05/2023		Unity Trust		Electrical works The Bridewell	DTE Electrical & Property	Z	260.00		260.00
36 The Bridewell - maintenance	02/05/2023		Unity Trust		Electrical works The Bridewell	DTE Electrical & Property	Z	240.00		240.00
46 Staff Salaries	02/05/2023		Unity Trust	46	Staff Salaries - May 2023	Staff Salaries - May 2023	Z	4,839.77		4,839.77
50 Employers' NI	02/05/2023		Unity Trust		Employer NI - May 2023	HMRC	Z	532.36		532.36
48 Staff Salaries	02/05/2023		Unity Trust	48	Staff Pensions - May 2023	Hampshire Pension Fund	Z	339.55		339.55
49 Pension Contribution	02/05/2023		Unity Trust	49	Employer Pension - May 2023	Hampshire Pension Fund	Z	1,178.42		1,178.42
40 Professional Costs	02/05/2023		Unity Trust	40	OPC & Bridewell branding	The Langtons Design Consult	S	2,160.00	432.00	2,592.00
45 Bridewell works	02/05/2023		Unity Trust	45	Grounds maintenance	Keith Dodd	Z	550.00		550.00
63 IT Support and Back up	16/05/2023		Unity Trust	63	Microsoft 365	Microsoft Ireland	Z	37.60		37.60
62 Postage and consumables	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	132.09		132.09
58 Telephone and internet	16/05/2023		Unity Trust	58	Phones & broadband	BT	S	179.21	35.84	215.05
62 Other amenity areas mainter	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	145.05		145.05
51 Allotments - maintenance	16/05/2023		Unity Trust	51	Part for water trough repair	Keith Dodd	Z	19.49		19.49

## Odiham Parish Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61 Allotments - maintenance	16/05/2023		Unity Trust	61	Repair to water trough	Steven Lawrence Plumbing S	S	104.86	20.97	125.83
56 Subscriptions	16/05/2023		Unity Trust	56	Employers membership	HALC	S	195.00	39.00	234.00
62 Coronation	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	7.31		7.31
62 Bank Charges	16/05/2023		Unity Trust	62	Stationery	Amazon	Z	3.00		3.00
60 Cemetery Maintenance	16/05/2023		Unity Trust	60	Heras fencing hire - Chapels	Trust Property Services Ltd	Z	382.48		382.48
59 Coronation	16/05/2023		Unity Trust		PA hire & support Coronation	Wessex Sound	S	1,597.00	319.40	1,916.40
54 Coronation	16/05/2023		Unity Trust	54	Coronation events	Daniel Framp Magic	Z	300.00		300.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	605.00	121.00	726.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	1,540.00	308.00	1,848.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	150.00	30.00	180.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	150.00	30.00	180.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	840.00	168.00	1,008.00
55 Coronation	16/05/2023		Unity Trust		Furniture hire	BE Furniture Ltd	S	2,334.00	466.80	2,800.80
53 Coronation	16/05/2023		Unity Trust	53	Coronation events	Cove Brass Band	Z	250.00		250.00
52 Coronation	16/05/2023		Unity Trust	52	Transport equipment for Coror	Keith Dodd	Z	130.00		130.00
57 Chapel Building Maintenance	16/05/2023		Unity Trust		Structural survey visual inspec	SFK Consulting LLP	S	750.00	150.00	900.00
66 Coronation	17/05/2023		Unity Trust	66	Donation for Coronation event	Odiham Tennis Club	Z	50.00		50.00
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 Warnboroug	Z	50.00		50.00
69 Office Equipment	26/05/2023		Unity Trust	69	Printer rental Qtr 1 2023/24	Ricoh	S	104.83	20.97	125.80
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
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
75 The Bridewell - electricity	26/05/2023		Unity Trust	75	Bridewell electricity (Apr)	nPower	S	332.41	66.48	398.89
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
76 Play Area Replacement	26/05/2023		Unity Trust	76	Rub down and paint play equi	Playscene Ltd	S	2,125.00	425.00	2,550.00
74 The Bridewell	26/05/2023		Unity Trust	74	New toilet The Bridewell	Trust Property Services Ltd	Z	5,000.00		5,000.00
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
79 Toilets - cleaning	07/06/2023		Unity Trust	79	King St Toilets cleaning	CJH Cleaning Services Ltd	S	595.74	119.14	714.88



## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Telephone and internet	07/06/2023		Unity Trust	88	Phones & broadband	BT	S	180.42	36.08	216.50
81	Play Areas	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	494.16	98.83	592.99
78	The Bridewell - cleaning & m	07/06/2023		Unity Trust	78	Bridewell cleaning (May)	YBC	S	509.63	101.93	611.56
87	The Bridewell - cleaning & m	07/06/2023		Unity Trust	87	Additional cleaning	FS Cleaning & Maintenance	Z	20.00		20.00
81	Other amenity areas mainter	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	281.91	56.38	338.29
81	Allotments - maintenance	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	60.00	12.00	72.00
80	Coronation	07/06/2023		Unity Trust	80	First Aid Coronation events	St John's Ambulance	S	422.40	84.48	506.88
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	Cemetery Maintenance	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	1,113.92	222.78	1,336.70
81	The Bridewell - waste dispos	07/06/2023		Unity Trust	81	Grounds maintenance - May 21	Larkstel Ltd	S	168.00	33.60	201.60
77	Audit Fees	07/06/2023		Unity Trust	77	Internal Audit	Do The Numbers Ltd	Z	750.00		750.00
99	Coronation	19/06/2023		Unity Trust	99	Meals for Cadets	Passfield stores	Z	160.00		160.00
101	Postage and consumables	20/06/2023		Unity Trust	101	Postage for banking forms	Post Office Counter	Z	6.55		6.55
95	The Bridewell - electricity	20/06/2023		Unity Trust	95	Bridewell electricity (May)	nPower	S	327.70	65.54	393.24
89	The Bridewell - electricity	20/06/2023		Unity Trust	89	Electricity - King St Toilets	nPower	L	53.88	2.69	56.57
94	Election Expenses	20/06/2023		Unity Trust	94	Uncontested election fees	Hart DC	Z	88.40		88.40
93	Cemetery electricity	20/06/2023		Unity Trust	93	Electricity - South Chapel	SSE	L	124.01	6.20	130.21
97	Caretaking Equipment	20/06/2023		Unity Trust	97	Teak oil & stationery	Amazon	Z	20.76		20.76
96	Caretaking Equipment	20/06/2023		Unity Trust	96	Teak oil & caretaking equip	Odiham Hardware	Z	34.50		34.50
92	Basingstoke Canal	20/06/2023		Unity Trust	92	Basingstoke Canal Cont	HCC	Z	4,036.00		4,036.00
100	Coronation	20/06/2023		Unity Trust	100	Prize for Coronation event	Amazon	S	6.32	1.27	7.59
102	Professional Costs	20/06/2023		Unity Trust	102	Land Registry title plan	Land Registry	Z	3.00		3.00
98	Coronation	20/06/2023		Unity Trust	98	Coronation refereshments	Tesco	Z	29.45		29.45
103	Bank Charges	20/06/2023		Unity Trust	103	Fee for Multipay card	Lloyds/Unity Multipay	Z	3.00		3.00
91	Room hire	20/06/2023		Unity Trust	91	Room hire 20.06.23	Vine Church	Z	42.00		42.00
90	Chapel Building Maintenance	20/06/2023		Unity Trust	90	Tell-tales in Chapels	SFK Consulting LLP	S	400.00	80.00	480.00
104	Toilets - Power and rates	21/06/2023		Unity Trust		Electricity - King St Toilets	nPower	L	55.22	2.76	57.98
105	Travel	21/06/2023		Unity Trust	105	A Mann travel to meeting	Andrea Mann	Z	15.50		15.50
83	Staff Salaries	23/06/2023		Unity Trust	83	Staff PAYE & NI - June 2023	HMRC	Z	821.68		821.68
85	Employers' NI	23/06/2023		Unity Trust	85	Employer NI - June 2023	HMRC	Z	446.11		446.11
86	Pension Contribution	23/06/2023		Unity Trust	86	Employer Pension - June 2023	Hampshire Pension Fund	Z	1,178.41		1,178.41
84	Staff Salaries	23/06/2023		Unity Trust	84	Staff Pensions - June 2023	Hampshire Pension Fund	Z	332.77		332.77
82	Staff Salaries	23/06/2023		Unity Trust	82	Staff Salaries - June 2023	Staff Salaries - June 2023	Z	4,352.16		4,352.16
106	IT Support and Back up	30/06/2023		Unity Trust	106	Office 365 accounts	Microsoft Ireland	Z	55.14		55.14

