



MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING TO BE HELD AT THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON TUESDAY 16th JULY 2024 COMMENCING AT 8.30pm (or following the conclusion of full Council)

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

10th July 2024

Andrea Mann Parish Clerk

- F1/24** To receive apologies for absence
- F2/24** To receive declarations of interests and requests for dispensation relating to any item on the agenda
- F3/24** **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.
- F4/24** **Approval of Minutes**
To approve the minutes of the Finance Committee meeting held on 16th April 2024 (F38/23-F54/23).
- F5/24** **April-June 2024 Bank Reconciliations (pages 2-4)**
i) To approve the bank reconciliations for April to June 2024 to be signed by the Committee Chair.
ii) To agree a committee member to come to the office to check the presented bank reconciliations against the bank statements.
- F6/24** **Quarter 1 2024 Payments Listing (pages 5-10)**
To review and accept the 2024/25 Quarter 1 Payments Listing and agree any coding adjustments, which will be published on OPC's website following the meeting.
- F7/24** **Quarter 1 2024 Budget Position (pages 11-13)**
To review the 2024/25 budget position to 30th June and discuss variances.
- F8/24** **Earmarked Reserves (pages 14-15)**
To review and note the earmarked reserves balance at 30th June and consider any adjustments required.
- F9/24** **Balances and Reserves (page 16)**
To review and note the earmarked reserves balance against the bank balances at 30th June.
- F10/24** **Banks and investments (page 16)**
To review current interest rates shown on report F9/24 and agree any transfers between accounts.
- F11/24** **Next meeting Scheduled 15th October 2024.**

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		195,287.16
	ADD		
	Receipts 01/04/2024 - 30/04/2024		145,481.30
			340,768.46
	SUBTRACT		
	Payments 01/04/2024 - 30/04/2024		26,273.92
A	Cash in Hand 30/04/2024 (per Cash Book)		314,494.54
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2023	0.00
	Lloyds Money Market	30/04/2024	0.00
	Lloyds Treasurer's Account	30/04/2024	1.63
	Unity Trust	30/04/2024	99,009.97
	Lloyds 30 days notice account	30/04/2024	3.17
	Hampshire Trust Bank	30/04/2024	52,414.50
	CCLA	30/04/2024	163,090.27
	Lloyds/Unity Multipay card	30/04/2024	0.00
			314,519.54
	Less unrepresented payments		25.00
			314,494.54
	Plus unrepresented receipts		
B	Adjusted Bank Balance		314,494.54
	A = B Checks out OK		

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		195,287.16
	ADD Receipts 01/04/2024 - 31/05/2024		147,750.18
	SUBTRACT Payments 01/04/2024 - 31/05/2024		343,037.34
			57,785.46
A	Cash in Hand 31/05/2024 (per Cash Book)		285,251.88
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2023	0.00
	Lloyds Money Market	31/05/2024	0.00
	Lloyds Treasurer's Account	31/05/2024	1.63
	Unity Trust	31/05/2024	69,275.43
	Lloyds 30 days notice account	31/05/2024	3.17
	Hampshire Trust Bank	31/05/2024	52,414.50
	CCLA	31/05/2024	163,582.15
	Lloyds/Unity Multipay card	31/05/2024	0.00
			285,276.88
	Less unrepresented payments		25.00
			285,251.88
	Plus unrepresented receipts		
B	Adjusted Bank Balance		285,251.88
	A = B Checks out OK		

