



**MEMBERS OF THE ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING TO BE HELD AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON TUESDAY 16<sup>th</sup> April 2024 AT 8.30pm (or following conclusion of the full Council meeting).**

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

10th April 2024

*Andrea Mann* Parish Clerk

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- F38/23**      **To receive apologies for absence**
- F39/23**      **To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F40/23**      **Public session**  
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at [Link to Standing Orders](#) or contact the Parish Office for further advice.
- F41/23**      **Approval of minutes**  
To approve the minutes of the Finance Committee meeting held on 16<sup>th</sup> January 2024 (F26/23-F37/23).
- F42/23**      **January-March 2024 bank reconciliations (pages 3-5)**  
i) To approve the bank reconciliations for January to March 2024 to be signed by the Committee Chair.  
ii) To agree a committee member to counter sign presented statements.
- F43/23**      **Quarter 4 2023 payments listing (pages 6-11)**  
To review and accept the 2023/24 Quarter 4 payments listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F44/23**      **Quarter 4 budget position and variances (pages 12-14)**  
To review the 2023/24 budget position to 31<sup>st</sup> March 2024.
- F45/23**      **Earmarked Reserves (pages 15-16)**  
To note the earmarked reserves balance at 31st March 2024.
- F46/23**      **End of year variances and adjustments to earmarked reserves (pages 17-20)**  
To review the explanation of variances at year end and consider adjustments to earmarked reserves (as shown in blue).
- F47/23**      **Bank balances, investments and reserves (page 21)**  
To review and note position at 31<sup>st</sup> March and agree any changes. Note that the first instalment of the 24-25 precept is due early-mid April.
- F48/23**      **Hampshire Trust Bank one year bond investment**  
To consider how to re-invest the Hampshire Trust Bank one year bond which matured on 27<sup>th</sup> March (correspondence circulated to councillors separately).



**F49/23**

**2023-24 end of year accounts (pages 22-23)**

To note 2023-24 end of year accounts which will be presented to the Internal Auditor on 18th April. The final accounts and AGAR will be included on the May full Council agenda.

**F50/23**

**Next meeting**

Scheduled 16<sup>th</sup> July 2024.

## Odiham Parish Council

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

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

*Name and Role (Clerk/RFO etc)*

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

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

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

	<b>Bank Reconciliation at 31/01/2024</b>		
	Cash in Hand 01/04/2023		209,029.33
	<b>ADD</b> Receipts 01/04/2023 - 31/01/2024		330,012.19
			539,041.52
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/01/2024		292,861.99
<b>A</b>	<b>Cash in Hand 31/01/2024</b> (per Cash Book)		<b>246,179.53</b>
	Cash in hand per Bank Statements		
	Petty Cash    31/01/2024	0.00	
	Lloyds Money Market                                      31/01/2024	0.00	
	Lloyds Treasurer's Account                                      31/01/2024	0.63	
	Unity Trust    31/01/2024	66,883.57	
	Lloyds 30 days notice account                                      31/01/2024	3,560.35	
	Hampshire Trust Bank                                      31/01/2024	50,500.00	
	CCLA    31/01/2024	126,439.40	
	Lloyds/Unity Multipay card                                      31/01/2024	0.00	
			<b>247,383.95</b>
	Less unrepresented payments		1,274.42
			246,109.53
	Plus unrepresented receipts		70.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>246,179.53</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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

Name and Role (Clerk/RFO etc)

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

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

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 29/02/2024</b>		
	Cash in Hand 01/04/2023		209,029.33
	<b>ADD</b> Receipts 01/04/2023 - 29/02/2024		332,911.80
	<b>SUBTRACT</b> Payments 01/04/2023 - 29/02/2024		541,941.13
			322,634.00
<b>A</b>	<b>Cash in Hand 29/02/2024</b> (per Cash Book)		<b>219,307.13</b>
	Cash in hand per Bank Statements		
	Petty Cash	29/02/2024	0.00
	Lloyds Money Market	29/02/2024	0.00
	Lloyds Treasurer's Account	29/02/2024	0.63
	Unity Trust	29/02/2024	38,432.95
	Lloyds 30 days notice account	29/02/2024	3,564.28
	Hampshire Trust Bank	29/02/2024	50,500.00
	CCLA	29/02/2024	127,005.08
	Lloyds/Unity Multipay card	29/02/2024	0.00
			<b>219,502.94</b>
	Less unrepresented payments		265.81
			219,237.13
	Plus unrepresented receipts		70.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>219,307.13</b>
	<b>A = B Checks out OK</b>		

## Odiham Parish Council

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

*Name and Role (Clerk/RFO etc)*

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

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

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

<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023		209,029.33
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		349,426.08
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		558,455.41
			363,168.25
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>195,287.16</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Lloyds Money Market	31/03/2024	0.00
	Lloyds Treasurer's Account	31/03/2024	1.63
	Unity Trust	31/03/2024	30,333.49
	Lloyds 30 days notice account	31/03/2024	3.17
	Hampshire Trust Bank	31/03/2024	52,414.50
	CCLA	31/03/2024	112,534.37
	Lloyds/Unity Multipay card	31/03/2024	0.00
			<b>195,287.16</b>
	Less unrepresented payments		
			195,287.16
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>195,287.16</b>
	<b>A = B Checks out OK</b>		