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
117 Bank Interest	30/06/2023		Lloyds 30 days notice		Bank interest	Lloyds Bank	Z			
107 The Bridewell - cleaning & m	30/06/2023		Unity Trust	107	Bathroom supplies	Viking	S	75.49	15.10	90.59
108 PR & Pub inc newsletter	30/06/2023		Unity Trust	108	Welcome to Odiham Leaf;et	IC Printing Services	Z	99.00		99.00
111 The Bridewell - cleaning & m	30/06/2023		Unity Trust	111	Bridewell cleaning	YBC	S	509.63	101.93	611.56
114 Benches and Noticeboards	30/06/2023		Unity Trust	114	Bench & noticeboard repair	Keith Dodd	Z	100.00		100.00
109 Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109 Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109 Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	90.00		90.00
109 Benches and Noticeboards	30/06/2023		Unity Trust		Bench maintenance	Keith Dodd	Z	85.00		85.00
115 Bank Charges	30/06/2023		Unity Trust	115	Bank charges	Unity Trust	Z	1.00		1.00
116 Bank Charges	30/06/2023		Unity Trust		Bank charges	Unity Trust	Z	40.95		40.95
110 Coronation	30/06/2023		Unity Trust	110	Coronation Street Party 07.05.	Odiham Military Wives Choir	Z	100.00		100.00
113 Rights of Way	30/06/2023		Unity Trust	113	Materials for path repairs	AVS Lawsons (Whetstone) Lt	S	2,380.33	476.07	2,856.40
112 The Bridewell	30/06/2023		Unity Trust		New toilet The Bridewell	Trust Property Services Ltd	Z	7,475.00		7,475.00
<b>Total</b>								<b>101,327.88</b>	<b>7,452.45</b>	<b>108,780.33</b>

**Odiham Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 30/06/2023)**

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

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries			600.00	71,000.00	17,144.82	54,455.18
1010	Employers' NI				5,700.00	1,424.58	4,275.42
1015	Pension Contribution				15,300.00	3,535.24	11,764.76
1020	Travel				500.00	15.50	484.50
1025	Training				1,000.00		1,000.00
1030	Office Rental						
1035	Rates				5,650.00	5,737.25	-87.25
1040	Telephone and internet				2,100.00	539.27	1,560.73
1045	Office Equipment				1,000.00	256.33	743.67
1050	IT Support and Back up		116.00		5,000.00	487.94	4,396.06
1055	Postage and consumables			10.00	1,000.00	246.51	763.49
1060	Accounts Package				1,325.00		1,325.00
1065	Bank Charges				400.00	50.95	349.05
1070	Audit Fees				1,500.00	750.00	750.00
1075	Professional Costs				4,000.00	3.00	3,997.00
1080	Subscriptions			89.00	2,500.00	1,688.94	900.06
1085	Insurance				7,000.00	6,575.58	424.42
1090	Election Expenses				1,500.00	88.40	1,411.60
1095	Civic Hospitality				350.00		350.00
1100	Caretaking Equipment				500.00	107.22	392.78
1500	Precept		212,071.00	106,035.50			-106,035.50
1505	VAT						
1510	Bank Interest		3,400.00	812.84			-2,587.16
1515	S106 Income			14,261.33			14,261.33
1525	Other Income						
8051	Room hire					84.00	-84.00
			<b>215,587.00</b>	<b>£121,808.67</b>	<b>127,325.00</b>	<b>£38,735.53</b>	<b>-5,188.86</b>