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Insurance	16/04/2024		Unity Trust	1	Insurance for Chapels	Access Insurance	Z	2,889.00		2,889.00
2	Cemetery rates and water	16/04/2024		Unity Trust	2	Cemetery business rates April	Hart DC	Z	196.00		196.00
3	Rates	16/04/2024		Unity Trust	3	Bridewell business rates April	Hart DC	Z	394.79		394.79
4	Civic Hospitality	16/04/2024		Unity Trust	4	Glasses and refreshments for e	Cllr Verdon	Z	163.12		163.12
4	Caretaking Equipment	16/04/2024		Unity Trust	4	Glasses and refreshments for e	Cllr Verdon	Z	15.00		15.00
5	Travel	16/04/2024		Unity Trust	5	Travel to HALC training	Cllr Woods	Z	26.10		26.10
6	Rates	16/04/2024		Unity Trust	6	Office business rates April	Hart DC	Z	237.20		237.20
7	The Bridewell - cleaning & mat	16/04/2024		Unity Trust	7	Bridewell cleaning	YBC	S	509.63	101.93	611.56
8	IT Support and Back up	16/04/2024		Unity Trust	8	Office 365 accounts	Microsoft Ireland	Z	56.40		56.40
9	Parish room - maintenance	16/04/2024		Unity Trust	9	Replace lock & key Parish Room	Croma Locksmiths	S	164.68	32.94	197.62
10	Travel	16/04/2024		Unity Trust	10	Travel to first aid course	Cllr Bell	Z	22.50		22.50
11	Toilets - cleaning	16/04/2024		Unity Trust	11	King St Toilets cleaning	CJH Cleaning Services Ltd	S	433.06	86.61	519.67
12	The Bridewell - waste disposal	16/04/2024		Unity Trust	12	Bridewell waste collection	Suez	S	76.08	15.22	91.30
13	The Bridewell - H&S checks	16/04/2024		Unity Trust	13	Fire extinguisher x2 plus test	KBO Fire & Security	S	224.32	44.86	269.18
14	PR & Pub inc newsletter	16/04/2024		Unity Trust	14	Newsletter delivery	The Extra Mile	Z	320.00		320.00
15	Subscriptions	16/04/2024		Unity Trust	15	Annual Subscription	HALC	Z	1,089.00		1,089.00
16	Telephone and internet	16/04/2024		Unity Trust	16	Phones & broadband	BT	S	212.05	42.41	254.46
17	PR & Pub inc newsletter	16/04/2024		Unity Trust	17	Delivery InOdiham newlsetter	The Extra Mile	Z	70.00		70.00
18	Toilets - Power and rates	16/04/2024		Unity Trust	18	Cemetery - Water	Castle water	Z	326.85		326.85
19	Climate, biodiversity & environi	16/04/2024		Unity Trust	19	Donation to leaflet	Hedgehog Street	Z	25.00		25.00
20	Climate, biodiversity & environi	16/04/2024		Unity Trust	20	Bird and bat boxes	Melksham Shed	Z	120.00		120.00
21	The Bridewell - cleaning & mat	16/04/2024		Unity Trust	21	Bridewell cleaning	YBC	S	509.63	101.93	611.56
22	Rights of Way	16/04/2024		Unity Trust	22	Refreshments conservation vol	Cllr Bell	Z	9.25		9.25
23	IT Support and Back up	16/04/2024		Unity Trust	23	Tablet and flag poles	A Mann Expenses	S	74.17	14.83	89.00
23	Promotion of village	16/04/2024		Unity Trust	23	Tablet and flag poles	A Mann Expenses	S	30.72	6.15	36.87
24	D-Day	16/04/2024		Unity Trust	24	Flags	Newton Newton Flag Make	S	96.00	19.20	115.20
24	D-Day	16/04/2024		Unity Trust	24	Flags	Newton Newton Flag Make	S	-9.00	-1.80	-10.80
25	Subscriptions	16/04/2024		Unity Trust	25	Annual Subscription	Zoom	S	129.90	25.98	155.88
26	Bank Charges	16/04/2024		Unity Trust	26	Card fee	Lloyds Bank	Z	3.00		3.00
27	Rates	16/04/2024		Unity Trust	27	Office business rates May	Hart DC	Z	233.00		233.00
28	Rates	16/04/2024		Unity Trust	28	Bridewell business rates May	Hart DC	Z	398.00		398.00
29	Cemetery rates and water	16/04/2024		Unity Trust	29	Cemetery business rates May	Hart DC	Z	200.00		200.00
30	Chamberlain Gardens (SC Trus	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	199.16	39.83	238.99
30	Cemetery Maintenance	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	1,279.58	255.92	1,535.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30	Other amenity areas maintenar	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	329.24	65.85	395.09
