



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND  
THE MEETING OF ODIHAM PARISH COUNCIL  
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB  
TUESDAY 16<sup>th</sup> JANUARY 2024 at 8pm**

10<sup>th</sup> January 2024

*Andrea Mann, Clerk*

Members of the public are welcome to attend or join online

Join Zoom Meeting

<https://us02web.zoom.us/j/86010962871?pwd=b1hMTVlqcZlVbkRvd3UwcVkvER4Zz09>

Meeting ID: 860 1096 2871

Passcode: 246708

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- 229/23 To receive apologies for absence**
- 230/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 231/23 Approval of minutes**  
To approve the minutes of the Council Meeting held on 19<sup>th</sup> December 2023 (203-229/23).
- 232/23 Chair's announcements**
- 233/23 Public session**  
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

***Councillor Reports***

- 234/23 Meeting reports from councillors**  
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 235/23 Reports from other councils**  
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

***General***

- 236/23 Meeting action points (pages 4-5)**  
To consider matters arising from the Minutes not elsewhere on the agenda
- 237/23 "Transforming The Bridewell into a thriving Community Hub"**
- i) General update from the Clerk and Bridewell Working Group.
  - ii) To note the submission of the application to comply with a planning condition for the first floor kitchenette.
  - iii) To note that OPC's application to Hart's share of the UK Shared Prosperity Fund was unsuccessful and consider next steps.



- 238/23 Review of OPC's policies and updates (page 6)**
- i) To review updated schedule of policies and agree next priorities.
  - ii) To agree that the Strategic Plan and Statement of Commitment to Odiham Parish Council should be reviewed and aligned with the new Communication Strategy and presented back to Council as a 3 year business plan for decision April 2024 in time for the 3<sup>rd</sup> May deadline for applications to the NALC Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file> refer to p10).
- 239/23 OPC's Risk Assessment (pages 7)**  
To complete and agree the annual review of OPC's risk assessment, as required as part of the audit process.
- 240/23 "Saving The Bell Public House" campaign**  
To consider a letter of support to the "Saving The Bell Public House" campaign to support a grant application.
- 241/23 Hart District Council's draft Trees and Woodland Strategy 2024-2034 (circulated to councillors separately – this is not a public consultation)**  
To review Hart's draft Strategy and agreed OPC's response. Refer to separate notes from the Clerk.
- 242/23 Hampshire County Council Future Services Consultation (pages 8-9)**  
[Hampshire County Council Future Services Consultation | About the Council | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/about-the-council/future-services-consultation)  
To consider OPC's response.

### ***Community Committee Matters***

- 243/23 Community Grant applications (page 10)**  
To consider grant applications received, as set out in the Deputy Clerk's agenda report.
- 244/23 Heritage trail app**  
Further to OPC's agreement in principle (agenda item 182/23), to consider whether to progress research using funds set aside for "Supporting the High Street", following notification that a grant application to Hart District Council was unsuccessful.

### ***Financial Matters***

- 245/23 Disposal of asset (staging)**  
To consider a suggestion that the staging blocks stored in North Chapel are donated to another organisation for the benefit of community use.
- 246/23 2024/25 Budget (pages 11-13)**  
To consider and approve Odiham Parish Council's 2024/25 budget, as proposed by the Finance Committee.
- 247/23 2024/25 Precept (pages 14-16)**  
To consider and approve Odiham Parish Council's 2024/25 precept which will be signed by the Chair and Clerk.



**248/23 Payments Listing (to follow)**

To approve the payments listing for the period 20<sup>th</sup> December 2023-16<sup>th</sup> January 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

**249/23 Contract to lay weed suppressant and slate in the cemetery garden of remembrance**

To agree contract award to lay weed suppressant and slate on the 4 garden of remembrance beds, as proposed by the Amenities Committee, following a review of budgets which confirms there is sufficient 23/24 budget provision.

**250/23 Grounds maintenance contract – one year extension**

To resolve to extend the grounds maintenance contract with Larkstel Ltd by one year, from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025, with a 10% uplift in fees.

***Planning Matters***

**251/23 Ratification of planning decisions made by the informal meeting of the Planning & Development Committee held on 9<sup>th</sup> January 2024**

**252/23 Neighbourhood Plan review (page 17)**

To receive a verbal update from the Chair of Planning & Development and agree documentation for community consultation.

