



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE COUNCIL MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 16th DECEMBER 2025 at 7.30pm**

10th December 2025

Andrea Mann, Clerk

Members of the public are welcome to attend in person or online

Join Zoom Meeting

<https://us02web.zoom.us/j/82524338170?pwd=u40P0LBcrvXOjFYuyxuM9KUmPa10Mn.1>

Meeting ID: 825 2433 8170

Passcode: 867602

-
- 189/25 To receive apologies for absence**
- 190/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 191/25 Approval of minutes**
To approve the minutes of the Council meeting held on 18th November 2025 (163-189/25).
- 192/25 Chair's announcements**
- 193/25 Public session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/11/Standing-orders-revised-January-2025.pdf> or contact the Parish Office for further advice.

Councillor Reports

- 194/25 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 195/25 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 196/25 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 197/25 Casual Vacancy for the RAF Station ward (page 6)**
To note the co-option advertisement for the RAF Station ward councillor's position following confirmation from Hart Electoral Services that no by-election has been requested.
- 198/25 Policies (pages 7-47)**
i) To review the rolling schedule of policies and updates (page 7).



- ii) To review new proposed Financial Regulations drafted from the latest NALC model. The Internal Auditor has confirmed they are correct and the new model Regs are expected in 2026 (pages 8-24).
- iii) To review Cyber Security Policy including changing the title to IT Policy and new passwords section, to comply with a new audit assertion, deferred from the November Council meeting (pages 25-29).
- iv) To carry out the annual review of the Health & Safety Policy. See also covering report (pages 30-43).
- v) To review the Safeguarding Policy (pages 44-47).

199/25 To appoint Cllr Greensides to committees and roles

200/25 Project Priorities (pages 48-49)

To review and agree the Council's project priorities for the next 2 years, following a review by all Councillors at a strategy workshop on 21st November.

201/25 Government's consultation on proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Hampshire, Isle of Wight, Portsmouth & Southampton to submit proposals for unitary councils <https://consult.communities.gov.uk/local-government-reorganisation/hampshire-isle-of-wight-portsmouth-southampton/>

202/25 Odiham Consolidated Charities Trustee appointments

To consider a request from the charity that four appointed trustees are re-appointed for another term. (Email circulated to members separately).

Community Matters

203/25 Annual Parish Assembly 2026

To agree the date and preferred venue for the 2026 assembly. Suggested: 3rd March, 14th April, 28th April and 5th May.

Finance Matters

204/25 Payments Listing (to follow)

To approve the payments listing for the period 19th November-16th December 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

205/25 2025/26 Interim Internal Audit Report (pages 51-51)

To receive the interim Internal Audit Report and Clerk's responses (in red).

206/25 RAF Christmas gifts

To agree a transfer of funds to enable a councillor to arrange the Christmas vouchers to RAF Odiham personnel who are deployed over Christmas.

Planning Matters

207/25 Ratification of Planning & Development Committee decisions

To ratify the decisions agreed online by the Planning & Development Committees held on 9th December and submitted to Hart under delegated authority.

<https://odihamparishcouncil.gov.uk/council-business/council/planning/planning-development-committee>



- 208/25** **25/00615/REV – Farnborough Airport expansion application to increase flights**
<https://www.rushmoor.gov.uk/planning-and-building-control/farnborough-airport/farnborough-airport-planning-application/>.
- 209/25** **Planning applications**
To consider any applications received since the Planning & Development Committee on 9th December which are due for response before the January 6th meeting.
- 210/25** **Deed of Variation – land west of Alton Road (pages 52-70)**
To agree and sign the Deed of Variation for the Neighbourhood Plan development site at Crownfields, as requested by the Hart/Basingstoke legal team. The original S106 agreement is also circulated to members. To be introduced by Cllr Verdon.
- 211/25** **Updates on Asset of Community Value nominations (pages 71-72)**
i) To review feedback from the Hart planning team and consider whether to progress the nomination (pages 70-71).
ii) To receive a verbal update relating to the Colt Hill boatyard nomination.