30	Play Areas	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	479.16	95.83	574.99
30	Allotments - maintenance	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	60.00	12.00	72.00
30	Bin emptying	16/04/2024		Unity Trust	30	Grounds maintenance Mar 24	Larkstel Ltd	S	392.90	78.58	471.48
31	The Bridewell - gas	16/04/2024		Unity Trust	31	The Bridewell gas	Total Energies Gas & Powe	S	2,312.85	462.57	2,775.42
32	Staff Salaries	16/04/2024		Unity Trust	32	Apr '24 salaries	April 2021 Salaries	Z	4,841.10		4,841.10
33	Staff Salaries	16/04/2024		Unity Trust	33	Staff PAYE & NI - Apr '24	HMRC	Z	900.39		900.39
34	Staff Salaries	16/04/2024		Unity Trust	34	Staff Pensions - April 24	Hampshire Pension Fund	Z	387.01		387.01
35	Employers' NI	16/04/2024		Unity Trust	35	Employer NI - April 24	HMRC	Z	531.92		531.92
36	Pension Contribution	16/04/2024		Unity Trust	36	Employer Pension - April 24	Hampshire Pension Fund	Z	1,311.50		1,311.50
37	IT Support and Back up	16/04/2024		Unity Trust	37	Office 365 accounts (Feb)	Microsoft Ireland	Z	56.40		56.40
38	Climate, biodiversity & environi	08/05/2024		Unity Trust	38	Energy Audits	Reduce Energy Ltd	Z	390.00		390.00
39	Toilets - Power and rates	08/05/2024		Unity Trust	39	King St Toilets electricity	nPower	L	46.68	2.33	49.01
40	IT Support and Back up	08/05/2024		Unity Trust	40	Office 365 x 4 accounts	Microsoft Ireland	Z	50.85		50.85
41	IT Support and Back up	08/05/2024		Unity Trust	41	IT Support May	BV Computer Solutions Ltd	Z	135.00		135.00
42	Travel	08/05/2024		Unity Trust	42	Travel to brushcutter training.	Cllr Bell expenses	Z	29.70		29.70
43	Lighting - Maint and admin	08/05/2024		Unity Trust	43	Street lighting	HCC	S	2,447.34	489.46	2,936.80
43	Lighting - energy costs	08/05/2024		Unity Trust	43	Street lighting	HCC	S	1,792.89	358.58	2,151.47
44	Audit Fees	08/05/2024		Unity Trust	44	2023/24 Internal Audit	Do The Numbers Ltd	Z	850.00		850.00
45	Neighbourhood Plan Update	08/05/2024		Unity Trust		Odiham & North Warnborough	Troy Hayes Planning Ltd	S	3,685.00	737.00	4,422.00
46	The Bridewell - maintenance	08/05/2024		Unity Trust	46	Lights in MP's office	DTE Electrical & Property	Z	720.00		720.00
47	The Bridewell - maintenance	08/05/2024		Unity Trust	47	New socket Library Room	DTE Electrical & Property	Z	109.46		109.46
48	PR & Pub inc newsletter	08/05/2024		Unity Trust	48	Newsletter extra copies	IC Printing Services	Z	208.00		208.00
49	The Bridewell - water	08/05/2024		Unity Trust	49	The Bridewell water	Business Stream	Z	76.56		76.56
50	Subscriptions	08/05/2024		Unity Trust	50	Clerks membership	SLCC	Z	412.00		412.00
51	Footpaths Improvements	08/05/2024		Unity Trust	51	Brushcutters course x 2	Windsor Forest Colleges Gr	Z	225.00		225.00
52	Chamberlain Gardens (SC Trusi	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	199.16	39.83	238.99
52	Cemetery Maintenance	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	1,207.08	241.42	1,448.50
52	Other amenity areas maintenar	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	254.24	50.85	305.09
52	Play Areas	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	479.16	95.83	574.99
52	Allotments - maintenance	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	60.00	12.00	72.00
52	Bin emptying	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	392.90	78.58	471.48
52	Promotion of village	08/05/2024		Unity Trust	52	Grounds maintenance - April 24	Larkstel Ltd	S	25.00	5.00	30.00
53	PR & Pub inc newsletter	08/05/2024		Unity Trust	53	Noticeboard headers	Signrite Digital Ltd	S	175.00	35.00	210.00
54	Play Areas	08/05/2024		Unity Trust	54	Barriers and Bridewell other	Keith Dodd	Z	40.00		40.00
