



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 17th OCTOBER 2023 COMMENCING AT 8.30pm (or following the conclusion of full Council)

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

10th October 2023

Andrea Mann Parish Clerk

-
- F13/23** **To receive apologies for absence**
- F14/23** **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F15/23** **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.
- F16/23** **Approval of Minutes**
To approve the minutes of the Finance Committee meeting held on 18th July 2023 (F01/23-F12/23).
- F17/23** **July-September 2023 Bank Reconciliations (pages 3-5)**
i) To approve the bank reconciliations for July to September 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.
- F18/23** **Quarter 2 2023 Payments Listing (pages 6-10)**
To review and accept the 2023/24 Quarter 2 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F19/23** **Quarter 2 2023 Budget Position (pages 11-15)**
To review the 2023/24 budget position to 30th September (pages 11-14) and discuss variances shown on page 15.
- F20/23** **Earmarked Reserves (pages 16-17)**
To review and note the earmarked reserves balance at 30th September and consider any required virements to and from the main budget.
- F21/23** **Net Balances (page 18)**
To review and note net balances at 30th September.
- F22/23** **Banks and investments (pages 18)**
i) To note investments and returns.
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” has still not been actioned.

iii) To agree any transfers between accounts.

F23/23

Stripe Payments (page 19)

To consider the Clerk’s report and agree whether online Stripe payments should be allowed for all transactions.

F24/23

Banking permissions

To consider granting Unity Trust admin rights to the Deputy Clerk.

F25/23

Next meeting

Scheduled 16th January 2023.

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 31/07/2023		
	Cash in Hand 01/04/2023		209,029.33
	ADD		
	Receipts 01/04/2023 - 31/07/2023		148,324.96
			357,354.29
	SUBTRACT		
	Payments 01/04/2023 - 31/07/2023		122,056.54
A	Cash in Hand 31/07/2023 (per Cash Book)		235,297.75
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2023	0.00
	Lloyds Money Market	31/07/2023	0.00
	Lloyds Treasurer's Account	31/07/2023	46,855.63
	Unity Trust	31/07/2023	57,219.56
	Lloyds 30 days notice account	31/07/2023	3,539.52
	Hampshire Trust Bank	31/07/2023	50,500.00
	CCLA	31/07/2023	77,381.14
	Lloyds/Unity Multipay card	31/07/2023	0.00
			235,495.85
	Less unrepresented payments		198.10
			235,297.75
	Plus unrepresented receipts		
B	Adjusted Bank Balance		235,297.75
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		209,029.33
	ADD		
	Receipts 01/04/2023 - 30/09/2023		265,168.60
			474,197.93
	SUBTRACT		
	Payments 01/04/2023 - 30/09/2023		169,245.00
A	Cash in Hand 30/09/2023 (per Cash Book)		304,952.93
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2023	0.00
	Lloyds Money Market	30/09/2023	0.00
	Lloyds Treasurer's Account	30/09/2023	46,855.63
	Unity Trust	30/09/2023	127,005.18
	Lloyds 30 days notice account	30/09/2023	3,545.45
	Hampshire Trust Bank	30/09/2023	50,500.00
	CCLA	30/09/2023	78,038.12
	Lloyds/Unity Multipay card	30/09/2023	0.00
			305,944.38
	Less unrepresented payments		991.45
			304,952.93
	Plus unrepresented receipts		
B	Adjusted Bank Balance		304,952.93
	A = B Checks out OK		