**2000 - Amenity Areas**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				3,500.00	398.32	3,101.68
2010	Cemetery Maintenance				16,635.00	2,660.31	13,974.69
2015	Cemetery rates and water				3,900.00	1,996.00	1,904.00
2020	Cemetery electricity				400.00	124.01	275.99
2030	Memorial testing						
2035	Other amenity areas main				6,000.00	883.87	5,116.13
2040	Play Areas				7,000.00	973.32	6,026.68
2050	Allotments - maintenance				800.00	279.35	520.65
2055	Allotments - Water				250.00		250.00
2065	Tree works				4,500.00		4,500.00
2070	Bin emptying				6,000.00	785.80	5,214.20
2075	Benches and Noticeboard:				500.00	455.00	45.00
2080	Basingstoke Canal				4,100.00	4,036.00	64.00
2085	Broad Oak Maintenance				500.00		500.00
2090	Commons Ranger				1,000.00		1,000.00
2095	Toilets - Maintenance						
2100	Toilets - Power and rates				1,200.00	176.36	1,023.64
2105	Toilets - cleaning				5,300.00	1,427.22	3,872.78
2110	Parish Room - power and						
2115	Parish room - maintenanc				500.00		500.00
2120	Chapel Cottage Maintenar				500.00	120.00	380.00
2125	Estate Agent Fees				1,687.00		1,687.00
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00		250.00
2150	The Bridewell - set up cos						
2155	The Bridewell - electricity				4,000.00	1,384.63	2,615.37
2160	The Bridewell - gas				4,100.00		4,100.00
2165	The Bridewell - water				200.00		200.00
2170	The Bridewell - cleaning &				6,500.00	2,087.69	4,412.31
2175	The Bridewell - waste disp				900.00	282.00	618.00
2180	The Bridewell - H&S check				1,450.00	583.00	867.00
2185	The Bridewell - maintenanc				2,500.00	500.00	2,000.00
2500	Chapel Cottage rent		17,940.00	61.91			-17,878.09
2505	Burial fees		12,000.00	1,140.00			-10,860.00
2510	Allotment rents		1,100.00	1,095.00			-5.00
2515	Allotment Deposits						
2520	Other income		100.00	5.00			-95.00
2525	The Bridewell - tenants' re		13,000.00	1,702.63			-11,297.37

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

**Odiham Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 30/06/2023)**

**Cost Centre Name**

2530 The Bridewell - general let	3,000.00	200.00			-2,800.00
	<b>47,140.00</b>	<b>£4,204.54</b>	<b>84,422.00</b>	<b>£19,152.88</b>	<b>22,333.66</b>

**3000 - Community**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3005 APA				250.00	17.30	232.70
3010 PR & Pub inc newsletter				3,500.00	201.00	3,299.00
3015 Community Grants				5,000.00		5,000.00
3016 G Rothery Grant						
3025 Citizens Advice				1,500.00		1,500.00
3026 Community Awards						
3030 Christmas Evening				2,500.00		2,500.00
3035 Christmas Trees and Light				900.00		900.00
3040 Carols in Bury						
3045 RAF Christmas Gifs				1,250.00		1,250.00
3050 Bi annual box cart race						
3055 Armed Forces Day				500.00		500.00
3060 VE Day						
3065 Remembrance				1,250.00		1,250.00
3070 Promotion of village				1,500.00	64.00	1,436.00
3075 Survey Subscriptions				330.00		330.00
3080 Odiham Book Exchange						
3085 Bands in the Bury				1,000.00	1,000.00	
3090 Flavourfest				1,000.00		1,000.00
3095 Hanging Baskets						
3100 Spooktakula				1,000.00		1,000.00
3105 Queen's Platinum Jubilee						
3110 Coronation			6,820.62	5,000.00	13,629.39	-1,808.77
3500 Community Income						
3505 Event Sponsorship Incom		1,000.00				-1,000.00
		<b>1,000.00</b>	<b>£6,820.62</b>	<b>26,480.00</b>	<b>£14,911.69</b>	<b>17,388.93</b>

**4000 - Planning**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4010 NH Plan						
4015 NW and Odiham CA Appr:						
4020 Neighbourhood Plan Upda				2,500.00		2,500.00
				<b>2,500.00</b>		<b>2,500.00</b>

**5000 - Traffic and Transport**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
5000 Lighting - Maint and admir				4,300.00	2,298.89	2,001.11
5005 Lighting - energy costs				3,700.00	3,050.16	649.84
5015 Sustainable Transport						
5020 Village Gateway						
5025 Rights of Way			2,306.61		2,380.33	-73.72
			<b>£2,306.61</b>	<b>8,000.00</b>	<b>£7,729.38</b>	<b>2,577.23</b>

**7000 - Earmarked Reserves**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7005 Office Rental						
7010 IT Support/Upgrade						
7015 Election Expenses						
7020 Website						
7025 Allotment Deposits						
7030 Chapel Cottage Deposit						
7035 Cemetery Maintenance					412.50	-412.50
7040 Amenity Equipment Repai						
7045 Chapel Building Maintenar					1,150.00	-1,150.00
7050 Chapel Cottage Maintenar						
7055 War Memorial Maintenanc						
7060 Play Area Replacement					2,125.00	-2,125.00
7065 Bufton Field Play Area						

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

**Odiham Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 30/06/2023)**

**Cost Centre Name**

7070 Benches & Noticeboards	333.20	-333.20
7075 Parish Room Maintenance		
7080 Grounds Maintenance		
7085 Memorial Testing		
7090 Revaluation of Buildings		
7095 Footpaths Improvements		
7100 Development of Sustainab		
7105 G Rothery Bequest		
7110 Re-energising the High St		
7115 Conservation Area Charac		
7120 Increasing Biodiversity		
7125 Book Exchange		
7130 Insurance - EMR		
7135 Tree Survey - EMR		
7140 PR & Publicity - EMR		
7145 Subscriptions - EMR		
7150 The Bridewell	12,475.00	-12,475.00
7155 Community Grants		
7165 Public toilets R&M		
7170 Floral displays	800.00	-800.00
7175 Professional Costs	2,160.00	-2,160.00
7180 RAF gifts		
	<b>£19,455.70</b>	<b>-19,455.70</b>

**8000 - Projects**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7160 Platinum Jubilee						
8005 War Memorial						
8010 Parish Room						
8015 Play Area Replacement				3,000.00		3,000.00
8020 Supporting High Street						
8025 Climate, biodiversity & env				2,000.00	167.70	1,832.30
8030 Burial plot provision						
8035 Bridewell works	5,000.00			10,000.00	550.00	4,450.00
8040 Benches				2,000.00	625.00	1,375.00
8050 Area of reflection				3,000.00		3,000.00
		<b>5,000.00</b>		<b>20,000.00</b>	<b>£1,342.70</b>	<b>13,657.30</b>

**NET TOTAL**

<b>268,727.00</b>	<b>£135,140.44</b>	<b>268,727.00</b>	<b>£101,327.88</b>	<b>33,812.56</b>
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**Odiham Parish Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Allotment Deposits	1,110.00	50.00			1,160.00
Chapel Cottage Deposit					0.00
Buften Field Play Area	2,562.50				2,562.50
G Rothery Bequest	2,762.00				2,762.00
<b>Total Capital</b>	<b>6,434.50</b>	<b>50.00</b>			<b>6,484.50</b>
<b>Earmarked</b>					
Office Rental	2,877.72	-2,877.72			0.00
IT Support/Upgrade	1,216.40				1,216.40
Election Expenses	3,500.00				3,500.00
Website					0.00
Cemetery Maintenance	491.35	-491.35			0.00
Amenity Equipment Repairs	-390.00	390.00			0.00
Chapel Building Maintenance	9,085.00				9,085.00
Chapel Cottage Maintenance	2,270.85	3,169.18			5,440.03
War Memorial Maintenance	1,116.00	500.00			1,616.00
Play Area Replacement	8,135.00	-4,279.41			3,855.59
Benches & Noticeboards	870.40	595.00	333.20		1,132.20
Parish Room Maintenance	-2,365.00	2,365.00			0.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00				436.00
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	275.10	1,500.00			1,775.10
Footpaths Improvements	2,000.00				2,000.00
Development of Sustainable Tra	4,670.00				4,670.00
Supporting the High St	7,725.97				7,725.97
Conservation Area Character Ar					0.00
Book Exchange					0.00
Insurance					0.00
Tree Survey	810.88	-310.88			500.00
PR & Publicity					0.00
Subscriptions					0.00
The Bridewell	15,315.34	7,377.72	12,475.00		10,218.06
Community Grants	2,395.00				2,395.00
Platinum Jubilee	2,468.75	-2,468.75			0.00