54	The Bridewell - maintenance	08/05/2024		Unity Trust	54	Barriers and Bridewell other	Keith Dodd	Z	45.00		45.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55	Annual Parish Assembly	08/05/2024		Unity Trust	55	Hall hire for APA	Vine Church	Z	68.00		68.00
56	Public toilets R&M	08/05/2024		Unity Trust	56	King St public toilets	Astral PMS Ltd	S	1,249.28	249.86	1,499.14
57	Telephone and internet	08/05/2024		Unity Trust	57	Phones & broadband	BT	S	211.69	42.34	254.03
58	Travel	08/05/2024		Unity Trust	58	Travel to hedgecutter course	Cllr Bell expenses	Z	29.70		29.70
59	Postage and consumables	08/05/2024		Unity Trust	59	Photocopier rental/copies	Ricoh	S	59.62	11.92	71.54
59	Subscriptions	08/05/2024		Unity Trust	59	Photocopier rental/copies	Ricoh	S	104.83	20.97	125.80
60	Toilets - Maintenance	08/05/2024		Unity Trust	60	Check power supply public toilet	DTE Electrical & Property	Z	90.00		90.00
61	D-Day	08/05/2024		Unity Trust	61	D-Day banners	Printed Today	Z	90.11		90.11
62	Office Equipment	18/04/2024		Unity Trust	62	Photocopier rental copies	Ricoh	S	157.10	31.42	188.52
63	Community Grants	18/04/2024		Unity Trust		Grant for prostate screening	Hook and Odiham Lions	Z	500.00		500.00
64	Chapel Cottage Maintenance	19/04/2024		Unity Trust		Fridge for Cottage	C L Wilson	Z	229.50		229.50
65	Subscriptions	19/04/2024		Unity Trust	65	Membership	Institute of Cemetery and t	Z	100.00		100.00
66	Toilets - Power and rates	17/04/2024		Unity Trust	66	Electricity - King St Toilets	nPower	L	51.10	2.56	53.66
67	Toilets - Power and rates	17/04/2024		Unity Trust	67	Electricity - King St Toilets	nPower	L	55.72	2.79	58.51
68	Estate Agent Fees	29/04/2024		Unity Trust	68	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
69	Chapel Cottage Maintenance	13/04/2024		Unity Trust	69	Confirm no gas leak	Ultimate Heating	Z	80.00		80.00
70	Chapel Cottage Maintenance	15/04/2024		Unity Trust	70	Investigate fridge fault	Esteem Domestic Appliance	Z	84.00		84.00
71	The Bridewell - electricity	18/04/2024		Unity Trust	71	Bridewell electricity (Mar)	nPower	S	256.69	51.34	308.03
72	Toilets - Power and rates	15/04/2024		Unity Trust	72	King St toilets elec (duplicate)	nPower	L	51.10	2.56	53.66
73	Toilets - cleaning	18/04/2024		Unity Trust	73	Bridewell cleaning (duplicate)	YBC	S	509.63	101.93	611.56
74	Rates	20/05/2024		Unity Trust	74	Bridewell rates	Hart DC	Z	398.00		398.00
75	Cemetery rates and water	20/05/2024		Unity Trust	75	Cemetery rates	Hart DC	Z	200.00		200.00
76	Rates	20/05/2024		Unity Trust	76	Parish Room Floor Refurbishme	Hart DC	Z	233.00		233.00
77	The Bridewell - water	20/05/2024		Unity Trust	77	King St Toilets - water	Castle water	Z	77.80		77.80
78	Allotments - Water	20/05/2024		Unity Trust	78	Water - allotments	Castle water	S	177.84	35.56	213.40
79	Allotments - Water	20/05/2024		Unity Trust	79	Allotments - water	Castle water	S	196.14	39.23	235.37
80	Toilets - cleaning	20/05/2024		Unity Trust	80	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
81	Speed Indicator Devices	20/05/2024		Unity Trust	81	Mounting of SID's	Larkstel Ltd	S	190.00	38.00	228.00
81	Speed Indicator Devices	20/05/2024		Unity Trust	81	Mounting of SID's	Larkstel Ltd	S	150.00	30.00	180.00
82	Other amenity areas maintenar	20/05/2024		Unity Trust	82	defibrillator instillation	DTE Electrical & Property	Z	510.00		510.00
83	VAT	20/05/2024		Unity Trust	83	VAT element of invoice	GopherOwen Services	S		24.00	24.00
84	The Bridewell - cleaning & mat	20/05/2024		Unity Trust	84	Toilet/cleaning supplies	Viking	S	126.77	25.35	152.12
85	Postage and consumables	20/05/2024		Unity Trust	85	Paper & 1st Aid Kit	Viking	S	49.18	9.84	59.02
86	Caretaking Equipment	20/05/2024		Unity Trust	86	Office supplies & equip	Viking	S	17.44	3.49	20.93
87	Staff Salaries	20/05/2024		Unity Trust	87	May '24 staff salaries	May '24 salaries	Z	4,840.70		4,840.70

