



**MINUTES OF THE ODIHAM PARISH COUNCIL (OPC) MEETING HELD  
AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB  
ON TUESDAY 16<sup>th</sup> JANUARY 2024 AT 8pm**

**Present:** Cllrs A McFarlane (Chair), L Cornall, C Greensides, D Sanger, C Seabrook, M Tate, H Tyler, P Verdon and H Woods.

**In attendance:** A Mann (Clerk), B Tate (Deputy Clerk), Hampshire County Council (HCC) Cllr Glen (from 239/23) and two members of the public.

**229/23 Apologies for absence**

Apologies for absence were received and accepted from Cllr Bell.  
Apologies were also received from Hart District Council (HDC) Cllr Hale.

**230/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

Cllr Tyler declared a disclosable pecuniary interest in agenda item 240/23.

**231/23 Approval of minutes**

The minutes of the meeting held on 19<sup>th</sup> December 2023 (203-229/23) were agreed as a true record of the meeting and signed by the Chair.  
(Proposed by Cllr McFarlane, seconded by Cllr Cornall, 8 in favour).

**232/23 Chair's announcements**

None.

**233/23 Public Session**

A resident from Palace Gate spoke in relation to parked cars at the western end of the High Street asked whether it would be possible to narrow the wide pavement on one side to make space for parking.

The resident also spoke in relation to the fallen wall in the Deer Park. They advised that HDC was due to apply for planning permission and had asked for clarification on whether this would be a wall or fence. Cllr Verdon advised the resident they were welcome to join the Planning & Development Committee meeting when the matter was under consideration.

***Councillor Reports***

**234/23 Meeting reports from councillors**

- i) Cllr Verdon had attended various meetings relating to the Neighbourhood Plan review which were necessary for complying with the grant's strict timescales.
- ii) Cllr McFarlane reported from the recent Odiham Book Exchange meeting and reported plans to promote a book festival on 19<sup>th</sup> October. Further details would be provided in due course.
- iii) Cllr McFarlane reported on correspondence with the local hedgehog rescue which discussed a follow up event to the 2 public events held late 2023.
- iv) Cllr McFarlane reported that she would be joining the HCC online consultation event on 18<sup>th</sup> January which would cover the potential reduction in transport subsidies.
- v) Cllr McFarlane confirmed she would be attending the next Hart District Association of Parish & Town Councils meeting on 23<sup>rd</sup> January.



**235/23**

**Reports from other councils**

HCC Cllr Glen's written report provided in December was noted.

**General**

**236/23**

**Meeting action points**

The progress on meeting actions was noted, as presented with the agenda.

**237/23**

**"Transforming The Bridewell into a thriving Community Hub"**

- i) General update from the Clerk and Bridewell Working Group:
  - The north facing wall works would be completed by the end of the week, the paperwork to reclaim the HCC Leader's grant had been completed and payment was expected within a few days.
  - The heating engineer had repaired a fault to the heating in the MP's suite.
  - Marketing of the hire space had started again which would be managed by the Deputy Clerk. This would be refined as part of the communication strategy development.
  - No parking signs had been installed to deter parking across the access steps and ramp.
  - HCC had marked up sections of the road leading to the access steps and ramp but no work date for the lining was known.
- ii) Cllr McFarlane reported that the grant application to Hart District Council for funding from the 2024/25 UK Shared Prosperity Fund had been unsuccessful. Members expressed disappointment to this news and referred the matter to The Bridewell working group for further discussion. Cllr Cornall suggested a company to support the project in preparing a pre-application submission. Members requested an agenda item on the February agenda to review OPC's asset portfolio.

**238/23**

**Review of OPC's policies and updates**

RESOLVED

- i) The updated schedule of policies was reviewed.
- ii) It was agreed 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 in April.

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

**239/23**

**OPC's Risk Assessment**

RESOLVED

The annual review of OPC's Risk Assessment was completed and agreed with minor revisions as shown in Appendix 1.

(Proposed by Cllr McFarlane, seconded by Cllr Woods, all in favour).

Cllr Greensides suggested someone who could offer advice on cyber security risks.

**240/23**

**"Saving The Bell Public House" campaign**

Cllr Tyler left the room for the duration of the discussion and vote.

RESOLVED

It was agreed to offer the campaign group a letter of support for the purposes of funding applications.

(Proposed by Cllr McFarlane, seconded by Cllr Greensides, all in favour).