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
405	Postage and consumables	16/01/2024		Unity Trust	405	Office supplies	Viking	S	22.98	4.60	27.58
405	The Bridewell - cleaning & mat	16/01/2024		Unity Trust	405	Office supplies	Viking	S	48.77	9.75	58.52
406	Toilets - Power and rates	16/01/2024		Unity Trust	406	Electricity - King St Toilets	nPower	L	56.87	2.84	59.71
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
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
409	The Bridewell - waste disposal	16/01/2024		Unity Trust	409	Bridewell bin collection	Suez	S	76.24	15.25	91.49
410	IT Support and Back up	16/01/2024		Unity Trust	410	Office 365 accounts	Microsoft Ireland	Z	56.40		56.40
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
412	Toilets - cleaning	16/01/2024		Unity Trust	412	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
413	Telephone and internet	16/01/2024		Unity Trust	413	Phones & broadband	BT	S	197.55	39.51	237.06
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
415	Chapel Cottage Maintenance	12/01/2024		Unity Trust	415	Chapel Cottage works	MSF Historical Restoration	S	645.00	129.00	774.00
416	Bridewell works	12/01/2024		Unity Trust	416	Repairs to The Bridewell	MSF Historical Restoration	S	2,850.00	570.00	3,420.00
417	Cemetery Maintenance	12/01/2024		Unity Trust	417	Shrub reduction Garden of Ren	Larkstel Ltd	S	150.00	30.00	180.00
418	Chamberlain Gardens (SC Trus	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	199.16	39.83	238.99
418	Cemetery Maintenance	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	1,193.58	238.72	1,432.30
418	Other amenity areas maintenar	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	254.24	50.85	305.09
418	Play Areas	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	529.16	105.83	634.99
418	Allotments - maintenance	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	60.00	12.00	72.00
418	Bin emptying	16/01/2024		Unity Trust	418	Grounds maintenance - Dec 23	Larkstel Ltd	S	392.90	78.58	471.48
419	Promotion of village	16/01/2024		Unity Trust	419	Broom handles	Odiham Hardware	Z	22.50		22.50
420	Postage and consumables	16/01/2024		Unity Trust	420	Office & WC supplies	Co-op	Z	17.15		17.15
421	The Bridewell - cleaning & mat	16/01/2024		Unity Trust	421	Cleaning materials	Odiham Hardware	Z	6.50		6.50
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
424	Estate Agent Fees	16/01/2024		Unity Trust	424	Cottage rental protection renev	FCC Parragon	S	152.00	30.40	182.40
425	Staff Salaries	16/01/2024		Unity Trust	425	Jan 24 salaries	Jan 24 salaries	Z	4,766.61		4,766.61
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
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
430	Other amenity areas maintenar	16/01/2024		Unity Trust	430	SID & fence repair	Keith Dodd	Z	33.00		33.00
430	SIDs	16/01/2024		Unity Trust	430	SID & fence repair	Keith Dodd	Z	75.00		75.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
431	SIDs	16/01/2024		Unity Trust	431	SID	Keith Dodd	Z	75.00		75.00
432	The Bridewell - cleaning & mat	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 Me	S	135.00	27.00	162.00
434	The Bridewell - maintenance	16/01/2024		Unity Trust	434	SID & Bridewell works	Keith Dodd	Z	77.00		77.00
434	SIDs	16/01/2024		Unity Trust	434	SID & Bridewell works	Keith Dodd	Z	35.00		35.00
435	Chapel Cottage Maintenance	16/01/2024		Unity Trust	435	Overdue utilities Chapel Cottag	Ovo Energy	L	201.79	10.09	211.88
435	Chapel Cottage Maintenance	16/01/2024		Unity Trust	435	Overdue utilities Chapel Cottag	Ovo Energy	Z	20.00		20.00
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
438	The Bridewell - electricity	17/01/2024		Unity Trust	438	Bridewell electricity (Dec)	nPower	S	355.93	71.19	427.12
439	Toilets - Power and rates	17/01/2024		Unity Trust	439	King St Toilets electricity	nPower	L	53.76	2.69	56.45
440	The Bridewell - maintenance	17/01/2024		Unity Trust	440	Replace heating programmer	Servio Building Services Me	S	225.00	45.00	270.00
440	The Bridewell - maintenance	17/01/2024		Unity Trust	440	Replace heating programmer	Servio Building Services Me	S	139.23	27.85	167.08
441	Tree works	18/01/2024		Unity Trust	441	Tree Works	NP Tree Management	S	110.00	22.00	132.00
442	Cemetery Maintenance	18/01/2024		Unity Trust	442	fencing for the chapel	first fence hire and sales	S	496.55	99.31	595.86
443	Community Grants	18/01/2024		Unity Trust	443	Community Grant	Victim Support	Z	100.00		100.00
444	Community Grants	18/01/2024		Unity Trust	444	Community Grant	The Baker Hall	Z	650.00		650.00
445	PR & Pub inc newsletter	18/01/2024		Unity Trust	445	Communication Strategy	Browning York Ltd	Z	300.00		300.00
446	Community Grants	24/01/2024		Unity Trust	446	Community Grant	North warnborough Village	Z	640.00		640.00
447	Play Areas	02/02/2024		Unity Trust	447	Zip wire Recreation Ground	Playscene Ltd	S	285.00	57.00	342.00
448	Play Areas	20/02/2024		Unity Trust	448	Play equipmment repairs Recre	Larkstel Ltd	S	480.00	96.00	576.00
449	Play Areas	20/02/2024		Unity Trust	449	Net Climber Rec Ground	Larkstel Ltd	S	1,700.00	340.00	2,040.00
450	Estate Agent Fees	04/01/2024		Unity Trust	450	Chapel Cottage management fr	McCarthy Holden	S	299.15	59.83	358.98
451	Chapel Cottage Maintenance	24/01/2024		Unity Trust	451	Gas safety cert & CO detectors	Ultimate Heating	Z	239.24		239.24
452	Chapel Cottage Maintenance	24/01/2024		Unity Trust	452	FCC Contract	FCC Paragon	Z	182.40		182.40
453	Toilets - Power and rates	15/01/2024		Unity Trust	443	Double payment	nPower	L	56.87	2.84	59.71
454	Burial fees	02/02/2024		Unity Trust	454	Test inspection dig	Neil Curtis & Sons	Z	150.00		150.00
455	Allotment Deposits	02/02/2024		Unity Trust	455	Allotment Deposit refund	J Taylor	Z	60.00		60.00
456	Revaluation of Buildings	02/02/2024		Unity Trust	456	Building Valuations	Sedgwick International UK	S	450.00	90.00	540.00
457	Tree works	02/02/2024		Unity Trust	457	SIDS & tree maintenance	Keith Dodd	Z	60.00		60.00
457	SIDs	02/02/2024		Unity Trust	457	SIDS & tree maintenance	Keith Dodd	Z	75.00		75.00
458	Neighbourhood Plan Update	02/02/2024		Unity Trust	458	Odiham & North Warnborough	Troy Hayes Planning Ltd	S	6,284.50	1,256.90	7,541.40
459	Promotion of village	02/02/2024		Unity Trust	459	Printing Welcome to Odiham	IC Printing Services	Z	106.00		106.00
460	Tree works	02/02/2024		Unity Trust	460	Clear fallen apple	NP Tree Management	S	190.00	38.00	228.00
461	SIDs	02/02/2024		Unity Trust	461	SIDS & heras fencing	Keith Dodd	Z	75.00		75.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
461	Chapel Building Maintenance	02/02/2024		Unity Trust	461	SIDS & heras fencing	Keith Dodd	Z	128.00		128.00
462	IT Support and Back up	20/02/2024		Unity Trust	462	IT support - Feb 24	BV Computer Solutions Ltd	Z	135.00		135.00
463	IT Support and Back up	20/02/2024		Unity Trust	463	Office 365 x 4 accounts	Microsoft Ireland	Z	56.40		56.40
464	The Bridewell - maintenance	20/02/2024		Unity Trust	464	two no parking signs for the Br	Alphabet Signs	S	140.00	28.00	168.00
465	The Bridewell - cleaning & mat	20/02/2024		Unity Trust	465	Bridewell cleaning	YBC	S	509.63	101.93	611.56
466	The Bridewell - H&S checks	16/02/2024		Unity Trust	466	Fire Risk Assessment	KBO Fire & Security	S	725.00	145.00	870.00
467	Other amenity areas maintenar	02/02/2024		Unity Trust	467	Insurance Peace Garden WW1	StoneGuard	Z	42.00		42.00
468	Toilets - Maintenance	20/02/2024		Unity Trust	468	Soap dispensers	Viking	S	32.45	6.49	38.94
469	Postage and consumables	20/02/2024		Unity Trust	469	Towels & stationery	Viking	S	17.98	3.59	21.57
469	The Bridewell - cleaning & mat	20/02/2024		Unity Trust	469	Towels & stationery	Viking	S	55.49	11.10	66.59
470	Training	20/02/2024		Unity Trust	470	Planning training - Deputy Cler	HALC	S	48.00	9.60	57.60
471	The Bridewell - waste disposal	20/02/2024		Unity Trust	471	Bridewell waste collection	Suez	S	76.08	15.22	91.30
472	Toilets - cleaning	20/02/2024		Unity Trust	472	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
473	Cemetery Maintenance	20/02/2024		Unity Trust	473	Cemetery hedge/Mildmay	Larkstel Ltd	S	100.00	20.00	120.00
474	Chamberlain Gardens (SC Trus	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	199.16	39.83	238.99
474	Cemetery Maintenance	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	1,193.58	238.72	1,432.30
474	Other amenity areas maintenar	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	254.24	50.85	305.09
474	Play Areas	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	479.16	95.83	574.99
474	Allotments - maintenance	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	60.00	12.00	72.00
474	Bin emptying	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	392.90	78.58	471.48
474	Christmas Trees and Lights	20/02/2024		Unity Trust	474	Grounds maintenance - Jan 24	Larkstel Ltd	S	150.00	30.00	180.00
475	Training	20/02/2024		Unity Trust	475	Planning training - Cllr Tate	HALC	S	48.00	9.60	57.60
476	Telephone and internet	20/02/2024		Unity Trust	476	Phones & broadband	BT	S	197.76	39.55	237.31
477	Tree works	20/02/2024		Unity Trust	477	Tree works at The Firs	NP Tree Management	S	95.00	19.00	114.00
478	SIDS	20/02/2024		Unity Trust	478	Fix SIDS	Keith Dodd	Z	35.00		35.00
479	PR & Pub inc newsletter	20/02/2024		Unity Trust	479	Noticeboard	Earth Anchors Ltd	S	534.00	106.80	640.80
479	PR & Pub inc newsletter	20/02/2024		Unity Trust	479	Noticeboard	Earth Anchors Ltd	S	30.00	6.00	36.00
480	Public toilets R&M	20/02/2024		Unity Trust	480	Fix new soap dispensers	Keith Dodd	Z	33.00		33.00
481	Bus Shelter Maintenance	20/02/2024		Unity Trust	481	Window cleaning bus stop	Mark Abbott	Z	15.00		15.00
482	Travel	20/02/2024		Unity Trust	482	Amenity Officer mileage	J Peek - expenses	Z	6.75		6.75
483	Chapel Building Maintenance	16/02/2024		Unity Trust	483	North Chapel roof	Keith Dodd	Z	215.00		215.00
484	SIDS	20/02/2024		Unity Trust	484	Fix SIDS	Keith Dodd	Z	75.00		75.00
485	The Bridewell - maintenance	20/02/2024		Unity Trust	485	Supply & fit heating unit	DTE Electrical & Property	Z	149.99		149.99
486	The Bridewell - electricity	20/02/2024		Unity Trust	486	Bridewell electricity (Jan)	nPower	S	385.70	77.14	462.84
487	Staff Salaries	20/02/2024		Unity Trust	487	Staff Salaries - Feb 24	Staff Salaries - Feb 24	Z	4,766.82		4,766.82



## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
488	Staff Salaries	20/02/2024		Unity Trust	488	Staff PAYE & NI - Feb 24	HMRC	Z	970.35		970.35
489	Staff Salaries	20/02/2024		Unity Trust	489	Staff Pensions - Feb 24	Hampshire Pension Fund	Z	391.34		391.34
490	Employers' NI	20/02/2024		Unity Trust	490	Employer NI - Feb 24	HMRC	Z	531.92		531.92
491	Pension Contribution	20/02/2024		Unity Trust	491	Employer Pension - Feb 24	Hampshire Pension Fund	Z	1,311.50		1,311.50
492	Toilets - Power and rates	20/02/2024		Unity Trust	492	Electricity - King St Toilets	nPower	L	55.72	2.79	58.51
493	Rights of Way	20/02/2024		Unity Trust	493	Power tools	Tudor Environmental	S	915.36	183.08	1,098.44
494	PR & Pub inc newsletter	20/02/2024		Unity Trust	494	Install Bridewell noticeboard	Keith Dodd	Z	40.00		40.00
495	Office Equipment	20/02/2024		Unity Trust	495	Coat stand	Amazon	S	77.49	15.50	92.99
496	The Bridewell - maintenance	20/02/2024		Unity Trust	496	Bridewell key cutting	Petersfield Cobbler	Z	12.00		12.00
497	Promotion of village	20/02/2024		Unity Trust	497	Certificate frame	Amazon	S	5.66	1.13	6.79
498	The Bridewell - H&S checks	19/02/2024		Unity Trust	498	Bridewell fire safety	Amazon	S	39.88	6.48	46.36
499	Promotion of village	20/02/2024		Unity Trust	499	Certificate frame	Amazon	S	8.32	1.67	9.99
500	Caretaking Equipment	20/02/2024		Unity Trust	500	SID key cutting	Timpsons	Z	22.50		22.50
501	Caretaking Equipment	20/02/2024		Unity Trust	501	Barrier tape	Amazon	S	5.82	1.17	6.99
502	Bank Charges	20/02/2024		Unity Trust	502	Multipay card fee	Lloyds/Unity Multipay	Z	3.00		3.00
503	Subscriptions	20/02/2024		Unity Trust	503	Parish News subscription (cash	B Tate	Z	10.00		10.00
504	Toilets - Power and rates	20/02/2024		Unity Trust	504	King St Toilets - water	Castle water	Z	52.36		52.36
505	Estate Agent Fees	27/02/2024		Unity Trust	505	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
506	Chapel Cottage Maintenance	27/02/2024		Unity Trust	506	Unblock drain, Chapel Cottage	Lee James Homes	Z	88.00		88.00
507	Accounts Package	19/03/2024		Unity Trust	507	Accounts Package	Scribe	S	1,396.80	279.36	1,676.16
508	IT Support and Back up	19/03/2024		Unity Trust	508	IT support Mar	BV Computer Solutions Ltd	Z	135.00		135.00
509	Training	19/03/2024		Unity Trust	509	Planning training CllrMT&HW	HALC	S	96.00	19.20	115.20
510	Training	19/03/2024		Unity Trust	510	Planning training CllrSB	HALC	S	48.00	9.60	57.60
511	Rights of Way	19/03/2024		Unity Trust	511	Landbased training CllrsSB&MT	Windsor Forest Colleges Gr	Z	450.00		450.00
512	PR & Pub inc newsletter	19/03/2024		Unity Trust	512	Communication Strategy	Browning York Ltd	Z	300.00		300.00
513	The Bridewell - waste disposal	19/03/2024		Unity Trust	513	Bridewell waste collection	Suez	S	76.08	15.22	91.30
514	IT Support and Back up	19/03/2024		Unity Trust	514	Web Hosting	Somerset Web Services Ltd	S	600.00	120.00	720.00
515	SIDs	19/03/2024		Unity Trust	515	Solar panel for SID	Traffic technology ltd	S	670.00	134.00	804.00
515	SIDs	19/03/2024		Unity Trust	515	Solar panel for SID	Traffic technology ltd	S	85.00	17.00	102.00
516	IT Support and Back up	19/03/2024		Unity Trust	516	Microsoft 365	Microsoft Ireland	Z	56.40		56.40
517	IT Support and Back up	19/03/2024		Unity Trust	517	Data backup storage	Safe Data Storage	S	475.20	95.04	570.24
518	Cemetery electricity	19/03/2024		Unity Trust	518	Electricity - South Chapel	SSE	L	11.36	0.57	11.93
519	Toilets - cleaning	19/03/2024		Unity Trust	519	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
520	Tree works	19/03/2024		Unity Trust	520	Tree works Odiham Cemetery	NP Tree Management	S	1,050.00	210.00	1,260.00
521	Subscriptions	19/03/2024		Unity Trust	521	HALC Conference x3	HALC	S	225.00	45.00	270.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
522	Travel	19/03/2024		Unity Trust	522	Amenity Officer mileage	J Peek - expenses	Z	7.20		7.20
523	Telephone and internet	19/03/2024		Unity Trust	523	Phones & broadband	BT	S	197.39	39.48	236.87
524	Allotment Deposits	19/03/2024		Unity Trust	524	Allotment Deposit refund	Plot 17 - West	Z	10.00		10.00
525	Toilets - Power and rates	19/03/2024		Unity Trust	525	King St Toilets - water	Castle water	Z	55.32		55.32
526	Other amenity areas maintenar	19/03/2024		Unity Trust	526	Defib	London Hearts	S	750.00	150.00	900.00
527	Training	19/03/2024		Unity Trust	527	New councillor training CllrsHW	HALC	S	196.00	39.20	235.20
528	Public toilets R&M	19/03/2024		Unity Trust	528	King Street toilets	DTE Electrical & Property	Z	266.98		266.98
529	The Bridewell - maintenance	19/03/2024		Unity Trust	529	Bridewell emergency lighting	DTE Electrical & Property	S			
529	The Bridewell - maintenance	19/03/2024		Unity Trust	529	Bridewell emergency lighting	DTE Electrical & Property	S			
529	The Bridewell - maintenance	19/03/2024		Unity Trust	529	Bridewell emergency lighting	DTE Electrical & Property	S			
529	The Bridewell - maintenance	19/03/2024		Unity Trust	529	Bridewell emergency lighting	DTE Electrical & Property	Z	190.00		190.00
530	The Bridewell - cleaning & mat	19/03/2024		Unity Trust	530	Cleaning Bridewell extra day	YBC	S	22.50	4.50	27.00
531	Postage and consumables	19/03/2024		Unity Trust	531	Stationery & stamps for newsle	Viking	S	59.96	11.99	71.95
531	Postage and consumables	19/03/2024		Unity Trust	531	Stationery & stamps for newsle	Viking	Z	112.50		112.50
532	Postage and consumables	19/03/2024		Unity Trust	532	Large cheque from Amazon	A Mann Expenses	S	17.45	3.49	20.94
533	Toilets - Power and rates	19/03/2024		Unity Trust	533	King St Toilets - water	Castle water	Z	66.44		66.44
534	Play Areas	19/03/2024		Unity Trust	534	Fence repair- chapel pond play	Larkstel Ltd	S	600.00	120.00	720.00
535	Chamberlain Gardens (SC Trus	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	199.16	39.83	238.99
535	Cemetery Maintenance	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	1,193.58	238.72	1,432.30
535	Other amenity areas maintenar	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	254.24	50.85	305.09
535	Play Areas	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	479.16	95.83	574.99
535	Allotments - maintenance	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	60.00	12.00	72.00
535	Bin emptying	19/03/2024		Unity Trust	535	Grounds maintenance - Feb 24	Larkstel Ltd	S	392.90	78.58	471.48
536	Subscriptions	19/03/2024		Unity Trust	536	Land Registry Baker Hall	Land Registry	Z	3.00		3.00
537	Caretaking Equipment	19/03/2024		Unity Trust	537	Caretaking/office equip	Amazon	S	22.46	4.51	26.97
538	Postage and consumables	19/03/2024		Unity Trust	538	Refreshments for Bridewell	Co-op	Z	5.30		5.30
539	Rights of Way	19/03/2024		Unity Trust	539	First Aid training	Training Expertise	S	180.00	36.00	216.00
540	Postage and consumables	19/03/2024		Unity Trust	540	Milk	Co-op	Z	1.30		1.30
541	Bank Charges	19/03/2024		Unity Trust	541	Bank charges	Lloyds/Unity Multipay	Z	3.00		3.00
542	Cemetery Maintenance	19/03/2024		Unity Trust	542	Garden of Remembrance	Keith Dodd	Z	1,650.00		1,650.00
543	Staff Salaries	19/03/2024		Unity Trust	543	Mar 24 salaries	Mar 24 salaries	Z	4,766.61		4,766.61
544	Staff Salaries	19/03/2024		Unity Trust	544	Staff PAYE & NI - Mar 24	HMRC	Z	970.55		970.55
545	Staff Salaries	19/03/2024		Unity Trust	545	Staff Pensions - Mar 24	Hampshire Pension Fund	Z	391.34		391.34
546	Employers' NI	19/03/2024		Unity Trust	546	Employer NI - Mar 24	HMRC	Z	531.92		531.92
547	Pension Contribution	19/03/2024		Unity Trust	547	Employer Pension - Mar 24	Hampshire Pension Fund	Z	1,311.50		1,311.50

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
548	G Rothery Bequest	08/03/2024		Lloyds Treasurer's Ac	548	G Rothery Grant	Odiham Air Cadets	Z	2,762.00		2,762.00
549	G Rothery Grant	08/03/2024		Lloyds Treasurer's Ac	549	G Rothery Grant	Odiham Air Cadets	Z	802.28		802.28
550	IT Support and Back up	19/03/2024		Unity Trust	550	IT support Apr	BV Computer Solutions Ltd	Z	135.00		135.00
551	Training	26/03/2024		Unity Trust	551	Clerk travel to HALC conferenc	A Mann Expenses	Z	30.15		30.15
552	The Bridewell - cleaning & mat	26/03/2024		Unity Trust	552	Bridewell cleaning (Mar)	YBC	S	509.63	101.93	611.56
553	Neighbourhood Plan Update	26/03/2024		Unity Trust	553	Additional work on NP review	Troy Hayes Planning Ltd	S	3,650.50	730.10	4,380.60
554	The Bridewell - electricity	26/03/2024		Unity Trust	554	Bridewell electricity (Feb)	nPower	S	341.72	68.34	410.06
555	Toilets - Power and rates	26/03/2024		Unity Trust	555	Electricity - King St Toilets	nPower	L	51.10	2.56	53.66
556	Office Equipment	26/03/2024		Unity Trust	556	Copier rental and copies	Ricoh	S	157.10	31.42	188.52
557	PR & Pub inc newsletter	26/03/2024		Unity Trust	557	Printing newsletter & flyer	IC Printing Services	Z	637.50		637.50
557	Promotion of village	26/03/2024		Unity Trust	557	Printing newsletter & flyer	IC Printing Services	Z	542.50		542.50
558	The Bridewell - H&S checks	26/03/2024		Unity Trust	558	PAT testing	Pax Animi Testing	Z	220.50		220.50
559	Re-energising the High St	22/03/2024		Unity Trust	559	Grant	The Odiham Society	Z	275.00		275.00
560	Travel	27/03/2024		Unity Trust	560	Mileage to HALC course	Cllr Tate	Z	23.40		23.40
561	Estate Agent Fees	27/03/2024		Unity Trust	561	Estate agent fees	McCarthy Holden	S	149.15	29.83	178.98
562	Insurance	28/03/2024		Unity Trust	562	Annual insurance	Zurich Municipal	Z	6,309.17		6,309.17
563	Bank Charges	28/03/2024		Unity Trust	563	Handling Charge	Unity Trust	Z	0.80		0.80
564	Bank Charges	31/03/2024		Unity Trust	564	service Charge	Unity Trust	Z	40.80		40.80
565	Climate, biodiversity & environi	01/03/2024		Unity Trust	565	Room hire, wildlife corridor eve	The Cross Barn	Z	57.00		57.00
566	Cemetery electricity	04/03/2024		Unity Trust	566	South Chapel Electricity	SSE	L	154.29	7.71	162.00
567	Community Grants	31/03/2024		Unity Trust	567	Cancel voucher 123	Photospecialist	Z	-159.83		-159.83
568	Cemetery rates and water	31/03/2024		Unity Trust	568	Cancel voucher 190	Castle water	Z	-38.27		-38.27
569	Bank Charges	31/03/2024		Unity Trust	569	Cancel voucher 229	Stripe	Z	-3.35		-3.35
570	Burial fees	31/03/2024		Unity Trust	570	Cancel voucher 295	Stripe	Z	-1.25		-1.25
571	The Bridewell - general lettings	31/03/2024		Unity Trust	571	Cancel voucher 307	Stripe	Z	-4.60		-4.60
572	Toilets - Power and rates	31/03/2024		Unity Trust	572	Cancel voucher 492	nPower	L	-55.72	-2.79	-58.51
573	Toilets - Power and rates	31/03/2024		Unity Trust	573	Cancel voucher 555	nPower	L	-51.10	-2.56	-53.66
<b>Total</b>									<b>86,547.08</b>	<b>8,316.38</b>	<b>94,863.46</b>