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Staff Salaries	20/05/2024		Unity Trust		Employee pension cont May '24	Hampshire Pension Fund	Z	387.01		387.01
89	Staff Salaries	20/05/2024		Unity Trust	89	Employee PAYE & NI May '24	HMRC	Z	900.79		900.79
90	Employers' NI	20/05/2024		Unity Trust	90	Employer NI May '24	HMRC	Z	531.92		531.92
91	Pension Contribution	20/05/2024		Unity Trust	91	Employers Pension May '24	Hampshire Pension Fund	Z	1,311.50		1,311.50
92	Promotion of village	02/04/2024		Unity Trust	92	Flags	Amazon	S	42.68	8.53	51.21
93	Caretaking Equipment	03/04/2024		Unity Trust	94	Drill	Amazon	S	41.66	8.33	49.99
94	Community Awards	03/04/2024		Unity Trust	94	Certificates	Amazon	S	32.82	6.56	39.38
95	Community Awards	03/04/2024		Unity Trust	94	Photo frames	Amazon	S	16.66	3.33	19.99
96	D-Day	03/04/2024		Unity Trust	96	D-Day lamp	Lamp Light of Peace	Z	55.00		55.00
97	Caretaking Equipment	05/04/2024		Unity Trust	97	Glasses	Tesco	Z	2.40		2.40
98	Office Equipment	05/04/2024		Unity Trust	98	Ring doorbells	Ring	S	183.32	36.66	219.98
99	Caretaking Equipment	06/04/2024		Unity Trust	99	Glasses	Tesco	Z	28.80		28.80
100	Postage and consumables	30/04/2024		Unity Trust	100	Tea/coffee	Co-op	Z	10.65		10.65
101	Annual Parish Assembly	30/04/2024		Unity Trust	101	Refreshments APA	Tesco	Z	12.06		12.06
102	Bank Charges	30/04/2024		Unity Trust	102	Fee for Multipay card	Lloyds	Z	3.00		3.00
103	Estate Agent Fees	28/05/2024		Unity Trust	103	Estate agent fee	McCarthy Holden	S	149.15	29.83	178.98
104	The Bridewell - gas	21/05/2024		Unity Trust	104	The Bridewell gas	Total Energies Gas & Powe	S	371.89	74.38	446.27
105	The Bridewell - electricity	21/05/2024		Unity Trust	105	Bridewell electricity (May)	nPower	S	317.24	63.45	380.69
106	Tree works	21/05/2024		Unity Trust	106	3 x Tree applications in CA	NP Tree Management	S	195.00	39.00	234.00
107	Cemetery electricity	29/05/2024		Unity Trust	107	Electricity - South Chapel	SSE	L	168.54	8.42	176.96
107	Cemetery electricity	29/05/2024		Unity Trust	107	Electricity - South Chapel	SSE	L	-11.36	-0.57	-11.93
108	The Bridewell - waste disposal	31/05/2024		Unity Trust	108	Bridewell waste collection	Suez	S	90.58	18.12	108.70
109	Rates	04/06/2024		Unity Trust	109	Office business rates June	Hart DC	Z	233.00		233.00
110	Rates	04/06/2024		Unity Trust	110	Bridewell business rates June	Hart DC	Z	398.00		398.00
111	Cemetery rates and water	04/06/2024		Unity Trust	111	Cemetery business rates June	Hart DC	Z	200.00		200.00
112	Rights of Way	04/06/2024		Unity Trust	112	Voluneers refreshments and to	Cllr Bell expenses	Z	6.85		6.85
112	Rights of Way	04/06/2024		Unity Trust	112	Voluneers refreshments and to	Cllr Bell expenses	Z	27.47		27.47
113	The Bridewell - cleaning & mat	04/06/2024		Unity Trust	113	Bridewell cleaning (Apr)	YBC	S	49.95	9.99	59.94
114	Rights of Way	04/06/2024		Unity Trust	114	Battery for conservation tools	Tudor Environmental	S	206.40	41.28	247.68
115	Cemetery rates and water	04/06/2024		Unity Trust	115	Cemetery - Water	Castle water	S	111.04	22.21	133.25
116	Toilets - Power and rates	04/06/2024		Unity Trust	116	Electricity - King St Toilets	nPower	L	54.52	2.73	57.25
117	Travel	04/06/2024		Unity Trust	117	Mileage, railfare, poppy seeds	J Peek - expenses	Z	43.40		43.40
117	Other amenity areas maintenar	04/06/2024		Unity Trust	117	Mileage, railfare, poppy seeds	J Peek - expenses	Z	25.95		25.95
118	IT Support and Back up	04/06/2024		Unity Trust	118	IT Support June	BV Computer Solutions Ltd	Z	135.00		135.00
119	IT Support and Back up	04/06/2024		Unity Trust	119	Office 365 accounts	Microsoft Ireland	Z	51.50		51.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
120	The Bridewell - cleaning & mat	04/06/2024		Unity Trust	120	Bridewell cleaning (May)	YBC	S	559.58	111.92	671.50
121	Toilets - cleaning	04/06/2024		Unity Trust	121	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
122	Chamberlain Gardens (SC Trus	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	199.16	39.83	238.99
122	Cemetery Maintenance	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	1,193.58	238.72	1,432.30
122	Other amenity areas maintenar	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	269.24	53.85	323.09