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	The Bridewell - maintenance	18/07/2023		Unity Trust	118	Remove central plant Bridewel	Keith Dodd	Z	90.00		90.00
119	The Bridewell - maintenance	18/07/2023		Unity Trust	119	Shrub clearance Bridewell cou	Keith Dodd	Z	92.00		92.00
120	Cemetery Maintenance	18/07/2023		Unity Trust	120	Weeding GoR beds	Keith Dodd	Z	144.00		144.00
121	Toilets - cleaning	18/07/2023		Unity Trust	121	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
122	Caretaking Equipment	18/07/2023		Unity Trust	122	Bridewell & amenity ad hoc	Odiham Enterprises Ltd (Odi	Z	38.00		38.00
123	Community Grants	18/07/2023		Unity Trust	123	Velocity speed gun	Photospecialist	Z	159.83		159.83
124	Cemetery rates and water	18/07/2023		Unity Trust	124	Water supply Cemetery	Castle water	Z	38.27		38.27
125	The Bridewell - electricity	18/07/2023		Unity Trust	125	Bridewell electricity (June)	nPower	S	311.15	62.23	373.38
126	IT Support and Back up	18/07/2023		Unity Trust	126	IT support July/Aug and Neatç	Connect Computer Consultan	S	340.00	68.00	408.00
127	Travel	18/07/2023		Unity Trust	127	Amenity Officer mileage	J Peek - expenses	Z	13.95		13.95
128	Chamberlain Gardens (SC Tri	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	199.16	39.83	238.99
128	Cemetery Maintenance	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	1,113.91	222.79	1,336.70
128	Other amenity areas mainter	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	281.91	56.38	338.29
128	Play Areas	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	479.16	95.83	574.99
128	Allotments - maintenance	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	60.00	12.00	72.00
128	Bin emptying	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	392.90	78.58	471.48
128	The Bridewell - waste dispos	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	144.00	28.80	172.80
128	Promotion of village	18/07/2023		Unity Trust	128	Grounds maintenance - June 2	Larkstel Ltd	S	50.00	10.00	60.00
129	Footpaths Improvements	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	S	296.58	59.34	355.92
129	Postage and consumables	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	Z	9.35		9.35
129	Bank Charges	18/07/2023		Unity Trust	129	Equipment for conservation vo	Amazon	Z	3.00		3.00
130	The Bridewell - cleaning & m	18/07/2023		Unity Trust	130	Toilet supplies	Viking	S	25.22	5.04	30.26
131	Other amenity areas mainter	18/07/2023		Unity Trust	131	Defib pads	Defibworld	S	118.99	23.00	141.99
132	Staff Salaries	18/07/2023		Unity Trust	132	Staff Salaries - July 2023	Staff Salaries - July 2023	Z	4,293.45		4,293.45
133	Staff Salaries	18/07/2023		Unity Trust	133	Staff PAYE & NI - July 2023	HMRC	Z	863.48		863.48
134	Staff Salaries	18/07/2023		Unity Trust	134	Staff Pensions - July 2023	Hampshire Pension Fund	Z	349.67		349.67
135	Employers' NI	18/07/2023		Unity Trust	135	Employer NI - July 2023	HMRC	Z	446.11		446.11
136	Pension Contribution	18/07/2023		Unity Trust	136	Employer Pension - July 2023	Hampshire Pension Fund	Z	1,178.42		1,178.42
137	The Bridewell - general lettin	09/08/2023		Unity Trust	137	Stripe Transaction Fee	Stripe	X	4.76		4.76
138	Bank Interest	31/07/2023		Lloyds 30 days notice		Bank interest	Lloyds Bank	Z			
139	Toilets - Power and rates	20/07/2023		Unity Trust	139	King St Toilets electricity	nPower	L	52.16	2.61	54.77
140	The Bridewell - cleaning & m	20/07/2023		Unity Trust	140	Bridewell & amenity ad hoc	Viking	S	17.93	3.59	21.52
141	Chapel Cottage Maintenance	24/07/2023		Unity Trust	141	Chapel Cottage energy cert & i	McCarthy Holden	Z	198.00		198.00

