



REPORT ON: Subscriptions and Contracts
WRITTEN BY: Parish Clerk
MEETING DATE: 19th March 2023
AGENDA ITEM: 400/23

Introduction

As required by the Internal Auditor, this list of annual subscriptions and contracts is presented for approval.

Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
BDO Ltd	External Audit.	£630 per annum (based on £200-300k income & expenditure)	Essential. 5 year period until 2026-27	environmental-report-2021-bdo.pdf	
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£87.95 per month. £37.95 per month per line.	60 months from June 2021. 24 months fixed from February 2024.	Environmental Impact Policy May 2022 online https://grouperxtranet.bt.com/selling2bt/downloads/GS13_Environmental_Impact.pdf	
Business Stream	Water supply for The Bridewell	Approx £150 per annum.	To be determined.	Environmental Policy online https://www.business-stream.co.uk/images/uploads/general/POL-001_Environmental_Policy_v3.pdf	
Castle Water	Water supply – • King St toilets • Allotments, Hook Road • Cemetery, King Street.	Variable		Environmental Policy online https://www.castlewater.co.uk/data/assets/pdf_file/0010/3214/Environmental-policy_V1.pdf	
CJH Cleaning	Cleaning King St toilets.	£433.06 per month	Rolling contract	Environmental Policy provided	
BV Computers Ltd	IT support and backup.	£135 per month plus extra ad hoc support.	Rolling contract		



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Campaign to Protect Rural England (CPRE)	Annual subscription.	£36 per annum	Annual subscription	https://www.cpre.org.uk/what-we-care-about/climate-change-and-energy/	
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable. Less than £100 for annual service.	Ad hoc	Local company selected.	
Do the Numbers	Internal auditor	£700	From 2022-23 subject to annual resolution		To be agreed by resolution.
EssentialSkillz	Online training platform	£1,325 initial cost from November 2023. £975 per annual thereafter.			
FCS Cleaning & Maintenance	Ad hoc cleaning & handyman services	Minimal		Using current cleaner who is already on site on a self-employed basis.	
Hampshire Association of Local Councils (HALC)		£1,069 for 2024-25	Membership (includes NALC fee)		
Hampshire Pension Fund	Staff pensions.	No fee due to minimal members. Employer contribution rate for 21.4%	Membership.	Pension Fund Responsible Investment statement: https://www.hants.gov.uk/hampshire-services/pensions/responsible-investment	
Hart District Council	Ranger services for: <ul style="list-style-type: none"> Odiham Common Broad Oak 	£1,000 £500		Local Rangers used with overarching Hart DC's Environmental pledges: https://www.hart.gov.uk/countryside-nature	
	Premises licence for High St/The Bury	£70 per annum			



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HCC	Contribution towards the Basingstoke Canal Authority.	Variable. Approx £4,036 per annum.		Local land/water managers used with overarching Hants CC's Environmental pledges: https://www.hants.gov.uk/thingstodo/countrysideparks/basingstokecanal	
	Street Lighting.	Variable. Approx £4,800 maintenance & admin plus approx. £4,200 energy costs.per annum. Energy – unmetered non CMS £0.242 and unmetered CMS £0.239 per kWh.		Energy and climate change policies published https://documents.hants.gov.uk/street-lighting/StreetLightingMaintenanceManagementPlan.pdf	See supporting email and consider whether further research is required.
ICO	Data protection registration.	£40 per annum.	Essential annual registration.		
KBO	Fire alarm maintenance, servicing and monitoring for The Bridewell.	£1,000 per annum plus repairs.	12 months.	Environmental Policy provided.	Note high costs of repairs.
	Emergency lighting maintenance and servicing for The Bridewell.	£245.00 per annum plus repairs	12 months.	Environmental Policy provided.	
	Fire extinguishers servicing for The Bridewell, Parish Room and South Chapel.	£68.00 per annum plus repairs.	12 months.	Environmental Policy provided.	
Larkstel Ltd	Grounds maintenance + bin emptying.	£13,712.16 per annum plus additional ad hoc..	1 year extension from 01.04.24.	Environmental Policy provided.	
	Cemetery grounds maintenance + bin emptying.	£14,322.96 per annum plus additional ad hoc work.	3 years from 01.04.22.	Environmental Policy provided.	



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	Playground inspections	£4,575.91 per annum.	Rolling contract in line with main contract.	Environmental Policy provided.	
Lloyds Multipay	Multipay card	£3 per month			
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£9.40 per mailbox. Increase to £10.30 from 01.04.24.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	
NPower	Electricity supply – King St toilets.	Set under LASER agreement	Under HCC's LASER agreement		Utilities broker has been asked to review contracts and environmental declarations.
	Electricity supply - The Bridewell	Set under LASER agreement	Under HCC's LASER agreement		
Open Spaces Society	Annual subscription.	£45 per annum	Annual subscription.	Mission to protect future of green spaces: https://www.oss.org.uk/need-to-know-more/strategic-plan-2019-2024/	Subscription due.
PCC Odiham	Parish News subscription.	£10 per annum	Annual subscription.		
PHS	Hazardous waste bins for The Bridewell	£156 per annum (not yet charged, still under HCC contract)	2 bins, 13 collections per annum.	Environmental statement aimed at reducing to minimise carbon footprint: https://www.phs.co.uk/about-phs/sustainability/	Contract still not moved to OPC.
Redfield Garden Centre	Ad hoc supplies and equipment.	£500	Trade account	Local supplier.	
Ricoh	Office printer and toners.	Rental £104.83 per quarter plus 0.25p per b&w and 2.17p per colour.	48 months from Feb 2023.	Environmental statement: https://www.ricoh.co.uk/about-us/sustainability/environmental/ Toner cartridges are returned and recycled.	



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Safe Data Storage	Weekly server back-up storage.	£475.25 per annum.			
Screwfix	For general equipment	Ad hoc	Trade account		
Scribe	Finance software and support.	£777.60 per annum	Annual subscription.	Cloud package. Minimises use of paper.	
	Cemetery software	£345.60 per annum plus £197 one off set up fee.	To be awarded 01.04.22	Cloud package. Minimises use of paper.	
	Bookings software	£273.60 per annum plus £147 one off set up fee.	To be awarded 01.04.22	Cloud package. Minimises use of paper.	
Servio	Boiler servicing and maintenance	£258 annual servicing and gas safety certificate. • Mon–Fri 8am to 6pm £45.00 per hour • Mo-Fri 6pm to 8am £54.00 per hour • Saturday £54.00 per hour • Sunday £70.00 per hour • Bank Holiday £92.00 per hour • Minimum call out £135	3 year		
SLCC	Membership for Clerk.	£412 per annum	Due 01.05.24		To be agreed.
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum plus ad hoc designs and revisions.			
SSE	Electricity supply – <ul style="list-style-type: none"> • South Chapel • The Bury feeder pillars. • High St feeder pillars. 	Variable		Group Environmental Policy: https://www.sse.com/media/iy4dycv/o/ext-po-grp-007-group-environment-policy.pdf	Utilities broker has been asked to review contracts and environmental declarations.



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Stripe	To accept online payments	1.5% plus 20p per transaction.	Rolling		
Suez	Waste disposal for The Bridewell	General waste bin £7.80 plus mixed recyclable £6.70 per lift x 52 weeks + £10 monthly fee = £874.	24 months from contract award October 2023.	SUEZ unveils its new sustainability goals - SUEZ Group	Previous contracts awarded not able to fulfil contract due to poor access to The Bury.
Total Energies Gas & Power	Gas supply - The Bridewell	Set under LASER agreement	Under HCC's LASER agreement		
TSO Host	Old .org domain	£107.88 per annum	Rolling contract		
YBC	Cleaning for The Bridewell	£5,559.72 per annum. 9.3% increase from 01.04.24 to meet national minimum wage.	3 years from 01.03.22, 3 months termination notice.	ISO 14001;2015 accreditation for Environmental Management systems. Policy statement in contract.	
Zoom	Annual subscription	£129.90 per annum	Due 27.03.24		
Zurich Municipal	Insurance	£6,309.17 per annum	1 year from 01.04.24	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	