122	Play Areas	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	479.16	95.83	574.99
122	Allotments - maintenance	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	60.00	12.00	72.00
122	Bin emptying	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	392.90	78.58	471.48
122	D-Day	04/06/2024		Unity Trust	122	Grounds maintenance - May 20	Larkstel Ltd	S	50.00	10.00	60.00
123	The Bridewell - maintenance	04/06/2024		Unity Trust	123	Various Bridewell building work	Keith Dodd	Z	165.00		165.00
124	Training	18/06/2024		Unity Trust	124	Clerk training	HALC	S	98.00	19.60	117.60
125	D-Day	18/06/2024		Unity Trust	125	Beacon lighting work + toilet r	Keith Dodd	Z	180.00		180.00
125	Public toilets R&M	18/06/2024		Unity Trust	125	Beacon lighting work + toilet r	Keith Dodd	Z	35.00		35.00
126	Subscriptions	18/06/2024		Unity Trust	126	LCPD Bronze Membership	HALC	S	210.00	42.00	252.00
127	Telephone and internet	18/06/2024		Unity Trust	127	Phones & broadband	BT	S	212.41	42.48	254.89
128	Toilets - Power and rates	18/06/2024		Unity Trust	128	King St Toilets - water	Castle water	Z	78.58		78.58
129	The Bridewell - waste disposal	18/06/2024		Unity Trust	129	Bridewell waste collection	Suez	S	82.78	16.56	99.34
130	The Bridewell - electricity	18/06/2024		Unity Trust	130	Bridewell electricity (May)	nPower	S	290.61	58.12	348.73
131	The Bridewell - gas	18/06/2024		Unity Trust	131	The Bridewell gas	Total Energies Gas & Powe	L	218.21	10.91	229.12
132	D-Day	18/06/2024		Unity Trust	132	Choir for Beacon Lighting	Military Wives Choir	Z	175.00		175.00
133	Play Areas	18/06/2024		Unity Trust	133	Annual Play Inspections	Seagrave Inspection Servic	S	573.00	114.60	687.60
134	Civic Hospitality	18/06/2024		Unity Trust	134	Taxi - Parliament tour	London Taxi 75510	Z	9.40		9.40
135	Civic Hospitality	18/06/2024		Unity Trust	135	Drinks	Red Lion Westminster	Z	61.30		61.30
136	Civic Hospitality	18/06/2024		Unity Trust	136	Trainfare - Parliament tour	SWTrains	Z	65.00		65.00
137	Caretaking Equipment	18/06/2024		Unity Trust	137	Weedkiller + watering can	Amazon	S	10.81	2.17	12.98
138	Training	18/06/2024		Unity Trust	138	Emergency Planning training Cl	NALC	S	32.68	6.54	39.22
139	Travel	18/06/2024		Unity Trust	139	Travel to Garden Party	London Underground	Z	6.70		6.70
140	Travel	18/06/2024		Unity Trust	140	Taxi to Garden Party	London Taxi 75510	Z	21.30		21.30
141	Travel	18/06/2024		Unity Trust	141	Trainfare to Garden Party	SW Railways	Z	65.00		65.00
142	Caretaking Equipment	18/06/2024		Unity Trust	142	Flagpole and duct tape	Amazon	S	11.66	2.33	13.99
142	Promotion of village	18/06/2024		Unity Trust	142	Flagpole and duct tape	Amazon	S	18.29	3.66	21.95
143	Bank Charges	18/06/2024		Unity Trust	143	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
144	D-Day	18/06/2024		Unity Trust	144	Donation beacon lighting	Bowls Club	Z	50.00		50.00
145	D-Day	18/06/2024		Unity Trust	145	Donation beacon lighting	Rotary Club of Odiham & F	Z	50.00		50.00
146	D-Day	18/06/2024		Unity Trust	146	Donation beacon lighting	Odiham Air Cadets	Z	100.00		100.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
147	D-Day	18/06/2024		Unity Trust	147	Donation beacon lighting	Cove Brass Band	Z	100.00		100.00
148	Staff Salaries	18/06/2024		Unity Trust	148	Staff Salaries - June '24	Staff Salaries - June '24	Z	4,910.75		4,910.75
149	Pension Contribution	18/06/2024		Unity Trust	149	Staff Pension Cont - June '24	Hampshire Pension Fund	Z	397.64		397.64
150	Staff Salaries	18/06/2024		Unity Trust	150	Staff PAYE & NI - Jun '24	HMRC	Z	928.68		928.68
151	Employers' NI	18/06/2024		Unity Trust	151	Employers NI - Jun '24	HMRC	Z	546.91		546.91
152	Pension Contribution	18/06/2024		Unity Trust	152	Employers Pension - Jun '24	Hampshire Pension Fund	Z	1,334.73		1,334.73
153	Chapel Cottage Maintenance	30/06/2024		Unity Trust	153	Repair to boiler	Ultimate Heating	Z	100.00		100.00
154	Chapel Cottage Maintenance	06/06/2024		Unity Trust	154	Replace oven element	Esteem Domestic Appliance	S	122.00	24.40	146.40
155	Estate Agent Fees	30/06/2024		Unity Trust	155	Estate agent fee	McCarthy Holden	S	149.15	29.83	178.98
156	Bank Charges	30/06/2024		Unity Trust	156	Bank charges	Unity Trust	Z	45.90		45.90
Total									69,677.01	5,976.41	75,653.42