## Odiham Parish Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

#### 1000 - General Account

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries				71,600.00	69,117.46	2,482.54
1010	Employers' NI				5,700.00	5,772.55	-72.55
1015	Pension Contribution				15,300.00	14,657.39	642.61
1020	Travel			60.96	500.00	255.04	305.92
1025	Training				1,000.00	2,031.15	-1,031.15
1030	Office Rental						
1035	Rates				5,650.00	5,737.25	-87.25
1040	Telephone and internet				2,100.00	2,353.38	-253.38
1045	Office Equipment				1,000.00	949.80	50.20
1050	IT Support and Back up		116.00	134.40	5,000.00	5,613.89	-595.49
1055	Postage and consumables			10.00	1,000.00	667.74	342.26
1060	Accounts Package				1,325.00	1,396.80	-71.80
1065	Bank Charges				400.00	192.45	207.55
1070	Audit Fees				1,500.00	1,380.00	120.00
1075	Professional Costs			347.64	4,000.00	3,559.33	788.31
1080	Subscriptions			89.00	2,500.00	2,267.94	321.06
1085	Insurance				7,000.00	12,884.75	-5,884.75
1090	Election Expenses				1,500.00	88.40	1,411.60
1095	Civic Hospitality				350.00	198.89	151.11
1100	Caretaking Equipment				500.00	232.61	267.39
1500	Precept		212,071.00	212,071.00			
1505	VAT						
1510	Bank Interest		3,400.00	6,340.21			2,940.21
1515	S106 Income			14,261.33			14,261.33
1525	Other Income			5,055.00			5,055.00
8051	Room hire			80.00		152.00	-72.00
			<b>215,587.00</b>	<b>£238,449.54</b>	<b>127,925.00</b>	<b>£129,508.82</b>	<b>21,278.72</b>

#### 2000 - Amenity Areas

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				3,500.00	2,711.60	788.40
2010	Cemetery Maintenance				16,635.00	16,264.74	370.26
2015	Cemetery rates and water				3,900.00	2,308.40	1,591.60
2020	Cemetery electricity				400.00	604.49	-204.49
2030	Memorial testing						
2035	Other amenity areas main				6,000.00	5,833.50	166.50
2040	Play Areas			2,950.00	7,000.00	12,591.26	-2,641.26
2050	Allotments - maintenance				800.00	794.35	5.65
2055	Allotments - Water				250.00	390.33	-140.33
2065	Tree works				4,500.00	2,890.00	1,610.00
2070	Bin emptying				6,000.00	4,293.00	1,707.00
2075	Benches and Noticeboard:				500.00	580.00	-80.00
2080	Basingstoke Canal				4,100.00	4,036.00	64.00
2085	Broad Oak Maintenance				500.00	500.00	
2090	Commons Ranger				1,000.00	1,000.00	
2095	Toilets - Maintenance					32.45	-32.45
2100	Toilets - Power and rates				1,200.00	898.63	301.37
2105	Toilets - cleaning				5,300.00	5,723.18	-423.18
2110	Parish Room - power and						
2115	Parish room - maintenanc				500.00		500.00
2120	Chapel Cottage Maintenar			182.40	500.00	4,327.43	-3,645.03
2125	Estate Agent Fees				1,687.00	1,601.63	85.37
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00	30.00	220.00
2150	The Bridewell - set up cos						
2155	The Bridewell - electricity				4,000.00	4,059.48	-59.48
2160	The Bridewell - gas				4,100.00	2,851.02	1,248.98
2165	The Bridewell - water				200.00	156.36	43.64
2170	The Bridewell - cleaning &				6,500.00	6,340.34	159.66
2175	The Bridewell - waste disp				900.00	1,125.39	-225.39
2180	The Bridewell - H&S check				1,450.00	2,653.38	-1,203.38
2185	The Bridewell - maintenanc			5,790.51	2,500.00	9,944.68	-1,654.17
2500	Chapel Cottage rent		17,940.00	13,741.91		542.94	-4,741.03
2505	Burial fees		12,000.00	9,209.50		150.00	-2,940.50
2510	Allotment rents		1,100.00	1,170.00			70.00
2515	Allotment Deposits						
2520	Other income		100.00	11.00			-89.00
2525	The Bridewell - tenants' re		13,000.00	13,640.25			640.25

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

## Odiham Parish Council

### Net Position by Cost Centre and Code

**Cost Centre Name**

2530 The Bridewell - general let	3,000.00	1,803.00		223.27	-1,420.27
	<b>47,140.00</b>	<b>£48,498.57</b>	<b>84,422.00</b>	<b>£95,457.85</b>	<b>-9,677.28</b>

**3000 - Community**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3005 APA				250.00	17.30	232.70
3010 PR & Pub inc newsletter				3,500.00	3,500.00	
3015 Community Grants				5,000.00	3,719.83	1,280.17
3016 G Rothery Grant					802.28	-802.28
3025 Citizens Advice				1,500.00	1,500.00	
3026 Community Awards						
3030 Christmas Evening				2,500.00	2,500.00	
3035 Christmas Trees and Light				900.00	895.20	4.80
3040 Carols in Bury						
3045 RAF Christmas Gifs				1,250.00		1,250.00
3050 Bi annual box cart race						
3055 Armed Forces Day				500.00		500.00
3060 VE Day						
3065 Remembrance				1,250.00	1,695.00	-445.00
3070 Promotion of village				1,500.00	1,459.83	40.17
3075 Survey Subscriptions				330.00		330.00
3080 Odiham Book Exchange						
3085 Bands in the Bury				1,000.00	1,000.00	
3090 Flavourfest				1,000.00	1,000.00	
3095 Hanging Baskets						
3100 Spooktakula			1,000.00	1,000.00	2,000.00	
3105 Queen's Platinum Jubilee						
3110 Coronation			6,570.62	5,000.00	13,629.39	-2,058.77
3500 Community Income			100.00			100.00
3505 Event Sponsorship Incom		1,000.00	850.00			-150.00
		<b>1,000.00</b>	<b>£8,520.62</b>	<b>26,480.00</b>	<b>£33,718.83</b>	<b>281.79</b>

**4000 - Planning**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4010 NH Plan						
4015 NW and Odiham CA Appr:						
4020 Neighbourhood Plan Upda			10,000.00	2,500.00	13,460.00	-960.00
			<b>£10,000.00</b>	<b>2,500.00</b>	<b>£13,460.00</b>	<b>-960.00</b>

**5000 - Traffic and Transport**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
5000 Lighting - Maint and admir				4,300.00	4,746.85	-446.85
5005 Lighting - energy costs				3,700.00	4,190.78	-490.78
5015 SIDs					1,275.00	-1,275.00
5020 Village Gateway						
5025 Rights of Way			4,766.84		3,925.69	841.15
			<b>£4,766.84</b>	<b>8,000.00</b>	<b>£14,138.32</b>	<b>-1,371.48</b>

**7000 - Earmarked Reserves**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7005 Office Rental						
7010 IT Support/Upgrade					772.36	-772.36
7015 Election Expenses						
7020 Website						
7025 Allotment Deposits			50.00		150.00	-100.00
7030 Chapel Cottage Deposit						
7035 Cemetery Maintenance						
7040 Amenity Equipment Repai						
7045 Chapel Building Maintenar					1,958.06	-1,958.06
7050 Chapel Cottage Maintenar						
7055 War Memorial Maintenanc						
7060 Play Area Replacement					2,125.00	-2,125.00
7065 Bufton Field Play Area						

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

## Odiham Parish Council

### Net Position by Cost Centre and Code

**Cost Centre Name**

7070 Benches & Noticeboards	1,058.20	-1,058.20
7075 Parish Room Maintenance		
7080 Grounds Maintenance		
7085 Memorial Testing	412.50	-412.50
7090 Revaluation of Buildings	450.00	-450.00
7095 Footpaths Improvements	336.54	-336.54
7100 Development of Sustainab	886.69	-886.69
7105 G Rothery Bequest	2,762.00	-2,762.00
7110 Re-energising the High St	275.00	-275.00
7115 Conservation Area Charac		
7120 Increasing Biodiversity	1,160.60	-1,160.60
7125 Book Exchange		
7130 Insurance - EMR		
7135 Tree Survey - EMR		
7140 PR & Publicity - EMR		
7145 Subscriptions - EMR		
7150 The Bridewell	13,403.33	-13,403.33
7155 Community Grants	2,235.17	-2,235.17
7165 Public toilets R&M	1,245.98	-1,245.98
7170 Floral displays	800.00	-800.00
7175 Professional Costs	2,160.00	-2,160.00
7180 RAF gifts	1,020.00	-1,020.00
	<b>£50.00</b>	<b>£33,211.43</b>
		<b>-33,161.43</b>

**8000 - Projects**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7160 Platinum Jubilee						
8005 War Memorial						
8010 Parish Room						
8015 Play Area Replacement				3,000.00		3,000.00
8020 Supporting High Street						
8025 Climate, biodiversity & env			48.00	2,000.00	628.20	1,419.80
8030 Burial plot provision						
8035 Bridewell works		5,000.00	10,000.00	10,000.00	11,725.00	3,275.00
8040 Benches				2,000.00	1,000.00	1,000.00
8050 Area of reflection				3,000.00		3,000.00
		<b>5,000.00</b>	<b>£10,048.00</b>	<b>20,000.00</b>	<b>£13,353.20</b>	<b>11,694.80</b>

**NET TOTAL**

	<b>268,727.00</b>	<b>£320,333.57</b>	<b>269,327.00</b>	<b>£332,848.45</b>	<b>-11,914.88</b>
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**Odiham Parish Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Allotment Deposits	1,110.00	50.00	150.00	50.00	1,060.00
Chapel Cottage Deposit					0.00
Bufton Field Play Area	2,562.50				2,562.50
G Rothery Bequest	2,762.00		2,762.00		0.00
<b>Total Capital</b>	<b>6,434.50</b>	<b>50.00</b>	<b>2,912.00</b>	<b>50.00</b>	<b>3,622.50</b>
<b>Earmarked</b>					
Office Rental	2,877.72	-2,877.72			0.00
IT Support/Upgrade	1,216.40		772.36		444.04
Election Expenses	3,500.00				3,500.00
Website					0.00
Cemetery Maintenance	491.35	-491.35			0.00
Amenity Equipment Repairs	-390.00	390.00			0.00
Chapel Building Maintenance	9,085.00		1,958.06		7,126.94
Chapel Cottage Maintenance	2,270.85	3,169.18			5,440.03
War Memorial Maintenance	1,116.00	500.00			1,616.00
Play Area Replacement	8,135.00	-4,279.41	2,125.00		1,730.59
Benches & Noticeboards	870.40	595.00	1,058.20		407.20
Parish Room Maintenance	-2,365.00	2,365.00			0.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	436.00		412.50		23.50
Revaluation of Buildings	725.00		450.00		275.00
Increasing Biodiversity	275.10	1,500.00	1,160.60		614.50
Footpaths Improvements	2,000.00		336.54		1,663.46
Development of Sustainable Tra	4,670.00		886.69		3,783.31
Supporting the High St	7,725.97		275.00		7,450.97
Conservation Area Character Ar					0.00
Book Exchange					0.00
Insurance					0.00
Tree Survey	810.88	-310.88			500.00
PR & Publicity					0.00
Subscriptions					0.00
The Bridewell	15,315.34	12,639.05	13,403.33		14,551.06
Community Grants	2,395.00		2,235.17		159.83
Platinum Jubilee	2,468.75	-2,468.75			0.00

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

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Public toilets R&M	5,000.00		1,245.98		3,754.02
Floral displays	800.00		800.00		0.00
Professional Costs		2,400.00	2,160.00		240.00
RAF gifts		1,300.00	1,020.00		280.00
Crownfields car park managem		5,000.00			5,000.00
Village Gateway		4,000.00			4,000.00
<b>Total Earmarked</b>	<b>72,983.26</b>	<b>23,430.12</b>	<b>30,299.43</b>		<b>66,113.95</b>
<b>TOTAL RESERVE</b>	<b>79,417.76</b>	<b>23,480.12</b>	<b>33,211.43</b>	<b>50.00</b>	<b>69,736.45</b>
<b>GENERAL FUND</b>					133,867.09
<b>TOTAL FUNDS</b>					203,603.54



**2023-24 End of Year Budget position with notes on variances**

Only variances +/- £500 are reported or where there's a proposal to +/- an earmarked reserve

<u>Cost code</u>	<u>Title</u>	<u>Budget Income</u>	<u>Actual Income</u>	<u>Variance</u>	<u>Budget Expenditure</u>	<u>Actual Expenditure</u>	<u>Variance</u>	<u>Notes</u>	<u>Proposed end of year action</u>
<b>1000 - General Account</b>									
1005/1010/1015	Combined staff costs				92,600.00	89,547.40	-3,052.60	Contingency not required.	None
1025	Training				1,000.00	2,031.15	1,031.15	Overspend agreed by council resolution. Higher spend due to new training platform and new councillor training.	None
1050	IT Support and back up		116.00	134.40	5,000.00	5,613.89	-595.49	Overspend due to change in email accounts and invoice received at year end.	None
1075	Professional costs		347.64		4,000.00	3,559.33	-788.31	Can be offset against overspend on Neighbourhood Plan review budget (code 4020)	None
1085	Insurance				7,000.00	12,884.75	5,884.75	2 years paid. 24-25 invoice was debited from account before year end due to 1st April falling on a bank holiday.	Note for 24-25 accounts
1090	Election expenses				1,500.00	88.40	-1,411.60	Minimal charge due to unaposed elections in May 2023. Note no budget provision in 24-25.	Proposal to add £1,500 to earmarked reserve and hold balance or consider returning to general reserves.
1510	Bank interest	3,400.00	6,340.21	2,940.21				Additional income due to prudent investments. Note 24-25 budget increase to £6,000.	None
1515	S106 income		14,261.33	14,261.33				Crownfields development. Must be earmarked for specific purposes. Earmarked reserves already increased in line with S106 conditions.	None
1525	Other income		5,055.00	5,055.00				Transfer from Sports Centre Trust. Due to be returned to general reserves.	None
<b>2000 - Amenity Areas</b>									
2005	Chamberlain Gardens (Sport Centre Trust)				3,500.00	2,711.60	-788.40	No unforeseen expenditure during year.	None
2015	Cemetery rates & water				3,900.00	2,308.40	-1,591.60	24-25 budget reduced to £2,500.	None
2040	Play areas			2,950.00	7,000.00	12,591.26	-2,641.26	Note unspent Play Areas Replacement budget (code 8015).	To be agreed.
2065	Tree works				4,500.00	2,890.00	-1,610.00	Purchase orders totalling £585 awarded, not yet invoiced.	To be agreed.

**2023-24 End of Year Budget position with notes on variances**

**Only variances +/- £500 are reported or where there's a proposal to +/- an earmarked reserve**

<u>Cost code</u>	<u>Title</u>	<u>Budget Income</u>	<u>Actual Income</u>	<u>Variance</u>	<u>Budget Expenditure</u>	<u>Actual Expenditure</u>	<u>Variance</u>	<u>Notes</u>	<u>Proposed end of year action</u>
2070	Bin emptying				6,000.00	4,293.00	-1,707.00	Budget allows for 2 x replacement bins. Not required during 23-24.	To be agreed.
2115	Parish Room maintenance				500.00		-500.00	Works due on roof, estimated £2,800.	Proposal to add £500 to earmarked reserve for expenditure 24-25.
2120	Chapel Cottage maintenance			182.40	500.00	4,327.43	-3,645.03	Overspend due to works to repair damp issues and agreed by resolution.	Note overspend from general reserves.
2135	Tree survey				250.00		250.00	No survey during 23-24.	Add £250 to earmarked reserve.
2140	Bus shelter				250.00		30.00		Proposal to create new earmarked reserve for future R&Ms and add £220.
2160	Bridewell gas				4,100.00	2,851.02	1,248.98	Underspend due to difficulties in switching account from HCC and accessing invoices. Budget estimated to be accurate.	None
2180	Bridewell H&S				1,450.00	2,653.38	-1,203.38	Insufficient budget due to high costs of emergency lighting. Note further related expenditure coded within maintenance budget (code 2185). Note 24-25 budget increase to £2,000.	No current action proposed. Note increase in future budget required to upgrade lighting.
2185	Bridewell maintenance			5,790.51	2,500.00	9,944.68	1,654.17	Note further spend under code 8035.	To be agreed. See recommendation under 8035.
2500	Chapel Cottage rent	17,940.00	13,741.91	-4,198.09		542.94	4,741.03	Less income due to 3 months paid in 23-24 and earmarked reserves was increased at year end. Current earmarked balance £5,440.	To be agreed. Could reduce or zero EMR in order to balance budget.
2505	Burial fees	12,000.00	9,209.50	-2,790.50		150.00	-2,940.50	Income not achieved due to lower number of burials. Difficult to accurately budget. 23-24 kept at £12,000 due to improvements - increased maintenance and additional memorial sculputure.	Note impact on overall budget.
2503	The Bridewell general lettings	3,000.00	1,803.00	-1,197.00		227.87	1,424.87	Note lettings starting to increase and 24-25 budget kept at £3,000. Income was a refund.	None
Combined codes (for information)	The Bridewell (combined budgets for running costs) (excludes staff costs)	16,000.00	15,215.38	-784.62	19,650.00	21,186.05	2,320.67	Lettings starting to rise. There is available earmarked reserve to cover cost of overspend on maintenance.	Potential to decreases earmarked resrerve. To be agreed.

**2023-24 End of Year Budget position with notes on variances**

Only variances +/- £500 are reported or where there's a proposal to +/- an earmarked reserve

<u>Cost code</u>	<u>Title</u>	<u>Budget Income</u>	<u>Actual Income</u>	<u>Variance</u>	<u>Budget Expenditure</u>	<u>Actual Expenditure</u>	<u>Variance</u>	<u>Notes</u>	<u>Proposed end of year action</u>
<b>3000 - Community</b>									
3015	Community grants				5,000.00	3,719.83	-1,280.17	Unspent budget includes £640 award to Leapfrogs and £640 to £1,280.	Earmark £1,280.
3016	G Rothery grant					802.28	802.28	Part coded to earmarked reserve to cover payment to RAF Air Cadets. Expenditure shown from general reserves.	None
3045	RAF Christmas gifts				1,250.00		-1,250.00		Earmark £1,250.
3055	Armed Forces Day				500.00	0.00	-500.00	Proposal to earmark for spend in 24-25. Purchase of flags in progress.	Earmark £500.
3110	Coronation		6,570.62	6,570.62	5,000.00	13,629.39	-2,058.77	Overspend already minuted. Offset by additional income for Platinum Jubilee events.	None
<b>4000 - Planning</b>									
4020	Village Gateway		10,000.00	10,000.00	2,500.00	13,460.00	-960.00	Note underspend of Professional Costs (code 1075).	None
<b>5000 - Traffic &amp; Transport</b>									
4500	Lighting - maint & admin				4,300.00	4,746.85	446.85	Direct costs from HCC. 24-25 budget increased to £5,000.	None
5005	Lighting - energy costs				3,700.00	4,190.78	490.78	Direct costs from HCC. 24-25 budget increased to £4,500.	None
5015	SIDS				0.00	1,275.00	1,275.00	Purchase new SID and solar panel. Overspend acknowledged by Council. £1,500 24-25 budget provided.	None
5020	Village Gateway				4,000.00			Developer's contribution expected 23-24.	
5025	Rights of Way			4,766.84		3,925.69	841.15	Grant income for specific purpose and must be earmarked.	Earmark £841.15 for spending in 24-25.
Combined codes (for information)	Traffic & Transport			0.00	8,000.00	14,138.32	6,138.32	Note increase in combined T&T budgets - 21-22 £6,000 (budget) and £7,236.61 (actual), 22-23 £7,500 (budget) and £8,171.61 (actual), 23-24 £8,000 (budget) and £14,138.82 (actual) and 24-25 £11,250 (budget).	

**7000 - Earmarked Reserves**

Expenditure codes set up only to allow direct expenditure from Earmarked Reserves balances.

**2023-24 End of Year Budget position with notes on variances**

**Only variances +/- £500 are reported or where there's a proposal to +/- an earmarked reserve**

<u>Cost code</u>	<u>Title</u>	<u>Budget Income</u>	<u>Actual Income</u>	<u>Variance</u>	<u>Budget Expenditure</u>	<u>Actual Expenditure</u>	<u>Variance</u>	<u>Notes</u>	<u>Proposed end of year action</u>
<b>8000 - Projects</b>									
8015	Play area replacement				3,000.00		-3,000.00	Read balance with expenditure code 2040.	To be agreed.
8025	Climate Action Plan				2,000.00	580.20	-1,419.80		To be agreed.
8035	Bridewell works	5,000.00	10,000.00	5,000.00	10,000.00	11,725.00	3,275.00	Note £1,635 overspend in code 2185.	Proposal to increase earmarked reserve by £2,000.
8040	Benches				2,000.00	1,000.00	-1,000.00	Ongoing review by the Amenities Committee. Potential to increase picnic benches.	Proposal to increase earmarked reserve by £1,000.
8050	Area of reflection				3,000.00			Project in progress, due to be completed Autumn 2024.	Move £3,000 to earmarked reserve.

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

Bank Balances, investments and reserves  
 Parish Clerk  
 16th April 2024  
 F47/23

<u>Banks</u>	<u>Balances @ 31.03.24</u>	<u>Interest @ 31.03.24</u>	<u>Interest @ 31.12.23</u>	<u>Interest @ 30.09.23</u>	<u>Interest @ 30.06.23</u>
CCLA Public Sector Deposit Fund	112,534.37	5.0659%	5.2523%	5.1952%	4.4486%
Hampshire Trust Bank	52,414.50	3.75%	3.75%	3.75%	3.75% (one year loyalty bond to mature 27.03.24)
Lloyds 30 day notice (G Rothery)	3.17	0.114%	0.114%	1.30%	0.80%
Unity Trust	30,333.49	0	0	0	0
Lloyds Treasurer's account	<u>1.63</u>	0	0	0	0
	195,287.16				
<u>Estimated net balance</u>					
Less Earmarked reserves @ 31.03.24 (actual)	69,736.45				
Less 0 months estimated revenue expenditure (not project codes)	<u>0.00</u>				
Variance, ie general reserves	125,550.71				
Approx number of months running costs for 23-24 budget (not project codes)	6.04				
Approx number of months running costs for 24-25 budget (not project codes)	5.63				

*Notes for consideration:*

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

## Odiham Parish Council

## BALANCE SHEET

31/03/2024

(Last) Year Ended 31 Mar 2023		(Current) Year Ended 31 Mar 2024
£	<b>CURRENT ASSETS</b>	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
7,089.09	VAT Recoverable	8,316.38
	Temporary lendings (investments)	
209,029.33	Cash in hand	195,287.16
216,118.42	<b>TOTAL ASSETS</b>	203,603.54
	<b>CURRENT LIABILITIES</b>	
	Creditors	
<u>216,118.42</u>	<b>NET ASSETS</b>	<u>203,603.54</u>
	<b>Represented by:</b>	
136,700.66	General fund Balance	133,867.09
	<b>Reserves:</b>	
6,434.50	Capital	3,622.50
72,983.26	Earmarked	66,113.95
	Adjustments	
<u>216,118.42</u>		<u>203,603.54</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**Odiham Parish Council**  
**Income & Expenditure Account**  
01/04/2023 to 31/03/2024

(Last) Year Ended  
31 Mar 2023

(Current) Year Ended  
31 Mar 2024

(Last) Year Ended 31 Mar 2023		(Current) Year Ended 31 Mar 2024
	<b><u>Income</u></b>	
212,306.41	1000 - General Account	238,449.54
44,154.09	2000 - Amenity Areas	48,498.57
10.00	7000 - Earmarked Reserves	50.00
16,348.03	3000 - Community	8,520.62
10,000.00	8000 - Projects	10,048.00
	5000 - Traffic and Transport	4,766.84
	4000 - Planning	10,000.00
<b><u>£282,818.53</u></b>		<b><u>£320,333.57</u></b>
	<b><u>Expense</u></b>	
122,698.59	1000 - General Account	129,508.82
92,689.96	2000 - Amenity Areas	95,457.85
8,171.71	5000 - Traffic and Transport	14,138.32
30,684.93	3000 - Community	33,718.83
4,497.28	7000 - Earmarked Reserves	33,211.43
19,198.25	8000 - Projects	13,353.20
	4000 - Planning	13,460.00
<b><u>£277,940.72</u></b>		<b><u>£332,848.45</u></b>
	<b><u>General Fund</u></b>	
<b>150,218.74</b>	Balance at 01 Apr 2023	<b>136,700.66</b>
282,818.53	ADD Total Income	320,333.57
<u>433,037.27</u>		<u>457,034.23</u>
277,940.72	DEDUCT Total Expenditure	332,848.45
<u>155,096.55</u>		<u>124,185.78</u>
18,395.89	DEDUCT Reserves Balance	-9,681.31
<b><u>£136,700.66</u></b>	Balance at 31 Mar 2024	<b><u>£133,867.09</u></b>

Reserves:

Capital Reserve Balance £3622.50

Earmarked Reserve Balance £66113.95