Traffic and Transport

- 212/25** **20mph schemes and other traffic calming**
To receive a verbal update from the working group.
- 213/25** **Bartley Heath Pathway**
To receive a verbal update from Cllr Bell.
- 214/25** **Date of next meetings**
Tuesday 20th January 2026 at 7.45pm (following Finance Committee starting at 7pm).

Confidential Matters

- 215/25** **To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1**
- 216/25** **Chapel Cottage**
Verbal update from the Clerk.
- 217/25** **Staffing Matters**
To consider recommendations from the Staffing Committee meeting held on 23rd October 2025. To be presented by Cllr McFarlane as chair of the committee.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Sep-25	112/25	Clerk	Change previous minutes from draft and add to website.	Complete
	116/25	Office	Consider post on vehicle theft and security.	Hampshire Police Crime Bulletins are promoted.
	118/25	Clerk	Finalise and submit nomination for HALC awards.	Complete
	119/25	Clerk	Report back to Odiham Society decision on solar panels.	Complete
	120/25	Office/CllrMT	Submit application to the HDC Climate Change grant fund.	Complete
		Office	Continue research on Bridewell energy efficiency and refer back to Council.	Ongoing
	121/25	Deputy Clerk	Report back to Lions re decision to continue communicating via office.	Complete
	122/25	Deputy Clerk	Award contracts for printing and distributing Autumn newsletter.	Complete
		All	Complete newsletter and distribute.	Complete
	123/25	Clerk	Publish 24-25 audited AGAR in accordance with rules.	Complete
	124/25	Office/CllrsCG&Amc	Set up payments on Unity Trust Bank and complete payments approval process.	Complete
	125/25	Deputy Clerk	Change draft P&D mins to final.	Complete
	127/25	Clerk	Respond to The Bell premises licence application.	Complete
	128/25i	Clerk	Make further enquiries to HCC re taking ownership of blocked paving area at front of Bridewell.	Complete
	128/25ii	Office	Prepare campaign to deter engine idling in partnership with the Police, Mayhill School and Hart District Council and to promote through posters	In progress.
	129/25	CllrMT	Report back to RAF Odiham OPC's support for a traffic safety survey.	Complete
	130/25	Clerk	Submit response to TRO application to extend 30mph zone past Crownfields.	Complete
	131/25	Office	Include traffic calming consultation in Autumn newsletter for King St/Cemetery Hill, West St, High Street	Complete
		Clerk	Make enquiries to HCC re combining multiple locations into one TRO application for a 20mph scheme.	Enquiry submitted
		Office	Liaise with Robert Mays and arrange speed survey.	Complete
		Office	Arrange speed survey for High Street.	Complete
	134/25	AO	Arrange survey of beacon.	Complete
	135/25ii	Clerk	Communication persons affected by property sale.	Complete
	135/25iii	Clerk	Prepare public statement of sale and publish.	Complete
	135/25iv	Clerk/AO	Progress legal enquiries for property sale.	Enquiries in progress
	135/25v	Clerk/Council	Complete full review of Strategic Plan.	Complete
Oct-25	138/25	Clerk	Change previous minutes from draft and add to website.	Complete
	143/25i	Clerk	Follow up action to request M3 accident data.	
	143/25ii	Clerk	Follow up action to establish whether multiple locations can be included in one TRO application.	Enquiry submitted
	145/25ii	Clerk	Code war memorial overspend to supporting High St EMR.	Complete
	145/25iv	Clerk/CllrSB	Pursue external funding for remaining war memorial works.	Complete
	146/25iii	CllrsAMc&PV/AO	Meet with Rotary to draw up project proposal for The Firs.	Complete. Grant application sent to Hart.
	147/25	Office	Defer proposal for tree planting scheme on the Rec until 2026 and research "adopt a tree" schemes.	On hold