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account

<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>
1005	Staff Salaries				76,500.00	18,096.43	58,403.57
1010	Employers' NI				6,750.00	1,610.75	5,139.25
1015	Pension Contribution				16,750.00	4,355.37	12,394.63
1020	Travel				500.00	244.40	255.60
1025	Training				1,500.00	130.68	1,369.32
1035	Rates				5,800.00	2,524.99	3,275.01
1040	Telephone and internet				2,400.00	636.15	1,763.85
1045	Office Equipment			157.10	1,000.00	340.42	816.68
1050	IT Support and Back up		116.00		5,000.00	559.32	4,324.68
1055	Postage and consumables				1,000.00	119.45	880.55
1060	Accounts Package				1,400.00		1,400.00
1065	Bank Charges				400.00	54.90	345.10
1070	Audit Fees				1,500.00	850.00	650.00
1075	Professional Costs				8,000.00		8,000.00
1080	Subscriptions				2,500.00	2,045.73	454.27
1085	Insurance				7,000.00	2,889.00	4,111.00
1090	Election Expenses						
1095	Civic Hospitality				1,000.00	298.82	701.18
1100	Caretaking Equipment				500.00	127.77	372.23
1105	Room hire			126.64	250.00		376.64
1500	Precept		224,259.00	112,129.50			-112,129.50
1505	VAT						
1510	Bank Interest		6,000.00	1,771.78			-4,228.22
1515	S106 Income						
1525	Other Income						
			230,375.00	£114,185.02	139,750.00	£34,884.18	-11,324.16

2000 - Amenity Areas

<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>
2005	Chamberlain Gardens (SC				3,500.00	597.48	2,902.52
2010	Cemetery Maintenance				20,000.00	3,680.24	16,319.76
2015	Cemetery rates and water				2,500.00	907.04	1,592.96
2020	Cemetery electricity				400.00	157.18	242.82
2030	Memorial testing						
2035	Other amenity areas maint				6,500.00	1,388.67	5,111.33
2040	Play Areas				10,000.00	2,050.48	7,949.52
2050	Allotments - maintenance				1,400.00	180.00	1,220.00
2055	Allotments - Water				500.00	373.98	126.02
2065	Tree works				5,000.00	195.00	4,805.00
2070	Bin emptying				6,000.00	1,178.70	4,821.30
2075	Benches and Noticeboards				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					90.00	-90.00
2100	Toilets - Power and rates				1,000.00	664.55	335.45
2105	Toilets - cleaning				5,900.00	1,895.43	4,004.57
2110	Parish Room - power and r						
2115	Parish room - maintenance				500.00	164.68	335.32
2120	Chapel Cottage Maintenance				500.00	615.50	-115.50
2125	Estate Agent Fees				1,800.00	447.45	1,352.55
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				250.00		250.00
2150	The Bridewell - set up costs						
2155	The Bridewell - electricity				4,400.00	864.54	3,535.46
2160	The Bridewell - gas				4,510.00	2,902.95	1,607.05
2165	The Bridewell - water				220.00	154.36	65.64
2170	The Bridewell - cleaning & i				6,800.00	1,755.56	5,044.44
2175	The Bridewell - waste disp				900.00	249.44	650.56
2180	The Bridewell - H&S check				2,000.00	224.32	1,775.68
2185	The Bridewell - maintenanc				3,500.00	1,039.46	2,460.54
2500	Chapel Cottage rent		18,840.00	4,710.00			-14,130.00
2505	Burial fees		12,000.00	3,010.00			-8,990.00
2510	Allotment rents		1,100.00	1,210.00			110.00
2515	Allotment Deposits						
2520	Other income		100.00	1.00			-99.00
2525	The Bridewell - tenants' ren		14,065.00				-14,065.00
2530	The Bridewell - general letti		3,000.00	8.33			-2,991.67

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 £8,939.33 94,430.00 £21,777.01 32,487.32

5000 - Traffic and Transport

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
5000	Lighting - Maint and admin				5,000.00	2,447.34	2,552.66
5005	Lighting - energy costs				4,500.00	1,792.89	2,707.11
5015	Sustainable Transport						
5020	Village Gateway						
5025	Rights of Way				250.00	16.10	233.90
5030	Speed Indicator Devices				1,500.00	340.00	1,160.00
					11,250.00	£4,596.33	6,653.67

3000 - Community

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
3005	Annual Parish Assembly				250.00	80.06	169.94
3010	PR & Pub inc newsletter			40.00	3,500.00	773.00	2,767.00
3015	Community Grants				3,000.00	500.00	2,500.00
3016	G Rothery Grant						
3025	Citizens Advice				1,500.00		1,500.00
3026	Community Awards				250.00	49.48	200.52
3030	Christmas Evening				2,500.00		2,500.00
3035	Christmas Trees and Lights				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	937.11	62.89
3065	Remembrance				2,000.00		2,000.00
3070	Promotion of village				1,000.00	116.69	883.31
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	£40.00	21,150.00	£2,456.34	18,633.66