**241/23**

**Hart District Council's draft Trees and Woodland Strategy 2024-2034**

Members reviewed the draft strategy which had been circulated prior to the meeting along with supplementary notes from the Clerk. It was noted that this was not a public consultation.

**RESOLVED**

It was agreed to delegate the response to Cllrs McFarlane and Sanger, as OPC's Environment Champions, supporting the Strategy and commenting on the large percentage of local soil being chalk grassland and not suitable for tree planting. (Proposed by Cllr McFarlane, seconded by Cllr Cornall, all in favour).

**242/23**

**Hampshire County Council Future Services Consultation**

[Hampshire County Council Future Services Consultation](#) | [About the Council](#) | [Hampshire County Council \(hants.gov.uk\)](#)

Cllr Glen introduced HCC's consultation which sought views on ways of achieving £132M cost savings which were necessary to balance HCC's annual budget. required. Cllr Glen said that HCC was more fortunate than other councils by holding healthy reserves. Cllr Glen noted there was no proposal to cut grants part way through the financial year.

There consultation sought feedback on:

1. Adult social care charges.
2. Adult social care grant schemes.
3. Competitive (one-off) grant schemes.
4. Hampshire Cultural Trust grant.
5. Highways maintenance.
6. Highways winter service.
7. Homelessness support services.
8. Household waste recycling centres.
9. Library stock.
10. Passenger transport.
11. Rural countryside parking.
12. School crossing patrols.
13. Street lighting.

**RESOLVED**

It was agreed it would be too complex to formulate one response from OPC and Members were encouraged to complete the consultation individually. It was also resolved to publicise the consultation to residents.

***Community Committee Matters***

**243/23**

**Community Grant applications**

Applications totalling up to £10,710 were considered against the available budget of £2,670, as set out in the Deputy Clerk's agenda report. Following consideration, it was:

**RESOLVED**

To award grants totalling £2,670 as follows:

- i) £640 was allocated to North Warnborough Village Hall towards replacing two window and flooring in the kitchen area and cloakroom.
- ii) £100 to Victim Support towards the cost of purchasing security items to make people feel safe in their homes and community.



- iii) £650 to The Baker Hall towards the cost of materials to clean, prepare and paint the roof.
  - iv) £640 was allocated to The Vine Church towards the cost of astro turfing outside space on the condition that the remaining funding be achieved within 12 months.
  - v) £640 to Odiham Community Pre-School towards the cost of replacing carpets. A condition was applied requesting that a comparative quote be supplied.
- (Proposed by Cllr McFarlane, seconded by Cllr Woods, all in favour).

#### 244/23 **Heritage trail app**

Members considered whether to progress the project by utilising funds set aside in the Supporting the High Street earmarked reserve. Following discussion it was

#### RESOLVED

That the project be discontinued because it was unlikely it would represent a good return on investment as there were other products covering Odiham already available.

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

### **Financial Matters**

#### 245/23 **Disposal of asset (staging)**

Members considered the proposal to dispose of staging blocks in order to free up valuable storage space in North Chapel.

HDC Cllr Hale was invited to explain the background on how the staging had come into OPC's possession. He explained that the staging had originally been loaned to OPC. OPC and All Saints had both used the staging in the past but it had not been used for some years. In Odiham had been consulted and confirmed they had no plans to use it.

#### RESOLVED

Cllr Hale would look to re-home by Easter before OPC arranged for suitable disposal.

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

#### 246/23 **2024/25 Budget**

Members considered the draft 2024/25 budget as presented with the agenda and as proposed by the Finance Committee:

#### RESOLVED

The 2024/25 budget was agreed as shown in Appendix 2 including expenditure of £279,580 and income of £54,321.

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

#### 247/23 **2024/25 Precept**

#### RESOLVED

OPC's 2024/25 precept was agreed as follows:

	<b>Income Budget</b>	<b>Expenditure Budget</b>	<b>Precept</b>	<b>Tax Base</b>	<b>Price per band D</b>
<b>2023/24</b>	56,656.00	268,727.00	212,071.00	2353.06	90.13
<b>2024/25</b>	54,321.00	279,580.00	224,259.00	2387.78	93.92
<b>+/-</b>	-2,335.00	+10,853.00	+12,188.00	+34.72	+3.78
<b>% +/-</b>	-4.13	+4.03	+5.74		+4.2



The Chair and Chair of the Finance Committee signed the precept notification form which would be submitted to HDC the following day.

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

**248/23 Payments Listing**

**RESOLVED**

The payments listing for the period 20<sup>th</sup> December 2023-16<sup>th</sup> January 2024 (Appendix 3) was agreed and Cllrs Verdon and Cornall were appointed to complete the payment approval process for outstanding payments.

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

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

**RESOLVED**

To award contract in the value of £1,650 to Keith Dodd Landscapes to lay weed suppressant and slate on the 4 garden of remembrance beds, as proposed by the Amenities Committee and following a review of budgets which confirms there is sufficient 23/24 budget provision.

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

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

**RESOLVED**

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.

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

***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**

**RESOLVED**

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

**252/23 Neighbourhood Plan review**

Cllr Verdon reported on the progress of the Neighbourhood Plan Review which was following a strict timescale in accordance with grant conditions. The following documents were presented for consideration:

- i) Statutory consultation letter.
- ii) Table of proposed changes.
- iii) The draft, revised Plan.

The next stage was a 6 week public consultation running from 22<sup>nd</sup> January to midnight on 3<sup>rd</sup> March.

**RESOLVED**

The proposed changes from the working group were approved in principle and would be included in the draft Plan put to a 6 week public consultation. Members were reminded that this was a draft document and they could submit supplementary comments questions and comments before the end of the consultation period. The consultation letter was approved.

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



**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**  
RESOLVED

**255/23 Security of North Chapel**  
RESOLVED

- i) To purchase heras fencing and install across the porchway.
  - iii) To progress a listed building application for bespoke metal gates.
- (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

There being no further business, the meeting closed at 9.15pm

**Signed .....**

**Date .....**

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>Scheme of Delegation.</li> <li>Reserves Policy.</li> <li>All contractors involved with contracts in excess of £500 to provide proof of public liability cover.</li> <li>Annual lease for Chapel Cottage.</li> <li>Waiting list held for allotments.</li> <li>3 year business plan for Bridewell.</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
			<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: 16<sup>th</sup> January 2024

Signed by the Chairman: *Ellie A McFarlane*

# 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>								
<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	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>								
<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 Upde				1,000.00			1,000.00
					1,000.00			1,000.00
<b>5000 - Traffic and Transport</b>								
<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				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>								
<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							
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**



## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
400	Other amenity areas mainter	20/12/2023		Unity Trust	400	SID and fence repair	Keith Dodd	Z	33.00		33.00
400	Sustainable Transport	20/12/2023		Unity Trust	400	SID and fence repair	Keith Dodd	Z	75.00		75.00
404	Estate Agent Fees	29/12/2023		Unity Trust	404	Chapel cottage management f	McCarthy Holden	S	142.03	28.40	170.43
402	Bank Charges	31/12/2023		Unity Trust	402	service Charge	Unity Trust	Z	39.60		39.60
417	Cemetery Maintenance	12/01/2024		Unity Trust	417	Shrub reduction Garden of Rer	Larkstel Ltd	S	150.00	30.00	180.00
415	Chapel Cottage Maintenance	12/01/2024		Unity Trust	415	Chapel Cottage works	MSF Historical Restoration Lt	S	645.00	129.00	774.00
416	Bridewell works	12/01/2024		Unity Trust	416	Repairs to The Bridewell	MSF Historical Restoration Lt	S	2,850.00	570.00	3,420.00
406	Toilets - Power and rates	16/01/2024		Unity Trust	406	Electricity - King St Toilets	nPower	L	56.87	2.84	59.71
435	Chapel Cottage Maintenance	16/01/2024		Unity Trust	435	Overdue utilities Chapel Cottag	Ovo Energy	L	201.79	10.09	211.88
405	Postage and consumables	16/01/2024		Unity Trust	405	Office supplies	Viking	S	22.98	4.60	27.58
405	The Bridewell - cleaning & m	16/01/2024		Unity Trust	405	Office supplies	Viking	S	48.77	9.75	58.52
407	The Bridewell - H&S checks	16/01/2024		Unity Trust	407	Annual fire alarm contract	KBO Fire & Security	S	770.00	154.00	924.00
413	Telephone and internet	16/01/2024		Unity Trust	413	Phones & broadband	BT	S	197.55	39.51	237.06
412	Toilets - cleaning	16/01/2024		Unity Trust	412	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
409	The Bridewell - waste dispos	16/01/2024		Unity Trust	409	Bridewell bin collection	Suez	S	76.24	15.25	91.49
408	The Bridewell - H&S checks	16/01/2024		Unity Trust	408	Annual fire extinguisher contra	KBO Fire & Security	S	195.00	39.00	234.00
411	Public toilets R&M	16/01/2024		Unity Trust	411	Repair flush King St toilets	Astral PMS Ltd	S	100.00	20.00	120.00
410	IT Support and Back up	16/01/2024		Unity Trust	410	Office 365 accounts	Microsoft Ireland	Z	56.40		56.40
418	Chamberlain Gardens (SC Tr	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	199.16	39.83	238.99
418	Cemetery Maintenance	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	1,193.58	238.72	1,432.30
418	Other amenity areas mainter	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	254.24	50.85	305.09
418	Play Areas	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	529.16	105.83	634.99
418	Allotments - maintenance	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	60.00	12.00	72.00
418	Bin emptying	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 22	Larkstel Ltd	S	392.90	78.58	471.48
414	Broad Oak Maintenance	16/01/2024		Unity Trust	414	Odiham Common and Broad O	Hart DC	Z	500.00		500.00
414	Commons Ranger	16/01/2024		Unity Trust	414	Odiham Common and Broad O	Hart DC	Z	1,000.00		1,000.00
424	Estate Agent Fees	16/01/2024		Unity Trust	424	Cottage rental protection rene	FCC Parragon	S	152.00	30.40	182.40
432	The Bridewell - cleaning & m	16/01/2024		Unity Trust	432	WC supplies	Viking	S	88.48	17.70	106.18
433	The Bridewell - maintenance	16/01/2024		Unity Trust	433	Repair water heater	Servio Building Services Main	S	135.00	27.00	162.00
419	Promotion of village	16/01/2024		Unity Trust	419	Broom handles	Odiham Hardware	Z	22.50		22.50
425	Staff Salaries	16/01/2024		Unity Trust	425	Jan 24 salaries	Jan 24 salaries	Z	4,766.60		4,766.60
426	Staff Salaries	16/01/2024		Unity Trust	426	Employees PAYE & NI - Jan 24	HMRC	Z	970.55		970.55
427	Staff Salaries	16/01/2024		Unity Trust	427	Employee Pension Cont - Jan 2	Hampshire Pension Fund	Z	391.34		391.34

## Odiham Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
428	Employers' NI	16/01/2024		Unity Trust	428	Employers NI - Jan 24	HMRC	Z	531.92		531.92
429	Pension Contribution	16/01/2024		Unity Trust	428	Employers Pension Cont - Jan	Hampshire Pension Fund	Z	1,311.50		1,311.50
420	Postage and consumables	16/01/2024		Unity Trust	420	Office & WC supplies	Co-op	Z	17.15		17.15
422	Postage and consumables	16/01/2024		Unity Trust	422	Office supplies	Co-op	Z	2.55		2.55
423	Bank Charges	16/01/2024		Unity Trust	423	Multipay card fee	Lloyds/Unity Multipay	Z	3.00		3.00
430	Other amenity areas mainter	16/01/2024		Unity Trust	430	SID & fence repair	Keith Dodd	Z	33.00		33.00
435	Chapel Cottage Maintenance	16/01/2024		Unity Trust	435	Overdue utilities Chapel Cottage	Ovo Energy	Z	20.00		20.00
421	The Bridewell - cleaning & m	16/01/2024		Unity Trust	421	Cleaning materials	Odiham Hardware	Z	6.50		6.50
434	The Bridewell - maintenance	16/01/2024		Unity Trust	434	SID & Bridewell works	Keith Dodd	Z	77.00		77.00
430	Sustainable Transport	16/01/2024		Unity Trust	430	SID & fence repair	Keith Dodd	Z	75.00		75.00
431	Sustainable Transport	16/01/2024		Unity Trust	431	SID	Keith Dodd	Z	75.00		75.00
434	Sustainable Transport	16/01/2024		Unity Trust	434	SID & Bridewell works	Keith Dodd	Z	35.00		35.00
436	Allotment Deposits	16/01/2024		Unity Trust	436	Allotment key deposit	Plot 2 - Easterbrook	Z	10.00		10.00
437	Allotment Deposits	16/01/2024		Unity Trust	437	Allotment key deposit	Plot 10 - Simmons	Z	10.00		10.00
<b>Total</b>									<b>18,956.42</b>	<b>1,739.96</b>	<b>20,696.38</b>