**253/23 To confirm date of next meeting**  
20<sup>th</sup> February 2024.

***Confidential Matters***

**254/23 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**

**255/23 Security of North Chapel**

To consider actions as set out in the Clerk's email correspondence.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
<b>OUTSTANDING ON-GOING ITEMS</b>				
Nov-23	168/23	Clerk	Change previous minutes from draft and add to website.	Complete
	170/23	Clerk	Add presentation and responses to website.	Part complete. Awaiting responses.
	175/23	Clerk	Update website for councillor co-option.	Complete
		CllrMT	Complete acceptance of office and DPI form before joining first meeting.	Complete
		CllrMT	Specify chosen committees.	On agenda
	176/23	Clerk	Update website with new committee memberships.	Complete
	177/23iii	Clerk/Bridewell WG	Respond to conditions in Bridewell listed building permissions.	In progress
	177/23iv	Clerk	Order new noticeboard.	Complete
		Clerk/AO	Arrange installation.	
	178/23	Clerk	Circulate Staff Handbook.	Complete
		Clerk	Add H&S Policy review to next agenda.	Complete
	179/23i	CllrSB	Hold first meeting for the "shoots along the routes" tree planting project.	Complete
	179/23ii	CllrAMc	Arrange for hedgehog highway surrounds to be distributed as per decision.	
	179/23iii	Clerk	Add biodiversity legislation declaration to website.	Complete
	180/23	Clerk	Make enquiries to re-instate work on installing a bus shelter on the east side of Alton Rd.	
	181/23	Clerk	Notify OCC of CllrPV's nomination and support for business plan for affordable homes.	Complete
		CllrPV	Report back from first OCC meeting following appointment as trustee.	
	182/23	Clerk/CllrSB	Continue research on heritage trail app.	
	184/23	Clerk	Respond to OdSoc accepting request to work together to improve signage from High St to Bury & consider early next financial year.	Complete
	185/23	Clerk	Send letter of support to The Cross Barn in support of a Lottery heritage grant application.	Complete
	186/23	Deputy Clerk	Arrange process of displaying and rotating SIDS.	Started 04.12.23
		Deputy Clerk	Update webpage and promote.	In progress
	188/23	Clerk	Complete admin for pledging support for bronze award of the Armed Forces Employers' Recognition Scheme.	Complete
	189/23	Clerk/CllrsLC&AMc	Set up payments online and complete payment approval process.	Complete
	190/23	Clerk/Finance Com	Refer interim internal audit report to Finance Committee.	
	191/23	Clerk	Instruct new contract for IT support.	Complete
	192/23	Clerk	Make investment to the CCLA public sector deposit fund.	Complete
	193/23	Clerk	Offer G Rothery bequest funds to RAF Air Cadets, explaining terms of request.	
	194/23	Clerk/CllrCG	Confirm numbers for RAF gifts and make BACs payment to CllrCG.	Complete
		CllrCG	Arrange for vouchers to be sent.	Complete
	195/23	Clerk	Submit OPC's response to the Farnborough airport extension proposals.	Complete
	196/23	Clerk	Add TOR and appointment of Tree Warden to next agenda.	On agenda
	198/23i	Clerk	Complete admin for accepting Locality grant.	Complete
	198/23ii	Clerk	Award contract to planning consultant for supporting OPC with NP review.	Complete
	201/23	Clerk	Implement decision relating to staffing matters.	Complete
	202/23	Clerk	Notify lettings agency of extension to tenancy agreement and price increase.	Complete. Increase accepted.
Dec-23	205/23	Clerk	Change previous minutes from draft and add to website.	Complete
	211/23	Clerk	Update website with Cllr Tate's committee selections.	Complete
	212/23iii	CllrLC/Clerk	Submit planning condition application for Bridewell kitchenette.	Complete
		Clerk	Submit covering letter urging Hart to stick to statutory timescales in order to meet grant condition.	
	212/23iii	Clerk	Add revised Bridewell WG terms of reference to website.	Complete
	212/23iv	Deputy Clerk	Arrange for "no parking signs" at front of Bridewell.	In progress
	213/23i	Clerk	Add revised Safeguarding Policy to website.	Complete
	213/23ii	Clerk	Add revised Disciplinary and Grievance policies to website.	Complete
	213/23iii	Clerk	Add revised Training Policy to website.	Complete
	214/23i	Clerk	Add revised H&S Policy and Statement to website.	Complete
	214/23ii	Clerk	Award contract for Fire Risk Assessment and refer report to H&S working group.	Contract awarded
	214/23iii	Clerk/CllrLC/CllrAMc/CllrDS	Arrange working group meeting to draw up process for reviewing OPC's H&S.	
	215/23	CllrSB/Clerk	Arrange expenditure of grant for conservation hand tools and first aid training.	
	216/23i	Clerk	Set up working group to consider a project plan for the war memorial and Remembrance statues.	
	216/23ii	Clerk	Send holding email re offer of poppies and statues.	
	216/23iv	AO/Amenities	Arrange for poppy seeds to be placed at war memorial.	
	217/23	Clerk/DepClerk/Comms WG	Place order for comms strategy support, complete questionnaire and hold first meeting.	In progress
			Draft comms plan and return to council for adoption.	
	218/23	Deputy Clerk	Confirm OPC's agreement for records to be included in HCC's digitalisation project.	Complete

<b>Full Council</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
	219/23	Clerk/Deputy Clerk	Add community event dates to website, revise 24/25 budget as required and book distributor for newsletter.	Complete
	220/23	Deputy Clerk/Clerk	Notify Mayhill of grant decision and make payment.	On agenda
	221/23	Clerk/CllrsLC&PV	Set up payments online and complete payment approval process.	Complete
	222/23	Clerk	Add revised Financial Regulations to website.	Complete
	224/23	Clerk	Add Tree Warden terms of refence to website and promote appointment.	Complete
	226/23	Clerk	Submit planning comments to Hart.	Complete
	227/23	Clerk	Continue research on professional planning support and refer to next agenda.	In progress

**REVIEW OF OPC POLICIES - 16.01.24**

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
<b>Governance</b>			
Code of Conduct	Sep-23	Essential	Sep 26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep 26 - unless change in ICO model scheme.
Standing Orders	Feb-23	Essential	Feb 24 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan 25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb 25 - unless change in circumstances.
<b>Finance</b>			
Financial Regulations	Dec-23	Essential	Dec 24.
Statement of Internal Controls	Aug-23	Desirable	Aug 24 - unless change in circumstances.
Claiming expenses by Cllrs Policy	Jul-23	Optional	Jul 27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			Jul 27 - new Council.
Investment Policy	Jul-23	Essential	Jul 24.
Reserves Policy	Aug-23	Optional	Aug 24.
Grant Giving Policy	Sep-23	Essential	Sep 24.
<b>Council Strategy</b>			
Strategic Plan	May-22	Desirable	Regularly reviewed through committees. Annual review at Annual Parish Assembly. <b>Due.</b>
Statement of Commitment to the Parish of Odiham 2019-23	Feb-20	Desirable	Jun 23 - new Council. <b>Due.</b>
Casual Vacancy and Co-option Policy	Feb-21	Optional	Jun 23 - new Council. <b>Due (don't change when co-options under consideration).</b>
<b>Data Protection</b>			
Data Protection Policy	Jul-23	Essential	Review May 2027 - unless change in legislation.
Document Retention Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	Review May 2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	Review May 2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
<b>Health &amp; Safety</b>			
Health & Safety Policy	Dec-23	Essential	Dec 24.
Safeguarding Policy	Dec-23	Desirable	Dec 25.
<b>Environment</b>			
Environment & Climate Change Policy	Feb-22	Desirable	Feb 24.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
<b>Managing assets</b>			
Memorial Bench Policy	Feb-23	Optional	Feb 25.
Hiring OPC's land and equipment	Aug-22	Optional	Aug 24.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
<b>Communication</b>			
Media Relations Policy and Communication Guidelines	May-19	Desirable	Overdue. <b>Work in progress.</b>
Principles Governing OPC's Engagement and Consultation Process	May-19	Optional	Overdue. <b>Work in progress.</b>
Social Media and Electronic Communication Policy	Jun-20	Desirable	Overdue. <b>Work in progress.</b>
<b>Staffing</b>			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Dec-23	Optional	Dec 24.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.

Odiham Parish Council – Annual Risk Assessment 2023/2024				
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
Finance	Effective and secure Banking	High	<ul style="list-style-type: none"> <li>Financial Regulations.</li> <li>Internal Controls.</li> <li>Reserves Policy.</li> <li>Investment Policy.</li> <li>Finance Committee.</li> <li>Scheme of Delegation.</li> <li>Online banking with 2 administrators.</li> <li>Dual signatories for banking transactions.</li> <li>Online banking with 2 Councillors appointed to complete the payment process.</li> <li>Insurance cover for loss of money “in transit”, in the private residence of employee, in OPC’s premises.</li> <li>Internal Audit.</li> </ul>	<ul style="list-style-type: none"> <li>RFO monthly reconciliation of banks which are counter signed by the Finance Chair on a quarterly basis.</li> <li>Quarterly review of all banks and investments by Finance Committee.</li> <li>A monthly payment listing is presented to full Council with 2 Councillors appointed to approve.</li> <li>Annual review of Financial Regulations or following NALC updates or changes in legislation.</li> <li>Regular review of Internal Controls, Investment Strategy and Reserves Policy.</li> <li>Bank signatories minuted by full Council annually.</li> <li>The Clerk has authority to move funds between OPC’s accounts to ensure adequate cash flow.</li> </ul>
	Effective and secure Investments	Medium	<ul style="list-style-type: none"> <li>Investment Strategy.</li> <li>Finance Committee.</li> <li>Internal Audit.</li> <li>Scheme of Delegation.</li> <li>Multiple bank accounts.</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly review of investments by Finance Committee.</li> <li>All investments made in accordance with Investment Strategy deposited across multiple accounts to minimise risk.</li> <li>All accounts reconciled and reviewed by RFO on a monthly basis.</li> <li>Keep each investment fund/account below the FSCS limit where possible.</li> <li>Follow Internal Auditor’s advice.</li> <li>The Clerk has authority to move funds between OPC’s accounts to ensure adequate cash flow.</li> </ul>
	Loss of income or need to provide essential services upon critical damage, loss or non-performance of third party.	Medium	<ul style="list-style-type: none"> <li>S</li> </ul>	<ul style="list-style-type: none"> <li>General reserves held equating to 3-6 months running costs – with quarterly reviews.</li> <li>Insurance policy reviewed annually.</li> <li>Staff to source evidence of insurance and risk assessments for all contracts in excess of £500.</li> <li>Regular reviews of services and contracts by staff and committees.</li> <li>Council focus on generating income for The Bridewell.</li> <li>Provide sufficient budgets for cemetery maintenance.</li> </ul>

Odiham Parish Council – Annual Risk Assessment 2023/2024				
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
				<ul style="list-style-type: none"> <li>Clerk/RFO, working group, Finance Committee and Amenities Committee to keep Bridewell income under regular review.</li> </ul>
	Loss of cash through theft or dishonesty	Medium	<ul style="list-style-type: none"> <li>No cash handling policy.</li> </ul>	
	Failure to comply with HMRC regulations	Medium	<ul style="list-style-type: none"> <li>VAT returns submitted through Tax Digital.</li> <li>Scribe</li> <li>HMRC PAYE payroll system.</li> <li>HMRC helpline for advice.</li> <li>Internal Audit.</li> <li>External Audit.</li> <li>RFO Staff training where required.</li> <li>Professional advice line through SLCC.</li> </ul>	<ul style="list-style-type: none"> <li>Use HMRC helpline when necessary or ask accountant for advice.</li> <li>Registered for Tax Digital and submit quarterly VAT returns through the finance package.</li> <li>Payroll is calculated and submitted on HMRC Payroll.</li> <li>VAT returns are reconciled with all bank accounts and reported to Finance Committee quarterly and full Council annually.</li> <li>Seek professional advice for new projects and services.</li> </ul>
	Failure to keep track of spending	High	<ul style="list-style-type: none"> <li>Scribe.</li> <li>RFO.</li> <li>Finance Committee.</li> <li>Financial Regulations for procurement.</li> </ul>	<ul style="list-style-type: none"> <li>Invoices entered into Scribe and reconciled with bank statements monthly.</li> <li>Monthly budget position reports reviewed by RFO.</li> <li>Quarterly budget position reports reviewed by Finance Committee.</li> <li>Half year position reviewed by Finance Committee and end of year position forecasted.</li> <li>Staffing Committee to regularly review staffing budgets.</li> <li>Finance Chair, Internal Auditor and Deputy Clerk have viewing rights to Scribe.</li> </ul>
	Adequate budgeting and annual precept to cover the Council's operations	Medium	<ul style="list-style-type: none"> <li>Budget Workshop for all Councillors and Staff.</li> <li>Strategic Plan.</li> <li>Asset Register.</li> <li>Finance Committee.</li> <li>Internal Audit.</li> <li>Service contracts.</li> <li>Independent play area inspections.</li> </ul>	<ul style="list-style-type: none"> <li>Full review of half year position by Finance Committee.</li> <li>Draft budgets to be prepared in accordance with the financial regulations and reviewed at budget workshop and Finance Committee prior to the full Council meeting in January.</li> <li>Budget and proposed precept to be approved together at the January Council meeting.</li> <li>Quarterly reviews of expenditure against budgets.</li> <li>Regular inspection of assets and liaison with contractors.</li> </ul>



**Odiham Parish Council – Annual Risk Assessment 2023/2024**

AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
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AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
			<ul style="list-style-type: none"> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of OPC's subscriptions and contracts.</li> <li>• 2 reviews of Strategic Plan per year including a review prior to the budget setting process.</li> <li>• Ensure method of keeping up-to-date with changes in sector legislation and costs in services.</li> <li>• Annual review of OPC's charging policy.</li> <li>• Earmarked Reserves listing recorded on Scribe.</li> <li>• Training and CPD for staff and Councillors to understand required expenditure arising from changes in legislation and OPC's liabilities.</li> </ul>
	Compliance with borrowing restrictions	Low	No borrowing at present.	
<b>Security</b>	Buildings	Medium	<ul style="list-style-type: none"> <li>• Buildings insurance.</li> <li>• Asset register.</li> <li>• Buildings security considered as a high priority.</li> <li>• Manage number of key holders.</li> <li>• Risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of insurance.</li> <li>• Annual review of asset register.</li> <li>• Minimise key holders (check limits with insurer – 20 maximum, Police approved key safe acceptable).</li> <li>• Record when keys are borrowed &amp; returned.</li> <li>• Open premises for contractors wherever possible rather than giving the key directly.</li> <li>• Clerk to notify insurer of every asset addition and deletion at time of acquisition or disposal.</li> <li>• Professional fire risk assessment for Bridewell.</li> <li>• Council to consider self insurance for properties.</li> </ul>
	Theft	Medium	<ul style="list-style-type: none"> <li>• Contents insurance cover for Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of insurance.</li> <li>• Annual review of risk assessment.</li> <li>• Secure premises as a high priority, eg repair broken locks immediately.</li> <li>• Internal offices and cabinets locked.</li> <li>• Minimal equipment stored in Parish office.</li> <li>• No cash stored in office.</li> </ul>

Odiham Parish Council – Annual Risk Assessment 2023/2024				
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
<b>Assets</b>	Protection of physical assets	Medium	<ul style="list-style-type: none"> <li>Assets Register.</li> <li>Insurance cover for buildings and play equipment.</li> <li>Land registered with Land Registry.</li> <li>Inspection regimes.</li> <li>Amenities Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of insurance.</li> <li>Annual review of asset register.</li> <li>New items added to asset register and insurance policy in a timely manner.</li> <li>Regular inspections of assets by staff and service contractors.</li> <li>Parish Office available to take public reports.</li> <li>Concerns reported to Amenities Committee on a quarterly basis.</li> </ul>
	Maintenance of buildings	Medium	<ul style="list-style-type: none"> <li>Buildings maintenance programme.</li> <li>Regular inspections.</li> <li>Adequate budget provision and earmarked reserves.</li> <li>Amenities Committee.</li> <li>Strategic Plan.</li> <li>Professional advice.</li> </ul>	<ul style="list-style-type: none"> <li>Visual inspections by Amenities Officer.</li> <li>Amenity Areas Committee reviews inspection programme at 6 monthly intervals.</li> <li>Amenity Areas Committee consider rolling R&amp;M programme and input to the Strategic Plan.</li> <li>Seek professional advice and reports where required.</li> </ul>
	Maintenance of play areas	High	<ul style="list-style-type: none"> <li>Compliance with RoSPA guidelines.</li> <li>Regular inspections.</li> <li>Amenities Committee.</li> <li>Adequate budget provision and earmarked reserves.</li> <li>Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>All play areas are inspected weekly by grounds contractor, additional 2 weekly check by Amenities Officer plus full annual independent inspection.</li> <li>Annual review of inspection records by Amenity Committee.</li> <li>Significant R&amp;M reported to Amenities Committee quarterly.</li> <li>Respond to medium and high risk issues as identified.</li> <li>Ensure adequate budget provision when setting budget.</li> <li>Build earmarked reserve for low priority issues and complete replacements in accordance with anticipated life of equipment.</li> </ul>
<b>Legal</b>	Public Liability	High	<ul style="list-style-type: none"> <li>Insurance cover for public liability and Hirers Liability.</li> <li>H&amp;S Policy.</li> <li>Proper R&amp;M of OPC's assets.</li> <li>All H&amp;S matters considered as a high priority.</li> <li>Clerk acts as Responsible H&amp;S Officer.</li> <li>H&amp;S training for staff and Councillors.</li> <li>Risk Assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of insurance by full Council.</li> <li>Annual review of H&amp;S policy or following change in legislation or circumstances.</li> <li>Risk assessments carried out and reviewed when required.</li> <li>Annual check of 3<sup>rd</sup> party insurance hirers by Staff.</li> <li>Ensure all contractors have adequate insurance.</li> <li>Staff to obtain risk assessments and insurance for contracts</li> </ul>

Odiham Parish Council – Annual Risk Assessment 2023/2024				
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
			<ul style="list-style-type: none"> <li>• Tree Inspection Policy.</li> <li>• Bridewell hiring conditions.</li> <li>• Policy on hiring OPC's land and equipment.</li> <li>• Memorial Testing Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• over £500 and method statements for large projects.</li> <li>• Regular liaison with Bridewell hirers and tenants.</li> <li>• High risk H&amp;S matters to be reported to full Council and actioned asap.</li> <li>• Training schedule regularly reviewed by Clerk and Staffing Committee.</li> <li>• Compulsory H&amp;S training for key roles.</li> <li>• Annual review of H&amp;S Policy or following significant change in legislation or circumstances.</li> </ul>
	Employer Liability	High	<ul style="list-style-type: none"> <li>• Staffing Committee.</li> <li>• Qualified Clerk.</li> <li>• Compliance with employment law.</li> <li>• Compliance with H&amp;S at Work Act 1974 and Management of Health &amp; Safety at Work Regulations 1999 + other specific, relevant H&amp;S legislation.</li> <li>• Compliance with Equality Act 2010.</li> <li>• Essential Employment Law training for Staffing Committee, Clerk and any other member of staff with line management responsibilities.</li> <li>• Health &amp; Safety Policy.</li> <li>• HALC HR support.</li> <li>• Employers Liability Insurance.</li> <li>• Legal insurance cover.</li> <li>• Fidelity guarantee insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of staff structure.</li> <li>• At least 2 Staffing Committee meetings per year.</li> <li>• Monthly support meetings to Clerk.</li> <li>• Seek professional advice wherever possible.</li> <li>• Urgent employment law matters to be reported to Staffing Committee or full Council (whichever is most suitable and minimising any disclosure of personal data).</li> <li>• High risk H&amp;S matters to be reported to Staffing Committee or full Council (whichever is most suitable &amp; minimising any disclosure of personal data).</li> <li>• Training schedule regularly reviewed by Clerk and Staffing Committee.</li> <li>• Annual review of insurance.</li> <li>• Annual review of H&amp;S Policy or following significant change in legislation or circumstances.</li> </ul>
	Acting lawfully	Medium	<ul style="list-style-type: none"> <li>• Qualified Clerk with membership of SLCC.</li> <li>• Training and CPD for Staff and Councillors.</li> <li>• Compliance with key sector legislation: <ul style="list-style-type: none"> <li>• Local Government Acts 1972 and 2003 and Misc Provision 1974.</li> <li>• Local Government Finance Act 1988.</li> <li>• Localism Act 2011.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of Standing Orders.</li> <li>• Annual review of Financial Regulations.</li> <li>• Ensure all Councillors have completed DPI forms and review annually.</li> <li>• Regular review of Code of Conduct including review against national model and local district.</li> <li>• The appointment of suitably qualified and experienced staff.</li> </ul>

# **Odiham Parish Council – Annual Risk Assessment 2023/2024**

AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
			<ul style="list-style-type: none"> <li>Local Audit and Accountability Act 2014 &amp; Smaller Authorities Regulations 2015.</li> <li>Local Authorities Cemeteries Order 1977.</li> <li>GDPR 2018.</li> <li>Equality Act 2010.</li> <li>Sound and reliable sources of advice – eg HALC, NALC &amp; SLCC.</li> <li>Legal expenses insurance cover.</li> <li>Fidelity guarantee insurance cover.</li> <li>Libel &amp; slander insurance cover.</li> <li>Scheme of Delegation.</li> <li>Internal Auditor.</li> <li>Monitoring Officer.</li> <li>Membership of HALC and NALC.</li> </ul>	<ul style="list-style-type: none"> <li>Training schedule regularly reviewed by Clerk and Staffing Committee. CPD encouraged and supported.</li> <li>Clerk to advise Council on acting within legal powers and complying with relevant legislation.</li> <li>Clerk (or committee with delegated authority) to obtain advice where required.</li> <li>Clear policies on how OPC will comply with legislation.</li> <li>Council decisions to be clearly minuted including decision, value and power to act (should OPC lose the General Power of Competence).</li> <li>Promote transparency by publishing as much Council business as possible on OPC's website.</li> <li>Membership of ICO.</li> <li>Interim and annual auditor by Internal Auditor.</li> <li>Report corporate breaches to Monitoring Officer.</li> </ul>
	Loss of key staff	Medium	<ul style="list-style-type: none"> <li>Business Continuity Plan.</li> <li>Staffing Committee and clear staffing policies.</li> <li>Staff contracts.</li> <li>Annual appraisals.</li> <li>Regular 1-2-1 meetings for all staff.</li> <li>Appeals panel and related policies.</li> <li>Data Retention Policy.</li> <li>Second bank administrator.</li> </ul>	<ul style="list-style-type: none"> <li>Regular support meetings to Clerk.</li> <li>Regular 1-2-1 meetings better Clerk (line manager) and other staff.</li> <li>Review of continuity plan.</li> <li>Succession planning.</li> <li>Appropriate notice periods in staff contracts.</li> <li>Comprehensive records and reports.</li> <li>Ensure staff annual leave does not impact on business continuity.</li> <li>Proper handover and induction plans with staff changes.</li> <li>Staffing Committee and Appeals Panel to respond to matters arising in a timely manner and in accordance with policies.</li> </ul>
<b>IT &amp; Council Records</b>	Threat of IT failure and loss of IT records	Medium	<ul style="list-style-type: none"> <li>Data Retention Policy.</li> <li>Professional IT support.</li> <li>Secure areas on Council server, password protected.</li> <li>Daily IT back-ups.</li> </ul>	<ul style="list-style-type: none"> <li>Regular review of IT security practices.</li> <li>Regular review of Data Retention Policy.</li> <li>Staff to ensure premises are secured.</li> <li>Staff to back-up important documents.</li> </ul>

Odiham Parish Council – Annual Risk Assessment 2023/2024				
AREA	RISK	LEVEL	CONTROL MEASURE	CONTROL METHOD
			<ul style="list-style-type: none"> <li>• Anti-virus software.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily back-up of server files.</li> </ul>
	Loss of paper records		<ul style="list-style-type: none"> <li>• Data Retention Policy.</li> <li>• Building security.</li> <li>• External storage.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular clean up in office.</li> <li>• Staff to ensure premises are secured - internal office doors and filing cabinets are locked.</li> <li>• Legal and burial papers are filed in fireproof cabinets wherever possible.</li> <li>• Some historic records are held offsite in the North Chapel or Hampshire Archives.</li> </ul>
<b>Business Continuity</b>	Loss of key staff.		<ul style="list-style-type: none"> <li>• Business Continuity Plan.</li> <li>• Scheme of Delegation.</li> <li>• Insurance.</li> <li>• Membership of HALC.</li> <li>• Staffing Committee.</li> <li>• Second key holders and banking admins.</li> <li>• Record of critical passwords.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of Business Continuity Plan.</li> <li>• Regular review of Scheme of Delegation.</li> <li>• Regular dialogue between staff.</li> <li>• Regular training of staff.</li> <li>• Regular dialogue with Councillors.</li> <li>• Ensure record of passwords is kept up to date and in secure place.</li> </ul>
	National crisis.		<ul style="list-style-type: none"> <li>• Business Continuity Plan.</li> <li>• Scheme of Delegation.</li> <li>• Adequate banking signatories and admins.</li> <li>• Record of critical passwords.</li> <li>• Website.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of Scheme of Delegation.</li> <li>• Timely risk assessment of new threats, eg Covid.</li> <li>• Ensure adequate banking signatories and second banking administrator.</li> <li>• Ensure record of passwords is kept up to date and in secure place.</li> <li>• Keep website up-to-date with key policies and information.</li> </ul>

Reviewed and approved at OPC meeting held on:

Signed by the Chairman:



**REPORT ON:** Grant Applications  
**WRITTEN BY:** Deputy Parish Clerk  
**MEETING DATE:** 16<sup>th</sup> January 2024  
**AGENDA ITEM:** 243/23

### Introduction

The remainder of the 2023/24 budget for Community Grants is £2,670.

The deadline for the first round of Community Grant applications was 31<sup>st</sup> December. 5 applications have been received and the total amount requested is up to £10,710

Full applications have been forwarded to Councillors separately for Councillors to consider.

### Community Grant Applications

Below is a summary of each application.

Organisation	Amount requested	Total cost of the project	Grant requested for	How many people will benefit
North Warnborough Village Hall	£2,000	£2,336.10	To replace two windows and replace the flooring in the kitchen area and cloakroom.	All users will benefit from the upgrade.
Victim Support	£100	Ongoing	The purchase of security items such as door alarms, personal alarms and window alarms. These help to make people feel safe in their homes and community.	82 Odiham residents
The Baker Hall	£650	£650	Material to clean, prepare and paint the Baker Hall roof.	120 scouts, Guides, Cubs, Beavers and other community groups that use Baker Hall weekly.
The Vine Church	£4,000	£35,000	Astro turf the areas outside the back door 8mx8m. With a smaller strip having a different surface to house messy play such as a mud kitchen. This area will be fenced off to the car park with a small picket fence and gate for safety. Childrens activities will be stored in a container outside to allow the area to be used for other group activities.	Most of the groups that use the building live in the Parish.
Odiham Community Pre- school	Not specified	£3,960	To replace carpet in two rooms	60 2-4 year olds

### For Decision

To consider and agree grant awards from the remaining 2023/24 budget.

# Odiham Parish Council

## Net Position by Cost Centre and Code

### Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries				76,500.00		76,500.00
1010	Employers' NI				6,750.00		6,750.00
1015	Pension Contribution				16,750.00		16,750.00
1020	Travel				500.00		500.00
1025	Training				1,500.00		1,500.00
1035	Rates				5,800.00		5,800.00
1040	Telephone and internet				2,400.00		2,400.00
1045	Office Equipment				1,000.00		1,000.00
1050	IT Support and Back up		116.00		5,000.00		4,884.00
1055	Postage and consumables				1,000.00		1,000.00
1060	Accounts Package				1,400.00		1,400.00
1065	Bank Charges				400.00		400.00
1070	Audit Fees				1,500.00		1,500.00
1075	Professional Costs				8,000.00		8,000.00
1080	Subscriptions				2,500.00		2,500.00
1085	Insurance				7,000.00		7,000.00
1090	Election Expenses						
1095	Civic Hospitality				1,000.00		1,000.00
1100	Caretaking Equipment				500.00		500.00
1105	Room hire				250.00		250.00
1500	Precept		224,259.00				-224,259.00
1505	VAT						
1510	Bank Interest		6,000.00				-6,000.00
1515	S106 Income						
1525	Other Income						
			230,375.00		139,750.00		-90,625.00

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				3,500.00		3,500.00
2010	Cemetery Maintenance				20,000.00		20,000.00
2015	Cemetery rates and water				2,500.00		2,500.00
2020	Cemetery electricity				400.00		400.00
2030	Memorial testing						
2035	Other amenity areas main				6,500.00		6,500.00
2040	Play Areas				10,000.00		10,000.00
2050	Allotments - maintenance				1,400.00		1,400.00
2055	Allotments - Water				500.00		500.00
2065	Tree works				5,000.00		5,000.00
2070	Bin emptying				6,000.00		6,000.00
2075	Benches and Noticeboard				500.00		500.00
2080	Basingstoke Canal				4,100.00		4,100.00
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				1,000.00		1,000.00
2105	Toilets - cleaning				5,900.00		5,900.00
2110	Parish Room - power and						
2115	Parish room - maintenance				500.00		500.00
2120	Chapel Cottage Maintenan				500.00		500.00
2125	Estate Agent Fees				1,800.00		1,800.00
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				4,400.00		4,400.00
2160	The Bridewell - gas				4,510.00		4,510.00
2165	The Bridewell - water				220.00		220.00
2170	The Bridewell - cleaning &				6,800.00		6,800.00
2175	The Bridewell - waste disp				900.00		900.00
2180	The Bridewell - H&S check				2,000.00		2,000.00
2185	The Bridewell - maintenanc				3,500.00		3,500.00
2500	Chapel Cottage rent		18,840.00				-18,840.00
2505	Burial fees		12,000.00				-12,000.00
2510	Allotment rents		1,100.00				-1,100.00
2515	Allotment Deposits						
2520	Other income		100.00				-100.00
2525	The Bridewell - tenants' re		14,065.00				-14,065.00
2530	The Bridewell - general let		3,000.00				-3,000.00

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

# Odiham Parish Council

## Net Position by Cost Centre and Code

### Cost Centre Name

				49,105.00		94,430.00		45,325.00
<b>3000 - Community</b>								
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
3005	Annual Parish Assembly				250.00			250.00
3010	PR & Pub inc newsletter				3,500.00			3,500.00
3015	Community Grants				3,000.00			3,000.00
3016	G Rothery Grant							
3025	Citizens Advice				1,500.00			1,500.00
3026	Community Awards				250.00			250.00
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							
3060	D-Day				1,000.00			1,000.00
3065	Remembrance				2,000.00			2,000.00
3070	Promotion of village				1,000.00			1,000.00
3075	Survey Subscriptions							
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				1,500.00			1,500.00
3105	Queen's Platinum Jubilee							
3110	Coronation							
3115	Flags				500.00			500.00
3500	Community Income							
3505	Event Sponsorship Income		100.00					-100.00
			100.00		21,150.00			21,050.00
<b>4000 - Planning</b>								
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
4010	NH Plan							
4015	NW and Odiham CA Appr:							
4020	Neighbourhood Plan Upde				1,000.00			1,000.00
					1,000.00			1,000.00
<b>5000 - Traffic and Transport</b>								
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
5000	Lighting - Maint and admir				5,000.00			5,000.00
5005	Lighting - energy costs				4,500.00			4,500.00
5015	Sustainable Transport							
5020	Village Gateway							
5025	Rights of Way				250.00			250.00
5030	Speed Indicator Devices				1,500.00			1,500.00
					11,250.00			11,250.00
<b>7000 - Earmarked Reserves</b>								
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
7005	Office Rental							
7010	IT Support/Upgrade							
7015	Election Expenses							
7020	Website							
7025	Allotment Deposits							
7030	Chapel Cottage Deposit							
7035	Cemetery Maintenance							
7040	Amenity Equipment Repai							
7045	Chapel Building Maintenar							
7050	Chapel Cottage Maintenar							
7055	War Memorial Maintenanc							
7060	Play Area Replacement							

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**

7065 Bufton Field Play Area  
 7070 Benches & Noticeboards  
 7075 Parish Room Maintenance  
 7080 Grounds Maintenance  
 7085 Memorial Testing  
 7090 Revaluation of Buildings  
 7095 Footpaths Improvements  
 7100 Development of Sustainable  
 7105 G Rothery Bequest  
 7110 Re-energising the High St  
 7115 Conservation Area Character  
 7120 Increasing Biodiversity  
 7125 Book Exchange  
 7130 Insurance - EMR  
 7135 Tree Survey - EMR  
 7140 PR & Publicity - EMR  
 7145 Subscriptions - EMR  
 7150 The Bridewell  
 7155 Community Grants  
 7165 Public toilets R&M  
 7170 Floral displays  
 7175 Professional Costs  
 7180 RAF gifts

**8000 - Projects**

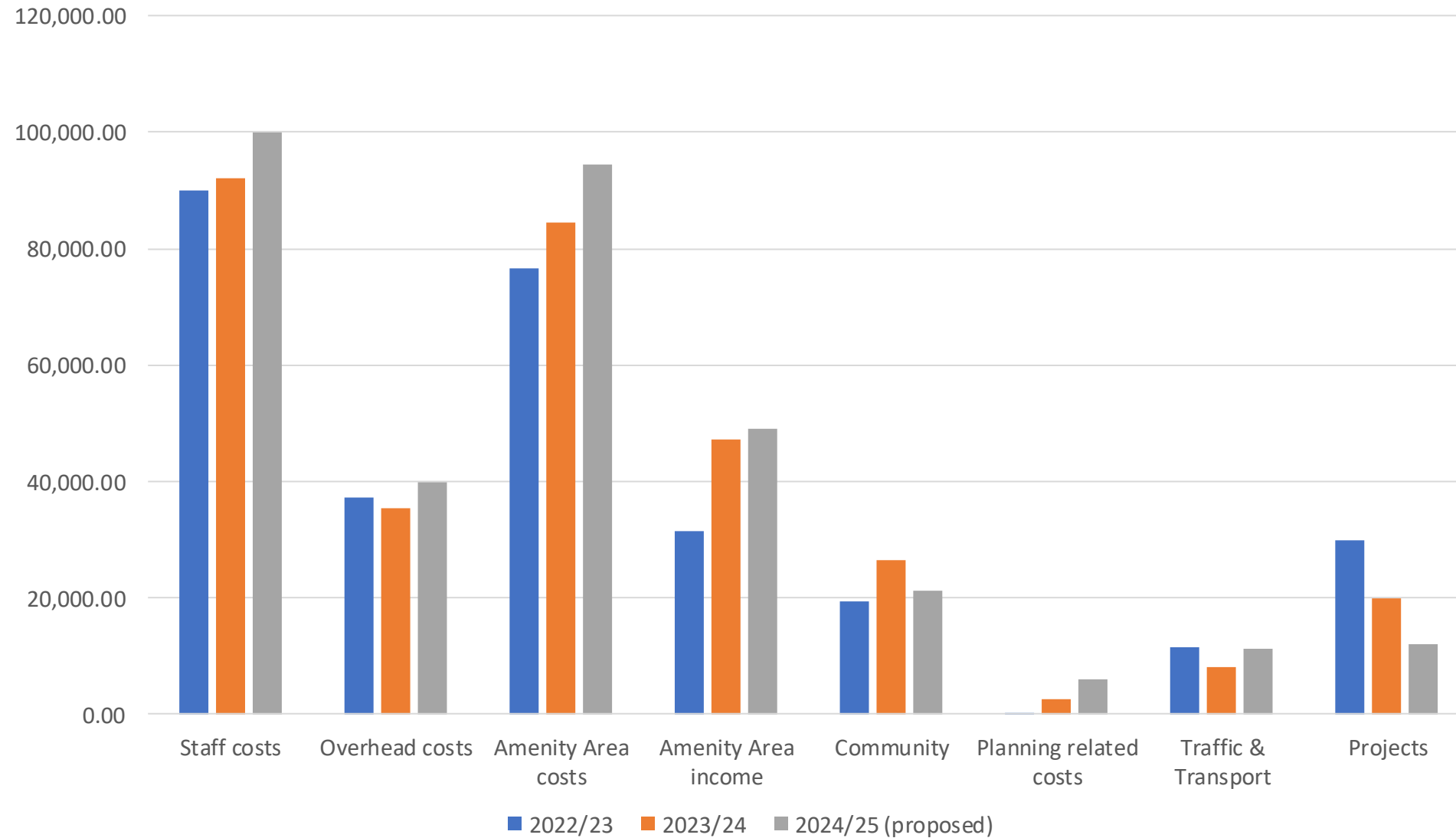
		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7160	Platinum Jubilee						
8005	War Memorial				1,000.00		1,000.00
8010	Parish Room						
8015	Play Area Replacement				2,000.00		2,000.00
8020	Supporting High Street						
8025	Climate, biodiversity & env				2,000.00		2,000.00
8030	Burial plot provision						
8035	Bridewell works				5,000.00		5,000.00
8040	Benches				1,000.00		1,000.00
8050	Area of reflection						
8055	The Firs				1,000.00		1,000.00
					<b>12,000.00</b>		<b>12,000.00</b>

**NET TOTAL****279,580.00****279,580.00**

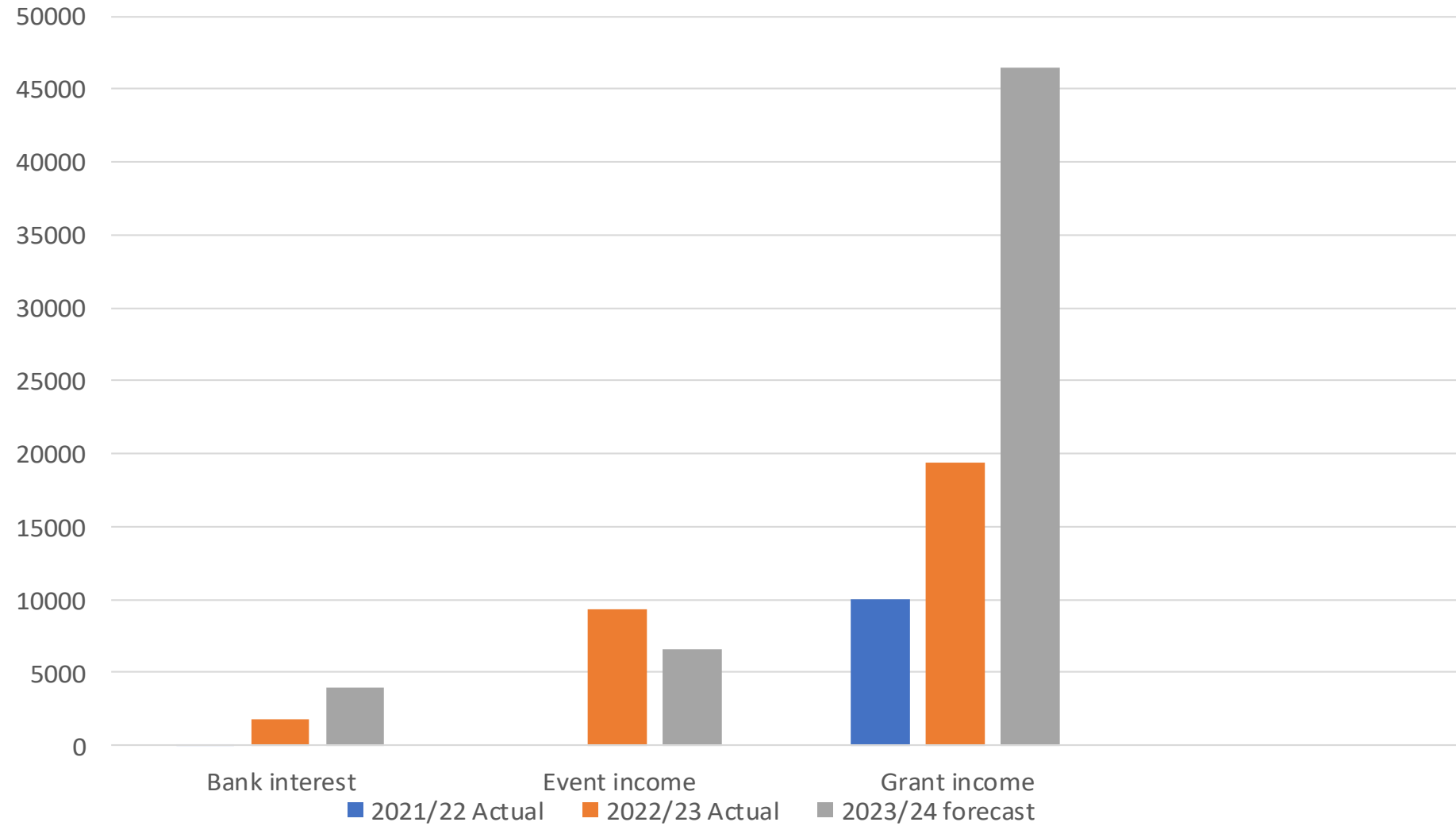
		Funded by					
Year	Budget	Income	Precept	Reserves	Price per Band D Property	Increase	Notes
2018/19	£174,150	£20,310	£136,722 +3.22%	£17,118	£60.32	0	High virement from general reserves – practise not sustainable. S106 developers contributions funds depleted.
2019/20	£197,221	£21,565	£165,656 +12.17%	£10,000	£72.46	£12.14 +20.12%	Election year. Further virement from general reserves to cover election costs - no earmarked reserve built.
2020/21	£187,502	£23,300	£164,202 -0.89%	0	£71.46	-£1.00 -1.39%	First budget from new Council. £10,000 from general reserves not required. Full extent of amenities area maintenance backlog unknown.
2021/22	£225,543	£23,200	£190,342.83 +15.91%	£12,000	£81.86	+£10.40 +14.55%	Spend from reserves made possible due to underspends 2020-21 resulting from Covid. Staff spend increased to support establishment of Book Exchange.
2022/23	£262,561.50	£52,150.00	£210,411.50 +10.543%	0	£89.76	+£7.90 +9.65%	Bridewell takeover. Permanent Deputy Clerk role. Rise in service contract costs and building play equipment replacement earmarked reserve. <b>Rate of inflation Dec '21 4.8%.</b>
2023/24	£268,727	£56,653	£212,074 +0.79%	0	£90.13	+36p +0.41%	First full year management of The Bridewell. <b>Rate of inflation Dec '22 10.5%</b>
2024/25 (Proposed)	£279,580	£54,321	£224,259 +5.745%	0	£93.92	+£3.79 +4.20%	<b>Rate of inflation Dec 3.9%.</b>



## Budget summary by committee



## Income from non-service activity





The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

Dear Sir / Madam

**Odiham and North Warnborough Neighbourhood Plan Review 2024  
Pre-Submission Consultation, Statutory Body and Community Consultation according to  
Regulation 14 of the Neighbourhood Planning (General) Regulations 2012  
Monday 22<sup>nd</sup> January – midnight on Sunday 3<sup>rd</sup> March 2024**

Our Neighbourhood Plan for the period 2014 – 2032 was adopted by Hart District Council in 2017. The Plan sets out the vision, objectives and policies by which the Parish will manage future sustainable development. The Plan is currently under review with the support of volunteers and professional planning support.

Publication of the pre-submission draft initiates the first formal consultation phase from a legal perspective. We are required to bring the Plan to the attention of people who live or work in the parish, as well as any qualifying body that might be affected by the proposed Plan. As you, or your organisation, fall within one of these categories, you are invited to review and comment on the pre-submission documents available from 9am on Monday 22<sup>nd</sup> January at:  
<https://odihamparishcouncil.gov.uk/neighbourhood-plan-review-2023>

In addition to the copy online, paper versions of the Plan are available to view at The Bridewell, The Bury, Odiham from 9am to 3pm Monday to Thursday during the consultation period or by contacting the Parish Clerk on 01256 702716.

You are invited to consider the Plan, and respond with any comments – whether positive or negative – so that we can take these into account. Any representations you wish to make must be in writing and sent to the Parish Clerk by email to:  
[clerk@odihamparishcouncil.gov.uk](mailto:clerk@odihamparishcouncil.gov.uk)

Representations must be received **by midnight on Sunday 3<sup>rd</sup> March 2024**.

Please state clearly your name, address, organisation (if applicable) and the capacity in which you are responding, eg resident, mandatory consultee, neighbouring parish etc. As this is a formal consultation, a summary of all the comments will be made public in accordance with the Data Protection Act and passed on to Hart District Council who may re-consult should be review require a referendum.

Thank you for your interest in and involvement with our Neighbourhood Plan.

Yours sincerely,  
Cllr Pam Verdon  
Chair of the Planning & Development Committee, Odiham Parish Council