**Odiham Parish Council**  
**Reserves Balance**  
**2023-2024**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Public toilets R&M	5,000.00				5,000.00
Floral displays	800.00		800.00		0.00
Professional Costs		2,400.00	2,160.00		240.00
RAF gifts		1,300.00			1,300.00
<b>Total Earmarked</b>	<b>72,983.26</b>	<b>9,168.79</b>	<b>15,768.20</b>		<b>66,383.85</b>
<b>TOTAL RESERVE</b>	<b>79,417.76</b>	<b>9,218.79</b>	<b>15,768.20</b>		<b>72,868.35</b>
<b>GENERAL FUND</b>					177,062.63
<b>TOTAL FUNDS</b>					249,930.98

**REPORT ON:**  
**WRITTEN BY:**  
**MEETING DATE:**  
**AGENDA ITEMS:**

Bank Balances and Reserves  
Parish Clerk  
18<sup>th</sup> July 2023  
F9/23

<u>Banks</u>	<u>Balances @ 30.06.23</u>	<u>Interest @ 30.06.23</u>	<u>Interest @ 31.03.23</u>
CCLA Public Sector Deposit Fund	77,091.83	4.4486%	4.1588%
Hampshire Trust Bank	50,500.00	3.75%	3.75% (one year Loyalty bond matured 27.03.23)
Lloyds 30 day notice (G Rothery)	3,537.12	0.80%	0.70%
Unity Trust	65,077.97	0	0
Lloyds Treasurer's account	<u>46,855.63</u>	0	0
	243,062.55		
Estimated full year balance @ 31.03.24			
Assuming Autumn precept receipt £106,035.50	<u>349,098.05</u>		
<u>Estimated net balance</u>		<u>Adjusted to reflect some annual payments</u>	
Less Earmarked reserves @ 30.06.23 (actual)	72,868.35	72,868.35	
Less 9 months average running costs (9 months est)	<u>197,037.00</u>	<u>182,037.00</u>	
Variance, ie general reserves	79,192.70	94,192.70	
Approx number of months running costs	3.62	4.30	

*Notes for consideration:*

There is a pending action to transfer £4,722 from the Sports Centre Trust charity account which will rise again after the Sports Centre AGM.  
In 2021-22, OPC awarded £760 of G Rothery grants which were not deducted from the Lloyds 30 day notice account. The EMR has been reduced.



**REPORT ON:** General and earmarked reserves  
**WRITTEN BY:** Parish Clerk  
**MEETING DATE:** 20<sup>th</sup> June 2023  
**AGENDA ITEMS:** 38/23

OPC's general and earmarked reserves are reviewed quarterly by the Finance Committee. The latest review was 18.04.23, items F83-84/22 refer: [230418-Finance-Committee-Minutes-MERGED-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](https://odihamparishcouncil.gov.uk/230418-Finance-Committee-Minutes-MERGED-DRAFT.pdf)

OPC currently holds earmarked reserves approx. £85,000 (@ 05.06.23) and general reserves equating to approx. 6 months' running costs, higher than the new recommended level of just 3 months

The Practitioners Guide 2023 reads:

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Reserves:

- 5.30 As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.
- 5.31 Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

General reserves:

- 5.32 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
- 5.33 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
- 5.34 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. **In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.**
- 5.35 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.
- 5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked and other reserves:

- 5.37 None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

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Each authority has different liabilities and risks. For OPC, significant risks include the high number of listed building assets and wooden play equipment, which is less durable than metal. However, this paper may be of interest should unforeseen expenditure be required and when defining the 2023-27 Strategic Plan

This paper is for information. The proposed action in Internal Audit Action Plan is to refer a full review to the Finance Committee.

REF: 1256002351

398 / 528Y1FROE00156  
Mrs A L Mann  
ODIHAM PARISH COUNCIL  
The Bridewell  
The Bury  
Odiham  
Hook  
Hampshire  
RG29 1NB



May 2023

Dear Mrs A L Mann

### Important changes to your accounts you administer with CCLA Investment Management Limited

We are writing to notify you of some upcoming changes that will affect your organisation's accounts with us. These changes will take effect on or around 17 July 2023. Please ensure you read this letter and contact us if anything is unclear.

Please note that these changes do not apply to investors in the Catholic Investment Fund, the Diversified Income Fund, or the CCLA Better World Global Equity Fund.

Details of the changes and the funds to which they apply to are set out in the attached document. For ease, we offer a summary of the key changes below.

#### New transfer agent

With effect from 17 July 2023, CCLA will appoint FNZ TA Services Limited (FNZ) as its transfer agent. As transfer agent, FNZ will process all transactions in the funds, record changes to our records and distribute interest/dividends. Our dedicated Client Services team will, of course, remain your main point of contact for day-to-day enquiries.

The important changes include:

- New client and account numbers. These will be advised to you nearer the time, and you should use these in any communications with us with effect from 17 July 2023. We will accept instructions quoting your existing account numbers until you have been advised of the new numbers.
- New fund bank accounts are currently being opened (for most funds) to send your money to, with effect from 17 July 2023. Please note that the current bank accounts will be closed after 14 July 2023, therefore any payments sent to these accounts from this date will be returned to you in accordance with banking standards. This may take up to 14 days. CCLA is not responsible for the return of monies after the bank accounts have closed nor does it accept liability for any delay in returning monies to you. If you wish to invest on or near the 14 July, please contact us beforehand. Details of the new bank accounts will be provided on the relevant forms for you to use when sending money to us and on our website.
- A subscription/deposit form/buy units form/buy shares form (as appropriate) will be required for all monies sent to us.
- New contact details for sending your instructions.

## Changes to funds

As part of these changes, we are taking the opportunity to make changes to some of the funds. These changes will also take effect from 17 July 2023. These include:

- Changes in dealing frequency, from weekly to daily. (The Property Funds' dealing frequencies remain monthly. All Property Fund redemption requests will remain subject to a minimum notice period of six months).
- Changes to the deadlines by which we must receive dealing instructions.
- Dual-priced funds, those which currently have a different price, (bid/offer) depending on whether you are buying or selling will move to a single price for both buy and sell instructions. (The Property Funds will remain dual priced).
- Change to the fund names and investment objectives and/or investment policies of the COIF Charities and CBF Church of England Global Equity Income and COIF Charities and CBF Church of England Fixed Interest Funds.

Full details about these changes are set out in the enclosed document. Please read the relevant sections for the funds you are invested in and if you have any questions, please contact our Client Services team on freephone 0800 022 3505 or email the team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk). We will also be setting up a dedicated page on the website outlining these changes.

Yours sincerely



Alison Jermey

Head of Client Services

REF: 14175

July 2023

398 / 528Y1FYGG00077  
Mrs A L Mann  
ODIHAM PARISH COUNCIL  
Odiham Parish Council  
The Bridewell  
The Bury  
Odiham  
HOOK  
Hampshire  
RG29 1NB



Dear Mrs A L Mann

I am writing further to my letter in May 2023 about the intended changes to your organisation's accounts with CCLA due to the appointment of FNZ as transfer agent. These were to take effect from 17 July 2023, but will now be delayed until 16 October 2023 to allow for further testing of the new system before implementation.

This means the new fund bank accounts (where these were to be opened) will now be opened to send your money to with effect from 16 October 2023. **Current bank accounts will now be closed after 13 October 2023**, and any payments sent to these accounts from this date will be returned to you in accordance with banking standards. This may take up to 14 days. CCLA is not responsible for the return of monies after the bank accounts have closed nor does it accept liability for any delay in returning monies to you. If you wish to invest on or near the 13 October, please contact us beforehand. Please refer to the booklet that accompanied our letter in May to check which funds will have new bank accounts.

I am so sorry for the inconvenience this may cause but it is of paramount importance to us to ensure the transition is as smooth as possible and that we minimise any impact to the level of service we provide.

When the changes take effect, we will write to you again advising you of your new client and account numbers, and we will be updating the dedicated page on the website outlining these changes. You can visit our website at [www.ccla.co.uk](http://www.ccla.co.uk).

Please do get in touch with our Client Service team on freephone 0800 022 3505 or email the team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) if you would like to discuss the matter further.

Yours sincerely

Alison Jermey

Head of Client Services

Please note: These changes do not apply to the Catholic Investment Fund, the Diversified Income Fund, or the CCLA Better World Global Equity Fund.