4000 - Planning

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
4010	NH Plan						
4015	NW and Odiham CA Apprai						
4020	Neighbourhood Plan Updat				1,000.00	3,685.00	-2,685.00
					1,000.00	£3,685.00	-2,685.00

7000 - Earmarked Reserves

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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 Repair:						
7045	Chapel Building Maintenanc						
7050	Chapel Cottage Maintenance						
7055	War Memorial Maintenance						
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	Rights of Way	458.87	-458.87
7100	Development of Sustainabl		
7105	G Rothery Bequest		
7110	Re-energising the High St		
7115	Conservation Area Charact		
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		
7160	Platinum Jubilee		
7165	Public toilets R&M	1,284.28	-1,284.28
7170	Floral displays		
7175	Professional Costs		
7180	RAF gifts		
		£1,743.15	-1,743.15

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>
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 & envi				2,000.00	535.00	1,465.00
8030	Burial plot provision						
8035	Bridewell works			19,830.00	5,000.00		24,830.00
8040	Benches				1,000.00		1,000.00
8050	Area of reflection						
8055	The Firs				1,000.00		1,000.00
				£19,830.00	12,000.00	£535.00	31,295.00

NET TOTAL		279,580.00	£142,994.35	279,580.00	£69,677.01	73,317.34
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Odiham Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	1,060.00				1,060.00
Chapel Cottage Deposit					0.00
Buften Field Play Area	2,562.50				2,562.50
G Rothery Bequest					0.00
Total Capital	3,622.50				3,622.50
Earmarked					
Office Rental					0.00
IT Support/Upgrade	444.04				444.04
Election Expenses	3,500.00	1,500.00			5,000.00
Website					0.00
Cemetery Maintenance and imp		3,000.00			3,000.00
Amenity Equipment Repairs					0.00
Chapel Building Maintenance	7,126.94				7,126.94
Chapel Cottage Maintenance	5,440.03	-4,485.00			955.03
War Memorial Maintenance	1,616.00				1,616.00
Play Area Replacement	1,730.59	3,000.00			4,730.59
Benches & Noticeboards	407.20	1,000.00			1,407.20
Parish Room Maintenance		2,800.00			2,800.00
Grounds Maintenance	3,553.50				3,553.50
Memorial Testing	23.50				23.50
Revaluation of Buildings	275.00				275.00
Climate Action Plan	614.50	1,419.80			2,034.30
Rights of Way	1,663.46	841.15	458.87		2,045.74
Development of Sustainable Tra	3,783.31				3,783.31
Supporting the High St	7,450.97				7,450.97
Conservation Area Character Ar					0.00
Book Exchange					0.00
Insurance					0.00
Tree Survey	500.00	250.00			750.00
PR & Publicity					0.00
Subscriptions					0.00
The Bridewell	14,551.06				14,551.06
Community Grants	-100.00	1,280.00			1,180.00
Platinum Jubilee					0.00

Odiham Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Public toilets R&M	3,754.02		1,284.28		2,469.74
Floral displays					0.00
Professional Costs	240.00				240.00
RAF gifts	280.00	1,250.00			1,530.00
Crownfields car park managem	5,000.00				5,000.00
Village Gateway	4,000.00				4,000.00
Bus Shelter		220.00			220.00
Armed Forces Day		500.00			500.00
Total Earmarked	65,854.12	12,575.95	1,743.15		76,686.92
TOTAL RESERVE	69,476.62	12,575.95	1,743.15		80,309.42
GENERAL FUND					196,611.46
TOTAL FUNDS					276,920.88

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

Bank Balances, reserves and investments
 Parish Clerk
 16th July 2024
 F8-9/24

<u>Banks</u>	<u>Balances @ 30.06.24</u>	<u>Interest @ 30.06.24</u>	<u>Interest @ 31.03.24</u>	<u>Interest @ 31.12.23</u>	<u>Interest @ 30.09.23</u>
CCLA Public Sector Deposit Fund	164,306.15	5.1732%	5.0659%	5.2523%	5.1952%
Hampshire Trust Bank	52,414.50	4.25% (one year loyalty bond to mature 09.05.24)	3.75%	3.75%	3.75%
Lloyds 30 day notice (G Rothery)	3.17	1.300%	0.114%	0.114%	1.30%
Unity Trust	54,197.47	0	0	0	0
Lloyds Treasurer's account	<u>106.63</u>	0	0	0	0
	271,027.92				
<u>Estimated net balance</u>					
Less Earmarked reserves @ 31.03.24 (actual)	80,309.42				
Add 2nd precept installment due October	112,129.50				
Less 9 months estimated revenue expenditure (includes Lottery grant but not other project codes)	<u>225,308.97</u>				
Variance, ie general reserves	77,539.03				
Approx number of months running costs for 24-25 budget (not project codes)	3.48				

Notes for consideration: