



**MINUTES OF THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL HELD
IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
ON TUESDAY 17th SEPTEMBER 2024 COMMENCING AT 7.30pm**

Present: Cllrs P Verdon (meeting Chair), L Cornall, C Seabrook, M Tate and H Tyler (from 129/24)

In attendance: A Mann (Parish Clerk), B Tate (Deputy Clerk), Hart District Council (HDC) Cllr Hale, Hampshire County Council (HCC) Cllr Glen and two members of the public present. Cllr Greensides and Cllr Sanger observed the meeting online.

122/24 Apologies for absence

Received and accepted from Cllrs Bell, Greensides, McFarlane, Sanger and Woods and noted from HDC Cllr Dorn and Highley.

123/24 Declarations of interests and requests for dispensation relating to any item on the agenda

None.

124/24 Approval of minutes

RESOLVED

The minutes of the Council meeting on 20th August (95-121/24) were agreed as a true record of the meeting and signed by the meeting Chair.

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

125/24 Chair's announcements

None.

126/24 Public session

i) Sqn Ldr Grahame Mooney from RAF Odiham introduced his role as lead organiser of the RAF 100 events. A series of events over the Summer 2025 will be held to commemorate 100 years of flight at RAF Odiham. This included community engagement with an emphasis on fun and everyone getting involved. A draft timeline had been drafted but not yet approved by the RAF 100 committee. Mr Mooney had already met with InOdiham and was interested in setting up an OPC/InOdiham/RAF100 working group to keep everyone involved to discuss what could be achieved and discuss a potential civic event. The target launch date in the draft programme was 5th June 2025.

HCC Cllr Glen offered HCC's development budget as a potential funding stream.

Councillor Reports

127/24 Meeting reports from councillors

Cr Verdon reported that she had joined an online presentation from Action Hampshire about Rural Exception Schemes.

128/24 Reports from other councils

i) HDC Cllr Hale reported:

a. HDC Environmental Health was dealing with a case at Odiham High Street and was expected to take action.



- b. HDC were engaged in discussions with RAF Odiham regarding their interest in being involved in RAF 100 activities. Cllr Hale confirmed he was the point of contact and agreed to update the Clerk.
- ii) HCC Cllr Glen had provided a written report (Appendix 1) prior to the meeting and further reported:
 - a. Thank you to RAF Odiham for his invitation to the RAF Odiham Station Commander's reception.
 - b. The A30 was now open. This was a relief and the closure had had a significant impact on local businesses.
 - c. Cllr Glen had met with a resident and business owner regarding yellow lines in Palace Gate. A request had been put forward to extend the yellow lines which would create a continuous line all the way to the Cross Barn. Cllr Glen reported that overgrown bushes was also impacting on accessibility.
 - d. Cllr Glen reported there had been no further news on proposals for a large warehouse development at junction 5 of the M3.
 - e. Cllr Glen referred to agenda item 134/24 and confirmed that a new location was under consideration.
- iii) HDC Cllr Highley provided the following written report prior to the meeting:
 - a. An enforcement matter on land adjacent to Five Acres Broad Oak - no change. HDC would need to decide whether to instigate legal proceedings. Cllr Highley had spoken to Hart's enforcement team and they were working to make a decision by mid-October.
 - b. Referring to previous agenda items which raised concerns about the MAFF (Multi Agency Flood Forum), a draft report had now been prepared and was being fine tuned subject to presenting to the O&S committee in October. The overwhelming view was that MAFF was needed even though it had not been as effective historically as desired.

General

129/24 Meeting action points

Progress on the meeting action points was noted, as reported with the agenda, and the following points were recorded:

- i) An outstanding action to write to the Telephone Exchange regarding the poor state of the grounds. Councillors confirmed the situation hadn't improved.
- ii) The Clerk reported that double authentication of Outlook emails would be rolled out the following day and guidance notes would be circulated.

130/24 Report from The Bridewell working group

The meeting received a report from The Bridewell working group updating members on the progress of the works to refurbish the first floor space for co-working:

- i) Works to install a new kitchenette was complete.
- ii) The lighting had been replaced with energy efficient lighting.
- iii) Re-decoration was due to be completed within a couple of days.
- iv) The new carpet was scheduled for 1st October.
- v) Two proposals from office furniture suppliers were in progress.
- vi) The office continued to manage ongoing enquiries and bookings to hire the space but this was a challenge during the ongoing building works.

Cllr Cornall further reported that a pre-application has been submitted to seek advice on the future vision plans. OPC had requested a meeting to discuss further and awaited a date from HDC.



131/24 War Memorial working group

Members reviewed Cllr Bell's report from the first working group meeting, as presented with the agenda, which proposed an action plan to improve the general condition and appearance of the war memorial.

RESOLVED

The proposed action plan was agreed.

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

132/24 Policies

i) The schedule of policies and recommendations presented with the agenda was reviewed and noted.

RESOLVED

The following policies were reviewed and proposed revisions accepted:

ii) OPC's Casual Vacancy and Co-option Policy.

iii) OPC's Environment and Climate Change Policy.

iv) OPC's policy on Community Use of OPC's Open Spaces and Equipment, subject to a revision to add "only permitted in exceptional circumstances and at OPC's discretion" to the clause prohibiting parking on grassed areas.

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

133/24 Signage from the High Street to community buildings in The Bury

Members considered a project proposal from the Odiham Society for 2 new signs from the High Street to community facilities in The Bury, as identified in OPC's Business Plan. Costs were estimated at approximately £300.

RESOLVED

To proceed with the 2 new signs subject to approval from the neighbouring properties and delegate authority to the Clerk.

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

134/24 Bus shelter installation, Alton Road

The Clerk reported that the new site plan hadn't been received in time for the meeting. Members agreed to defer this item and receive update by email due to the time constraints of storing the new shelter.

Community Committee

135/24 Release of funds from grant budgets

RESOLVED

To release payment of grant budgets as follows:

i) £1,500 to the Citizens Advice towards running costs.

ii) £2,500 to InOdiham towards the cost of running Extravaganza 2024.

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

136/24 Community Committee activities

The Deputy Clerk's agenda report was noted, providing an update to members on forthcoming event planning.

i) Autumn newsletter - Members were reminded to submit articles by 24th September.



- ii) Macmillan Coffee morning Friday 11th October at The Bridewell – everyone was encouraged to attend.
- iii) Remembrance Sunday 10th November:
 - a) A donation of £75 donation was agreed to the Poppy Appeal for the poppy wreath.
 - b) There was no interest in following the parade to the war memorial but members would follow the parade back to the Remembrance service at All Saints.
 - c) It was agreed to fund the cost of tea and coffee for everyone after the church service and agreed wine was not necessary.
- iv) Christmas tree lighting and drinks reception:
 - a) Members agreed the original date of Thursday 28th November and noted this would mean the Christmas tree wasn't in place for Extravaganza.
 - b) Councillors were invited to put forward names for the guest list for people who have worked with and supported OPC and community activities throughout the year.
 - c) Members considered a request from St Michael's Hospice to offer the tree to charitable donations and resolved not to accept due to similar projects attracting little interest in the past.

137/24 80th anniversary of VE-Day – 8th May 2025

Members considered whether OPC should make plans to commemorate the 8^{0th} anniversary of VE-Day on 8th May 2025 in line with official guidance and agreed to defer decision to the next meeting to give time for OPC to agree other events already under discussion.

Financial Matters

138/24 Notice of Conclusion of Audit for the year ended 31 March 2024

RESOLVED

The External Auditors review of the Annual Governance & Accountability Return (AGAR) for Odiham Parish Council for the year ended 31 March 2024 and note the Notice of Conclusion of Audit was accepted. It was noted that the Notice of Conclusion of Audit had been published in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 Accounts and Audit Regulations 2015 (SI 2015/234).
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).

139/24 Internal Audit appointment

RESOLVED

- i) To appoint Do the Numbers Ltd as OPC's Internal Auditor for the financial year 1st April 2024 ending 31st March 2025, noting the 2023-24 price would only change if there was a significant variation in income and expenditure.
- ii) Consideration was given to the Internal Auditor's independence, as set out in sections 4.9-11 of the Joint Panel on Accountability and Governance Practitioners Guide, and members were satisfied the appointment met this test.
(Proposed by Cllr Verdon, seconded by Cllr Tyler, all in favour).



140/24 Payments Listing

RESOLVED

The payments listing (Appendix 2) for the period 21st August-17th September 2024 was approved and Cllrs Cornall and Verdon were appointed to complete the payment approval process for outstanding payments.

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

Planning Matters

141/24 Ratification of decisions by the Planning & Development Committee

RESOLVED

The decisions of the Planning & Development Committee 03.09.24 [Notes-240903-DRAFT.pdf \(odihamparishcouncil.gov.uk\)](#) were ratified.

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

142/24 Planning applications

To consider planning applications due for consideration before the next Planning & Development Committee.

38/24 - 24/01762/LBC

April Cottage The Street North Warnborough Hook Hampshire RG29 1BD

Build over the existing staircase in order to form a straight flight and ease the pitch of the stair making it safer and easier to use and form a new opening in the rear wall to suit the base of the new stair.

Decision: No objection, subject to the decision of the Hart Conservation Officer.

39/24 - 24/00760/HOU

The Bury Cottage The Bury Odiham Hook Hampshire RG29 1ND

Replacement of front door and windows.

Decision: No objection, subject to the decision of the Hart Conservation Officer.

40/24 - 24/01752/AMCON

The Stables Darwins Farm Hillside Odiham Hook RG29 1HX

Variation of Condition 2 (approved plans) attached to Planning Permission 21/00896/FUL dated 27/07/2021 to allow for the installation of an Air Source Heat Pump.

Decision: No objection.

41/24 - 24/01816/LBC

108 High Street Odiham Hook Hampshire RG29 1LP

Display of one hanging sign.

Decision: No objection.

42/24 - 24/01450/LBC

1 King Street Odiham Hook Hampshire RG29 1NN

Internal works to internal walls and some alterations to more modern extension to the rear.

Decision: No objection, subject to the decision of the Hart Conservation Officer.

10T/24 - 24/01787/CA

Applemore Mill Corner North Warnborough Hook Hampshire RG29 1HE

T1 - Maple - Reduce the crown so it is approx 3.5m height above ground level and thin out so the max diameter of the foliage is about 1.5m.

Decision: No objection.



- 143/24 Neighbourhood Plan review**
Cllr Verdon provided a verbal update on the progress of the Neighbourhood Plan review. Hart's consultation period had ended and an Examiner has been appointed.
- 144/24 Proposed reforms to the National Planning Policy Framework and other changes to the planning system** [Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system)
RESOLVED
The draft response was agreed, as presented with the agenda.
(Proposed by Cllr Verdon, seconded by Cllr Cornall, all in favour).

A vote of thanks was recorded to Simon Neate for assisting the Council with the response.
- 145/24 Date of next meeting**
Tuesday 15th October 2024
- 146/24 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**
RESOLVED
(Proposed by Cllr Verdon, seconded by Cllr Tate, all in favour).
- 147/24 Rough sleeper Odiham Cemetery**
The Clerk reported from a meeting with the Hart Community Safety team and confirmed that the proposed actions were in progress.
- 148/24 Calculation on ongoing maintenance costs for public open space land**
The Clerk introduced her report summarising the research and support from HDC. Following debate on the pros and cons of taking over the POS, it was agreed to defer the decision until a site meeting had taken place with Hart on 7th October.

There being no further business the meeting closed at 20.40pm.

Signed..... Date.....

COUNTY MATTERS – October Issue 2024

Councillor Jonathan Glen

Hampshire County Council Member for
Hook, Odiham & The Western Parishes

Email: jonathan.glen@hants.gov.uk

Business on the County Council continues, even after a General Election! We all welcome our new MP for North East Hampshire, Alex Brewer, and wish her well. I know you will join me in thanking Ranil Jaywardena for all his hard work.

As the new Government gets to grips with the country, the following items are some of the projects that will keep the County Council busy through to the end of the year.

County Council Farms – Start Up Opportunities

[County Farms - Hampshire County Council](#) provide start up opportunities for young people hoping to make farming their career.

We're not unique as a county in offering this, but have one of the most extensive county farm projects in the country, of which Hampshire is rightly proud.

There are new farming opportunities coming up, details of which are below:

COUNTY MATTERS – October Issue 2024

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Hampshire County Council Member for
Hook, Odiham & The Western Parishes

Email: jonathan.glen@hants.gov.uk

**New entrant
starter farm
opportunities**
available in Hampshire

**We invite applications for the
following equipped farm units:**

 Dairy farm, c.128 acres near Winchester	 Mixed farm, c.18 acres near Fareham
 Livestock farm, c.129 acres near Winchester	 Livestock farm, c.85 acres near Hook
 Arable farm, c.104 acres near Fareham	 Dairy/livestock farm c.100 acres near Hook

Do please pass on this information to anyone you feel might be interested.

COULD YOU SWAP YOUR CAR FOR A BIKE?

With crisp autumn air and cooling temperatures now is the perfect time to consider cycling. To help encourage people to get around on two wheels, the County Council has created a one-stop-shop website with everything you've ever wanted to know about cycling in Hampshire

[Could you swap your car for a bike? | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/cycling)

£1.5M BOOST FOR PEOPLE LED CLIMATE CHANGE ACTION

COUNTY MATTERS – October Issue 2024

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Lower energy bills could be enjoyed by more people in the future as more communities are given the ability to lead the charge on climate change through greener, more efficient energy initiatives that will reduce carbon emissions and, in turn, lower costs.

[£1.5m boost for people led climate change action | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE OPENS GCSE HELPLINE

Thousands of Hampshire students have received the results of their hard work towards A-levels, T Levels, Technical, Vocational, and Apprenticeship qualifications. Hampshire students are always among the top achievers in the country, and we're very proud of our schools and staff.

However, anyone with concerns about their results, including GCSE or other Level 2 results, please to get in touch to talk through post-16 options with an HCC careers adviser.

[Hampshire opens helpline as thousands of pupils receive results | Hampshire County Council \(hants.gov.uk\)](#)

TAP INTO SOLAR POWER TO SAVE ON BILLS AND TACKLE CLIMATE CHANGE

An opportunity for Hampshire residents to benefit from competitively priced, high-quality solar panel installation and save on future energy bills is once again available through the 2024 Solar Together scheme

[Tap into solar power to save on bills and tackle climate change | Hampshire County Council \(hants.gov.uk\)](#)

MAKE ATTENDANCE TOP OF THE 'BACK TO SCHOOL' CHECKLIST FOR 2024/25

COUNTY MATTERS – October Issue 2024

Councillor Jonathan Glen
Hampshire County Council Member for
Hook, Odiham & The Western Parishes
Email: jonathan.glen@hants.gov.uk

Hampshire County Council is renewing its call for parents and carers to prioritise regular school attendance in the new academic year

[Make attendance top of the 'back to school' checklist for 2024/25 | Hampshire County Council \(hants.gov.uk\)](#)

County Councillor Grants

The County Council grant system has re-opened once more. As always please let me know if you know of any organisation in our area who could benefit from grant assistance.

Grants awarded in the last month include:

Hook Infant School – flood reparation

Cross Barn, Odiham – new heat pump

Local Prostate Cancer Screening

Sailability – Crondall-based management of sailing charity

Contact

Councillor Jonathan Glen

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
258	Estate Agent Fees	28/08/2024		Unity Trust	258	Chapel cottage management fe	McCarthy Holden	S	149.15	29.83	178.98
259	Cemetery rates and water	29/08/2024		Unity Trust	259	Electricity - South Chapel	SSE	Z	198.62		198.62
260	Telephone and internet	21/08/2024		Unity Trust	260	Overpayment to BT 21.08.24	BT	S	8.33	1.67	10.00
261	Staff Salaries	17/09/2024		Unity Trust	261	Staff Salaries - Sept '24	Staff Salaries - Sept' 24	Z	4,910.94		4,910.94
262	Staff Salaries	17/09/2024		Unity Trust	262	Staff PAYE & NI - Sept '24	HMRC	Z	928.48		928.48
263	Pension Contribution	17/09/2024		Unity Trust	263	Staff Pension Cont - Sep '24	Hampshire Pension Fund	Z	397.64		397.64
264	Employers' NI	17/09/2024		Unity Trust	264	Employer NI - Sep '24	HMRC	Z	546.91		546.91
265	Pension Contribution	17/09/2024		Unity Trust	265	Employer Pension - Sep '24	Hampshire Pension Fund	Z	1,334.73		1,334.73
266	Toilets - Power and rates	17/09/2024		Unity Trust	266	King St Toilets electricity	SSE	L	64.95	3.25	68.20
267	Rates	17/09/2024		Unity Trust	267	Office business rates Sep	Hart DC	Z	233.00		233.00
268	Rates	17/09/2024		Unity Trust	268	Bridewell business rates Sep	Hart DC	Z	398.00		398.00
269	Cemetery rates and water	17/09/2024		Unity Trust	269	Cemetery business rates Sep	Hart DC	Z	200.00		200.00
270	Professional Costs	17/09/2024		Unity Trust	270	Bridewell pre-app advice	Hart DC	S	433.08	86.62	519.70
271	IT Support and Back up	17/09/2024		Unity Trust	271	Office 365 accounts x 4	Microsoft Ireland	Z	51.50		51.50
272	Professional Costs	17/09/2024		Unity Trust	272	Confidential waste disposal	Shred on Site	S	85.00	17.00	102.00
273	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	273	Bridewell cleaning (Aug)	YBC	S	559.58	111.92	671.50
274	Promotion of village	17/09/2024		Unity Trust	274	Printing Welcome to Odiham	IC Printing Services	Z	154.00		154.00
275	Subscriptions	17/09/2024		Unity Trust	275	Annual Subscription	Parish Online GeoXphere	S	180.00	36.00	216.00
276	Audit Fees	17/09/2024		Unity Trust	276	External Audit Fees	BDO LLP	S	840.00	168.00	1,008.00
277	Bridewell works	17/09/2024		Unity Trust	277	Oversized waste removal	FS Cleaning & Maintenance	Z	50.00		50.00
278	Toilets - cleaning	17/09/2024		Unity Trust	278	King St Toilets cleaning	CJH Cleaning Services Ltd	S	476.37	95.26	571.63
279	The Bridewell - waste disposal	17/09/2024		Unity Trust	279	Bridewell waste collection	Suez	S	76.08	15.22	91.30
280	Telephone and internet	17/09/2024		Unity Trust	280	Phones & broadband	BT	S	212.05	42.41	254.46
280	Telephone and internet	17/09/2024		Unity Trust	280	Phones & broadband	BT	Z	-10.00		-10.00
281	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	281	Bridewell toilet supplies	Viking	S	140.48	28.10	168.58
282	Training	17/09/2024		Unity Trust	282	NPPF webinar for Clerk	SLCC	S	30.00	6.00	36.00
283	Bus Shelter Maintenance	17/09/2024		Unity Trust	283	Bus shelter cleaning	Mark Abbott	Z	15.00		15.00
284	Travel	17/09/2024		Unity Trust	284	Amenity Officer mileage	J Peek - expenses	Z	11.70		11.70
285	The Bridewell - electricity	17/09/2024		Unity Trust	285	Bridewell electricity (Aug)	nPower	S	301.35	60.27	361.62
286	The Bridewell - gas	17/09/2024		Unity Trust	286	The Bridewell gas	Total Energies Gas & Powe	L	134.43	6.72	141.15
287	The Bridewell - cleaning & mat	17/09/2024		Unity Trust	287	Bridewell window cleaning	Mark Abbott	Z	50.00		50.00
288	Tree works	16/09/2024		Unity Trust	288	Tree Works	NP Tree Management	S	1,670.00	334.00	2,004.00
289	Tree works	16/09/2024		Unity Trust	289	Tree works - Beacon Field	NP Tree Management	S	190.00	38.00	228.00
290	Tree works	16/09/2024		Unity Trust	290	Tree works - Chamberlain Garc	NP Tree Management	S	120.00	24.00	144.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
291	Bridewell works	17/09/2024		Unity Trust	291	Additional works Bridewell kitc	Hub Kitchens	S	150.00	29.99	179.99
292	Other amenity areas maintenar	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	95.00	19.00	114.00
292	Other amenity areas maintenar	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	40.00	8.00	48.00
292	Play Areas	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	80.00	16.00	96.00
292	Tree works	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	175.00	35.00	210.00
292	Other income	16/09/2024		Unity Trust	292	Ad hoc grounds maintenance a	Larkstel Ltd	S	150.00	30.00	180.00
293	Chamberlain Gardens (SC Trus	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	199.16	39.83	238.99
293	Cemetery Maintenance	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	1,193.58	238.72	1,432.30
293	Other amenity areas maintenar	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	254.24	50.85	305.09
293	Play Areas	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	479.16	95.83	574.99
293	Allotments - maintenance	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	90.00	18.00	108.00
293	Bin emptying	17/09/2024		Unity Trust	293	Grounds maintenance - August	Larkstel Ltd	S	402.90	80.58	483.48
294	Bridewell works	16/09/2024		Unity Trust	294	The Bridewell - works on first f	Keith Dodd	Z	1,430.00		1,430.00
294	Bridewell works	16/09/2024		Unity Trust	294	The Bridewell - works on first f	Keith Dodd	Z	120.00		120.00
295	Chapel Building Maintenance	17/09/2024		Unity Trust	295	Remove barrier for Heritage Op	Keith Dodd	Z	85.00		85.00
296	Postage and consumables	17/09/2024		Unity Trust	296	Milk	Co-op	Z	0.99		0.99
297	Postage and consumables	17/09/2024		Unity Trust	297	Coffee/milk for hot desk bookir	Co-op	Z	10.30		10.30
298	Postage and consumables	17/09/2024		Unity Trust	298	Refreshments for double meeti	Marks and Spencer	Z	23.90		23.90
299	Postage and consumables	17/09/2024		Unity Trust	299	Milk/office	Co-op	Z	4.70		4.70
300	Bank Charges	17/09/2024		Unity Trust	300	Fee for Multipay card	Lloyds Bank	Z	3.00		3.00
Total									20,128.30	1,766.07	21,894.37