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142	Estate Agent Fees	24/07/2023		Unity Trust	142	Chapel cottage management f	McCarthy Holden	S	142.03	28.40	170.43
143	Postage and consumables	15/08/2023		Unity Trust	143	Private sign	Viking	S	10.98	2.20	13.18
144	The Bridewell - cleaning & m	15/08/2023		Unity Trust	144	Bleach	Viking	S	6.99	1.40	8.39
145	Community Grants	15/08/2023	72/23c	Unity Trust	145	Community Grant	North Hants Downs (Sunflow	Z	300.00		300.00
146	Community Grants	15/08/2023	72/23d	Unity Trust	146	Community Grant	Hook and Odiham Lions	Z	750.00		750.00
147	Community Grants	15/08/2023	72/23b	Unity Trust	147	Community Grant	Odiham Raft Race Group	Z	270.00		270.00
148	Community Grants	15/08/2023	72/23a	Unity Trust	148	Community Grant	Friends of Mayhill School	Z	750.00		750.00
149	Toilets - cleaning	15/08/2023		Unity Trust	149	King St Toilets cleaning	CJH Cleaning Services Ltd	S	415.74	83.15	498.89
150	Toilets - cleaning	15/08/2023		Unity Trust	150	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
151	IT Support and Back up	15/08/2023		Unity Trust	151	Microsoft 365	Microsoft Ireland	Z	594.00		594.00
152	IT Support and Back up	15/08/2023		Unity Trust	152	Microsoft 365	Microsoft Ireland	Z	47.00		47.00
153	Bus Shelter Maintenance	15/08/2023		Unity Trust	153	Window & bus shelter cleaning	Mark Abbott	Z	15.00		15.00
153	The Bridewell - cleaning & m	15/08/2023		Unity Trust	153	Window & bus shelter cleaning	Mark Abbott	Z	50.00		50.00
154	The Bridewell - cleaning & m	15/08/2023		Unity Trust	154	Bridewell cleaning	YBC	S	509.63	101.93	611.56
155	Chapel Cottage Maintenance	15/08/2023		Unity Trust	155	Maintenance repairs Chapel Cc	Lee James Homes	Z			
156	Training	15/08/2023		Unity Trust	156	ILCA course for Deputy Clerk	SLCC	S	120.00	24.00	144.00
157	Travel	15/08/2023		Unity Trust	157	Mileage and key cutting	J Peek - expenses	Z	7.20		7.20
157	Other amenity areas mainter	15/08/2023		Unity Trust	157	Mileage and key cutting	J Peek - expenses	Z	7.00		7.00
158	IT Support and Back up	15/08/2023		Unity Trust	158	IT support and cables	Connect Computer Consultan	S	160.00	32.00	192.00
159	Postage and consumables	15/08/2023		Unity Trust	159	Con volunteers work day	Clr Bell expenses	S	8.16	1.23	9.39
159	Caretaking Equipment	15/08/2023		Unity Trust	159	Con volunteers work day	Clr Bell expenses	S	21.66	4.33	25.99
159	Other amenity areas mainter	15/08/2023		Unity Trust	159	Con volunteers work day	Clr Bell expenses	S	51.63	10.33	61.96
160	The Bridewell - maintenance	15/08/2023		Unity Trust	160	Bridewell signage	Signrite Digital Ltd	S	666.40	133.28	799.68
161	Play Areas	15/08/2023		Unity Trust	161	Annual play equipment inspect	Seagrave Inspection Services	S	545.00	109.00	654.00
162	Cemetery electricity	15/08/2023		Unity Trust	162	South Chapel Electricity	SSE	S	144.42	28.89	173.31
163	The Bridewell - water	15/08/2023		Unity Trust	163	Bridewell water	Business Stream	Z	79.38		79.38
164	Chapel Cottage Maintenance	15/08/2023		Unity Trust	164	Chapel Cottage alarm	Crime Detection Systems	S	98.00	19.60	117.60
165	The Bridewell - cleaning & m	15/08/2023		Unity Trust	165	Paper towels, dispenser & batt	Viking	S	185.97	37.19	223.16
166	The Bridewell - maintenance	15/08/2023		Unity Trust	166	Fitting toilet seat	FS Cleaning & Maintenance	Z	20.00		20.00
167	Professional Costs	15/08/2023		Unity Trust	167	Private eviction from Odiham C	S&K Enforcement Ltd	S	550.00	110.00	660.00
167	Professional Costs	15/08/2023		Unity Trust	167	Private eviction from Odiham C	S&K Enforcement Ltd	S	1,300.00	260.00	1,560.00
168	The Bridewell - maintenance	15/08/2023		Unity Trust	168	The Bridewell - painting	Keith Dodd	Z	395.00		395.00
169	Play Areas	15/08/2023		Unity Trust	169	General maintenance inc play ;	Keith Dodd	Z	110.00		110.00
169	Allotments - maintenance	15/08/2023		Unity Trust	169	General maintenance inc play ;	Keith Dodd	Z	35.00		35.00
169	The Bridewell - maintenance	15/08/2023		Unity Trust	169	General maintenance inc play ;	Keith Dodd	Z	40.00		40.00

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
170 Chapel Cottage Maintenance	15/08/2023		Unity Trust	170	Gas safety certificate Chapel C	Servio Building Services Main	S	135.00	27.00	162.00
171 Office Equipment	15/08/2023		Unity Trust	171	Photocopier rental copies	Ricoh	S	172.58	34.52	207.10
172 Office Equipment	15/08/2023		Unity Trust	172	Office supplies & toilet equip	Sainsburys	Z	20.00		20.00
173 Office Equipment	15/08/2023		Unity Trust	173	Trolley for con volunteers	Amazon	S	70.82	14.17	84.99
174 Footpaths Improvements	15/08/2023		Unity Trust	153	4 x secateurs	Amazon	Z	39.96		39.96
175 Postage and consumables	15/08/2023		Unity Trust	175	Coffee, milk & mirror	Sainsburys	Z	13.30		13.30
176 Community Grants	15/08/2023		Unity Trust	176	Speed gun	Amazon	Z	182.69		182.69
177 Office Equipment	15/08/2023		Unity Trust	177	Bridewell ad hoc supplies	Sainsburys	Z	23.50		23.50
178 Bank Charges	15/08/2023		Unity Trust	178	Bank charges	Lloyds/Unity Multipay	Z	3.00		3.00
179 Chamberlain Gardens (SC Tr	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	199.16	39.83	238.99
179 Cemetery Maintenance	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	1,113.91	222.78	1,336.69
179 Other amenity areas mainter	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	281.91	56.38	338.29
179 Play Areas	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	684.16	136.84	821.00
179 Allotments - maintenance	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	60.00	12.00	72.00
179 Bin emptying	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	392.90	78.58	471.48
179 The Bridewell - waste dispos	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	90.00	18.00	108.00
179 Promotion of village	15/08/2023		Unity Trust	179	Grounds maintenance - July 20	Larkstel Ltd	S	30.00	6.00	36.00
180 Benches & Noticeboards	15/08/2023		Unity Trust	180	Repair to bench - Chamberlain	Larkstel Ltd	S	725.00	145.00	870.00
181 Staff Salaries	15/08/2023		Unity Trust	181	Staff Salaries - August 2023	Staff Salaries - August 2023	Z	4,293.25		4,293.25
182 Staff Salaries	15/08/2023		Unity Trust	182	Staff PAYE & NI - August 2023	HMRC	Z	863.68		863.68
183 Staff Salaries	15/08/2023		Unity Trust	183	Staff Pensions - August 2023	Hampshire Pension Fund	Z	349.67		349.67
184 Employers' NI	15/08/2023		Unity Trust	184	Employers NI - August 2023	HMRC	Z	446.11		446.11
185 Pension Contribution	15/08/2023		Unity Trust	185	Employers Pension Cont - Aug	Hampshire Pension Fund	Z	1,178.41		1,178.41
186 Telephone and internet	15/08/2023		Unity Trust	186	Phones & broadband	BT	S	196.21	39.24	235.45
187 Telephone and internet	15/08/2023		Unity Trust	187	Phones & broadband	BT	S	236.21	39.24	275.45
188 The Bridewell - maintenance	15/08/2023		Unity Trust	176	The Bridewell	Keith Dodd	Z	55.00		55.00
189 Other amenity areas mainter	15/08/2023		Unity Trust	189	General maintenance	Keith Dodd	Z	31.00		31.00
189 The Bridewell - maintenance	15/08/2023		Unity Trust	189	General maintenance	Keith Dodd	Z	40.00		40.00
190 Cemetery rates and water	19/07/2023		Unity Trust	190	Cemetery water	Castle water	Z	38.27		38.27
191 Other amenity areas mainter	30/08/2023		Unity Trust	191	Heras fencing - S Chapel	Keith Dodd	Z	170.00		170.00
192 Increasing Biodiversity	30/08/2023		Unity Trust	192	Odiham Parish Council Sites	Arcadian	S	1,160.60	232.12	1,392.72
193 The Bridewell - maintenance	30/08/2023		Unity Trust	193	New locks and keys	Croma Locksmiths	S	106.38	21.27	127.65
193 Chapel Building Maintenance	30/08/2023		Unity Trust	193	New locks and keys	Croma Locksmiths	S	165.06	33.01	198.07
194 Professional Costs	30/08/2023		Unity Trust	194	Odiham Cemetery	S&K Enforcement Ltd	S	550.00	110.00	660.00
195 Community Grants	30/08/2023		Unity Trust	195	New SID	Traffic technology ltd	S	2,312.31	462.46	2,774.77
195 Development of Sustainable	30/08/2023		Unity Trust	195	New SID	Traffic technology ltd	S	701.69	140.34	842.03

Odiham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
196	Toilets - Power and rates	30/08/2023	Unity Trust	196	Electricity - King St Toilets	nPower	L	49.91	2.50	52.41
197	Chapel Cottage rent	30/08/2023	Unity Trust	197	Cottage gas/elec Sep-Dec 22	Ovo Energy	L	542.94	27.15	570.09
198	Estate Agent Fees	25/08/2023	Unity Trust	198	Chapel cottage management f	McCarthy Holden	S	142.03	28.40	170.43
199	Flavourfest	15/08/2023	Unity Trust	199	Food Fayre grant	InOdiham	Z	1,000.00		1,000.00
200	Citizens Advice	15/08/2023	Unity Trust	200	Grant	Citizens Advice	Z	1,500.00		1,500.00
201	Subscriptions	19/09/2023	Unity Trust	201	Parish Online	Parish Online GeoXphere	S	180.00	36.00	216.00
202	IT Support and Back up	19/09/2023	Unity Trust	202	Office 365 x 4 accounts	Microsoft Ireland	Z	47.00		47.00
203	Toilets - cleaning	19/09/2023	Unity Trust	203	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
204	PR & Pub inc newsletter	19/09/2023	Unity Trust	204	Printing Welcome to Odiham	IC Printing Services	Z	116.00		116.00
205	Telephone and internet	19/09/2023	Unity Trust	205	Phones (new system) x 2	BT	S	196.21	39.24	235.45
206	The Bridewell - cleaning & m	19/09/2023	Unity Trust	206	Bridewell cleaning (Aug 23)	YBC	S	509.63	101.93	611.56
207	Toilets - Power and rates	19/09/2023	Unity Trust	207	King St Toilets - water	Castle water	Z	14.28		14.28
208	Climate, biodiversity & envirc	19/09/2023	Unity Trust		Biodiversity signs	Alphabet Signs	S	150.00	30.00	180.00
209	Postage and consumables	19/09/2023	Unity Trust	209	Coffee	B Tate	Z	4.60		4.60
210	The Bridewell - electricity	19/09/2023	Unity Trust	210	Bridewell electricity (Sep)	nPower	S	302.49	60.50	362.99
211	Subscriptions	19/09/2023	Unity Trust	211	ICO Annual Data Protection Fe	ICO	Z	40.00		40.00
212	The Bridewell - maintenance	19/09/2023	Unity Trust	212	Lock repair	Croma Locksmiths	S	40.00	8.00	48.00
213	IT Support/Upgrade	19/09/2023	Unity Trust	213	Office laptop	Connect Computer Consultan	S	772.36	154.47	926.83
214	Subscriptions	19/09/2023	Unity Trust	214	Award subscription fee	NALC	S	50.00	10.00	60.00
215	The Bridewell	19/09/2023	Unity Trust	214	Outdoor furniture	John Lewis Ltd	S	248.33	49.67	298.00
216	Office Equipment	19/09/2023	Unity Trust	216	Paper trimmer	Amazon	S	30.47	6.10	36.57
217	Postage and consumables	19/09/2023	Unity Trust	217	Office supplies	Sainsburys	Z	3.80		3.80
218	Bank Charges	19/09/2023	Unity Trust	218	Fee for Multipay card	Lloyds/Unity Multipay	Z	3.00		3.00
219	Chamberlain Gardens (SC Tr	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	199.16	39.83	238.99
219	Cemetery Maintenance	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	1,193.58	238.72	1,432.30
219	Other amenity areas mainter	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	254.24	50.85	305.09
219	Play Areas	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	984.16	196.83	1,180.99
219	Allotments - maintenance	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	60.00	12.00	72.00
219	Bin emptying	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	592.90	118.58	711.48
219	The Bridewell - waste dispos	19/09/2023	Unity Trust	219	Grounds maintenance - Augus	Larkstel Ltd	S	150.00	30.00	180.00
220	Staff Salaries	19/09/2023	Unity Trust	220	Staff salaries - Sept 23	Staff Salaries - September 20	Z	4,293.25		4,293.25
221	Staff Salaries	19/09/2023	Unity Trust	221	Staff PAYE & NI - September 2	HMRC	Z	863.68		863.68
222	Staff Salaries	19/09/2023	Unity Trust	222	Staff Pensions - September 20	Hampshire Pension Fund	Z	349.68		349.68
223	Employers' NI	19/09/2023	Unity Trust	223	Employer NI - September 2022	HMRC	Z	446.11		446.11
224	Pension Contribution	19/09/2023	Unity Trust	224	Employer Pension - September	Hampshire Pension Fund	Z	1,178.41		1,178.41

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
225	The Bridewell - general lettin	19/09/2023		Unity Trust		Stripe Transaction Fee	Stripe	X	3.35		3.35
226	Bank Charges	29/09/2023		Unity Trust	226	Handling Charge	Unity Trust	Z	0.30		0.30
227	Bank Charges	30/09/2023		Unity Trust	227	service Charge	Unity Trust	Z	33.00		33.00
228	Estate Agent Fees	27/09/2023		Unity Trust	228	Chapel cottage management fi	McCarthy Holden	S	142.03	28.40	170.43
229	Bank Charges	26/09/2023		Unity Trust	229	Stripe Transaction Fee - Sept	Stripe	Z	3.35		3.35
Total									55,315.40	5,149.27	60,464.67

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name**1000 - General Account**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries			600.00	71,000.00	33,664.63	37,935.37
1010	Employers' NI				5,700.00	2,762.91	2,937.09
1015	Pension Contribution				15,300.00	7,070.48	8,229.52
1020	Travel				500.00	36.65	463.35
1025	Training				1,000.00	120.00	880.00
1030	Office Rental						
1035	Rates				5,650.00	5,737.25	-87.25
1040	Telephone and internet				2,100.00	1,167.90	932.10
1045	Office Equipment				1,000.00	573.70	426.30
1050	IT Support and Back up		116.00	76.80	5,000.00	1,675.94	3,284.86
1055	Postage and consumables			10.00	1,000.00	296.70	713.30
1060	Accounts Package				1,325.00		1,325.00
1065	Bank Charges				400.00	96.60	303.40
1070	Audit Fees				1,500.00	750.00	750.00
1075	Professional Costs				4,000.00	2,403.00	1,597.00
1080	Subscriptions			89.00	2,500.00	1,958.94	630.06
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	166.88	333.12
1500	Precept		212,071.00	212,071.00			
1505	VAT						
1510	Bank Interest		3,400.00	1,767.46			-1,632.54
1515	S106 Income			14,261.33			14,261.33
1525	Other Income						
8051	Room hire					84.00	-84.00
			215,587.00	£228,875.59	127,325.00	£65,229.56	75,384.03

2000 - Amenity Areas

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				3,500.00	995.80	2,504.20
2010	Cemetery Maintenance				16,635.00	6,225.71	10,409.29
2015	Cemetery rates and water				3,900.00	2,072.54	1,827.46
2020	Cemetery electricity				400.00	268.43	131.57
2030	Memorial testing						
2035	Other amenity areas main				6,000.00	2,080.55	3,919.45
2040	Play Areas				7,000.00	3,775.80	3,224.20
2050	Allotments - maintenance				800.00	494.35	305.65
2055	Allotments - Water				250.00		250.00
2065	Tree works				4,500.00		4,500.00
2070	Bin emptying				6,000.00	2,164.50	3,835.50
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	292.71	907.29
2105	Toilets - cleaning				5,300.00	3,124.82	2,175.18
2110	Parish Room - power and						
2115	Parish room - maintenanc				500.00		500.00
2120	Chapel Cottage Maintenan				500.00	551.00	-51.00
2125	Estate Agent Fees				1,687.00	426.09	1,260.91
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00	15.00	235.00
2150	The Bridewell - set up cos						
2155	The Bridewell - electricity				4,000.00	1,998.27	2,001.73
2160	The Bridewell - gas				4,100.00		4,100.00
2165	The Bridewell - water				200.00	79.38	120.62
2170	The Bridewell - cleaning &				6,500.00	3,393.06	3,106.94
2175	The Bridewell - waste disp				900.00	666.00	234.00
2180	The Bridewell - H&S check				1,450.00	583.00	867.00
2185	The Bridewell - maintenanc				2,500.00	2,044.78	455.22
2500	Chapel Cottage rent		17,940.00	4,546.91		542.94	-13,936.03
2505	Burial fees		12,000.00	4,420.00			-7,580.00
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

Cost Centre Name

2530 The Bridewell - general let	3,000.00	775.00	9.36		-2,234.36
	47,140.00	£12,544.54	84,422.00	£36,295.09	13,531.45

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	317.00	3,183.00
3015 Community Grants				5,000.00	2,070.00	2,930.00
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	144.00	1,356.00
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
		1,000.00	£6,820.62	26,480.00	£19,677.69	12,622.93

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
				2,500.00		2,500.00

5000 - Traffic and Transport

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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			2,416.31		2,380.33	35.98
			£2,416.31	8,000.00	£7,729.38	2,686.93

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					772.36	-772.36
7015 Election Expenses						
7020 Website						
7025 Allotment Deposits						
7030 Chapel Cottage Deposit						
7035 Cemetery Maintenance						
7040 Amenity Equipment Repai						
7045 Chapel Building Maintenar					1,315.06	-1,315.06
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

Cost Centre Name

7070 Benches & Noticeboards	1,058.20	-1,058.20
7075 Parish Room Maintenance		
7080 Grounds Maintenance		
7085 Memorial Testing	412.50	-412.50
7090 Revaluation of Buildings		
7095 Footpaths Improvements	336.54	-336.54
7100 Development of Sustainab	701.69	-701.69
7105 G Rothery Bequest		
7110 Re-energising the High St		
7115 Conservation Area Charac		
7120 Increasing Biodiversity	1,160.60	-1,160.60
7125 Book Exchange		
7130 Insurance - EMR		
7135 Tree Survey - EMR		
7140 PR & Publicity - EMR		
7145 Subscriptions - EMR		
7150 The Bridewell	12,723.33	-12,723.33
7155 Community Grants	2,654.83	-2,654.83
7165 Public toilets R&M		
7170 Floral displays	800.00	-800.00
7175 Professional Costs	2,160.00	-2,160.00
7180 RAF gifts		
	£26,220.11	-26,220.11

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	317.70	1,682.30
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
		5,000.00		20,000.00	£1,492.70	13,507.30

NET TOTAL

268,727.00	£250,657.06	268,727.00	£156,644.53	94,012.53
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2023/24 Budget - significant variances - half year position @ 31.09.23

EXPENDITURE

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Spend</u>	<u>Variance</u>	<u>% of spend</u>	<u>Comment</u>
1005	Staff Salaries (combined)	92,000.00	43,498.02	48,501.98	47.28	Refer to Staffing Committee.
1020	Travel	500.00	36.65	463.35	7.33	Travel scheduled for training later in year
1025	Training	1,000.00	120.00	880.00	12.00	Training has been identified for staff. Councillors encouraged to undertake HALC training for Councillors (budget increased this year due to election year).
1050	IT Support & Backup	5,000.00	1,674.94	3,325.06	33.50	Read with earmarked reserve. New laptop coded to EMR, could be moved to 1050. New mic required for meetings.
1055	Postage & consumables	1,000.00	296.70	703.30	29.67	Minimal.
1060	Accounts package	1,325.00	0.00	1,325.00	0.00	Expenditure due quarter 4.
1070	Audit fees	1,500.00	750.00	750.00	50.00	Expenditure due quarter 3.
1090	Election Expenses	1,500.00	88.40	1,411.60	5.89	Consider moving to EMR at end of year.
1095	Civic hospitality	350.00	0.00	350.00	0.00	There will be occasions to spend. To be discussed.
2005	Chamberlain Gardens	3,500.00	995.80	2,504.20	28.45	Only 5 months routine maintenance included. 7 months remaining plus additional allowance for trees/shrubs etc
2010	Cemetery maintenance	166.00	6,225.71	-6,059.71	3,750.43	" "
2040	Play Areas	7,000.00	3,775.80	3,224.20	53.94	Currently shows budget is on track but will be overspent due to unforeseen repairs.
2065	Tree works	4,500.00	0.00	4,500.00	0.00	Contracts have been awarded. It's good practice to keep contingency for unforeseen works during Winter months.
2070	Bin emptying	6,000.00	2,164.50	3,835.50	36.08	Only 5 months routine maintenance included. 7 months remaining plus contingency for at least one bin replacement.
2085	Broad Oak maintenance	500.00		500.00	0.00	Expenditure due quarter 4.
2090	Odiham Common	1,000.00		1,000.00	0.00	Expenditure due quarter 4.
2100	Toilets - power & rates	1,200.00	292.71	907.29	24.39	Electricity bill will rise over Winter months. Remove "rates" from budget name.
2115	Parish Room maintenance	500.00	0.00	500.00	0.00	Expenditure due quarter 3. Roof repairs contract awarded.
2160	Bridewell gas	4,100.00	0.00	4,100.00	0.00	Bills not received. Enquiries are in progress.
2180	Bridewell H&S checks	1,450.00	583.00	867.00	40.21	Currently on budget but need to increase budget during 24/25 due to cost of fire alarm & lighting system.
2185	Bridewell maintenance	2,500.00	2,044.78	455.22	81.79	Potential overspend if boiler requires unforeseen maintenance over Winter.
3010	PR & publicity including newsletter	3,500.00	317.00	3,183.00	9.06	Autumn newsletter and Christmas events will bring this budget in line with half year budget. Opportunity to consider Christmas advertising campaign.
3030	Christmas evening	2,500.00	0.00	2,500.00	0.00	Expenditure due quarter 3.
3035	Christmas trees and lights	900.00	0.00	900.00	0.00	Expenditure due quarter 3.
3045	RAF Christmas gifts	1,250.00	0.00	1,250.00	0.00	Expenditure due quarter 3.
3055	Armed Forces Day	500.00	0.00	500.00	0.00	Community Committee to agree plans and expenditure for 2024.
3065	Remembrance	1,250.00	0.00	1,250.00	0.00	Discussions re road closure are still in progress but budget is estimated to be £600 over budget.
3070	Promotin of village	1,500.00	144.00	1,356.00	9.60	Village of the year awards costs to be coded in October.
3075	Survey subscriptions	330.00	0.00	330.00	0.00	Expenditure due quarter 4.
3100	Spooktacula	1,000.00	0.00	1,000.00	0.00	Expenditure due quarter 3.
3100	Coronation	5,000.00	6,808.77	-1,808.77	136.18	Overspend, offset by additional income in 22/23 from Jubilee.

<u>Code</u>	<u>Description</u>	<u>Budget</u>	<u>Spend</u>	<u>Variance</u>	<u>% of spend</u>	<u>Comment</u>
4020	Neighbourhood Plan update	2,500.00	0.00	2,500.00	0.00	Invoices due October totallig £3,525. Overspend agreed by Council.
500	Lighting - maintenance & admin	4,300.00	2,298.89	2,001.11	53.46	Overspend likely. Review of utilities contracts concluded the current HCC Laser agreement is best offer.
5005	Lighting - energy costs	3,700.00	3,050.18	649.82	82.44	Overspend likely. Review of utilities contracts concluded the current HCC Laser agreement is best offer.
8015	Play area replacement	3,000.00	0.00	3,000.00	0.00	Refer to code 2040. Combined budgets will be fully spent. Note for 24/25 budget setting process.
8025	Climate, biodiversity and environment	2,000.00	317.70	1,682.30	15.89	Projects in progress.
8035	Bridewell works	10,000.00	550.00	9,450.00	5.50	Project code to be read with earmarked reserve and S106 income. Refer to Bridewell Working Group.
8040	Benches	2,000.00	625.00	1,375.00	31.25	Review ongoing.
8050	Areas of Reflection	3,000.00	0.00	3,000.00	0.00	Refer to Amenities Committee.
INCOME		Budget	Actual	Variance	% of income	
1510	Bank interest	3,400.00	1,767.46	1,632.54	51.98	Estimated £2,000 additional interest income forecasted.
1515	S106 income	0.00	14,261.33	-14,261.33	-	Proposal to vire £5,000 to code Bridewell EMR, £4,000 to new Village Gateway EMR and remainder to new Crownfields open space EMR. Note actual income must be shown under separate income heading.
2500	Chapel Cottage rent	17,940.00	4,003.97	13,936.03	22.32	End of year position will be under budget due to first 3 months being paid in 22/23. Earmarked reserve of £5,440 held.
2505	Burial fees	12,000.00	4,350.00	7,650.00	36.25	There are several cemetery bookings & enquiries in the pipeline. Review again at end of quarter 3.
2525	Bridewell tenant's	13,000.00	1,702.63	11,297.37	13.10	End of year position will be approx £6,000 under budget due to the MP paying 2 years in 22/23. There is an earmarked reserve for The Bridewell which includes some of this rent income but any Bridewell expenditure should note this income budget will be lower than budgeted.
2530	Bridewell general lettings	3,000.00	775.00	2,225.00	25.83	Increased marketing proposed.
8035	Bridewell works	5,000.00	0.00	5,000.00	0.00	Refer to code 1515 S106 income

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>
Capital					
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
Total Capital	6,434.50	50.00			6,484.50
Earmarked					
Office Rental	2,877.72	-2,877.72			0.00
IT Support/Upgrade	1,216.40		772.36		444.04
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		1,315.06		7,769.94
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	2,125.00		1,730.59
Benches & Noticeboards	870.40	595.00	1,058.20		407.20
Parish Room Maintenance	-2,365.00	2,365.00			0.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00		412.50		23.50
Revaluation of Buildings	725.00				725.00
Increasing Biodiversity	275.10	1,500.00	1,160.60		614.50
Footpaths Improvements	2,000.00		336.54		1,663.46
Development of Sustainable Tra	4,670.00		701.69		3,968.31
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	12,723.33		9,969.73
Community Grants	2,395.00		2,654.83		-259.83
Platinum Jubilee	2,468.75	-2,468.75			0.00

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>
Earmarked					
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
Total Earmarked	72,983.26	9,168.79	26,220.11		55,931.94
TOTAL RESERVE	79,417.76	9,218.79	26,220.11		62,416.44
GENERAL FUND					247,645.76
TOTAL FUNDS					310,062.20

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

Bank Balances and Reserves
Parish Clerk
17th October 2023
F21/23

<u>Banks</u>	<u>Balances @ 30.09.23</u>	<u>Interest @ 30.09.23</u>	<u>Interest @ 30.06.23</u>	<u>Interest @ 31.03.23</u>
CCLA Public Sector Deposit Fund	78,038.12	5.1952%	4.4486%	4.1588%
Hampshire Trust Bank	50,500.00	3.75%	3.75%	3.75% (one year Loyalty bond matured 27.03.23)
Lloyds 30 day notice (G Rothery)	3,545.45	1.30%	0.80%	0.70%
Unity Trust	127,005.18	0	0	0
Lloyds Treasurer's account	<u>46,855.63</u>	0	0	0
	305,944.38			
<u>Estimated net balance</u>				
Less Earmarked reserves @ 30.09.23 (actual)	62,416.00			
Less 6 months estimated revenue expenditure (not project codes)	<u>124,364.00</u>			
Variance, ie general reserves	119,164.38			
Approx number of months running costs	5.75			

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.
Council has considered the level of general reserves and considers this appropriate due to the liability of owning a high number of listed buildings and timber play equipment.



REPORT ON: Stripe Payments
WRITTEN BY: Parish Clerk
MEETING DATE: 17th October 2023
AGENDA ITEM: F23/23

Introduction

“Stripe” was set up for online payments for The Bridewell. When OPC made this resolution, OPC acknowledged Stripe charges @ 1.5% + 20p per transaction.

Now that the Stripe account links to Scribe, this online payment feature appears on all invoices to OPC’s customers, including for cemetery bookings, Bridewell tenants and allotments. (Note that the 2023/24 allotment invoices were sent before Stripe was set up).

This makes the finance admin must simpler because receipts are automatically reconciled against the invoice and coded to the correct budget but it does reduce budgeted income.

For decision

To agree whether to allow Stripe payments for all customers or reverse the Stripe feature for some customers.