	148/25i	Office	Award contract for office lights and complete works.	Complete
	148/25ii	Office	Award contract for re-decoration of office and complete works.	
	148/25iii	Office	Award contract to replace office floor tiles and complete works.	
	148/25iv	Office	Award contract to install replacement blinds in office and complete works.	
	149/25	Deputy Clerk	Respond to time trial rally organisers showing support.	Complete
	150/25	Clerk	Respond to organisers of the Commemorative Convoys and direct to InOdiham.	Complete
	151/25	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and complete payment approval process for outstanding payments.	Complete
	152/25	Deputy Clerk	Change draft P&D mins to final.	Complete
	153/25	Clerk	Submit OPC's response for ext of land used at Stapeley Manor Farm.	Complete
	154/25	Clerk	Ask Cllr Dorn whether comments on best time to respond to Farnborough airport planning can be published and share online.	Complete
	155/25	CllrAmc	Email MP showing support for campaign to re-route bus to High Street and ask how OPC can support the campaign.	Complete
	156/25	All	Attend SSE drop-in event 10.12.25 and report back on potential impact of works on Bridewell and OPC.	Complete
		Clerk/CllrPV	Send details of SSE works to Odiham Consolidate Charities.	Complete
	159/25	Clerk	Add draft licence for Parish Room on November agenda.	Complete
	160/25	Clerk	Respond to RMD Adventure Learning re Bridewell user numbers and finalise lease.	Complete
	161/25	Clerk	Revise Bridewell working group ToR's.	Complete
		Clerk/CllrsLC,Amc,PV,CG	Meet to review strategic projects list and report back with proposed priorities.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Nov-25	164/25	Clerk	Change previous minutes from draft and add to website.	Complete
	165/25	CllrAMc/Clerk	Arrange letter to InOdiham to congratulate on Kings Award.	Complete
	169/25	Clerk	Submit DPI forms to Hart and show position on website.	Complete
		Council	Appoint Cllr CG to committees and positions.	On agenda
	171/25	Clerk	Notify Hart of Cllr PV's appointment as joint Commons rep.	Complete
	172/25ia	Clerk	Check model Financial Regs with Internal Auditor and add to next agenda.	On agenda
	172/25ib-d	Clerk	Add reviewed financial policies to website.	Complete
	172/25ii	Clerk	Combine staff related policies and circulate Staff Handbook.	Complete
	172/25iii	Clerk	Research passwords and refer Cyber Security Policy to next agenda.	On agenda
	173/25	Clerk	Add new Strategy Working Group ToRs to website.	Complete
		Clerk/Strategy WG	Arrange Strategy Working Group meeting.	Complete (all Council)
	174/25	Clerk	Update website to show Amenity Areas Committee work will be covered by full Council until May '26.	Complete
	175/25ii	Clerk	Revise EMR on Scribe to allocate remaining Supporting the High St EMR to flagpoles.	
	175/25iii	Office	Confirm numbers and support with High St properties for flagpoles.	
	175/25iv	Office	Progress listed building planning application for flag poles.	
		Clerk	Research legalities of ownership and insurance.	
	176/25	Clerk	Check with Hart whether S106 allocation can be spent on revised spec for Bartley Heath path improvements.	On agenda
	177/25	Clerk/CllCG	Arrange vouchers for RAF personnel who will be deployed over Christmas.	On agenda
	178/25	Deputy Clerk	Revise Community Award ToRs to include agreed organisations and add to website.	In progress
		Deputy Clerk/Cllr Amc	Write to all groups to secure interest.	In progress
		Deputy Clerk	Prepare media to attract nominations in New Year.	In progress
	179/25	Clerk/CllrsAM&PV	Set up payments on Unity Trust and authorise.	Complete
	180/25	Deputy Clerk	Change P&D mins 29.10.25 to final.	Complete
	181/25	Deputy Clerk	Submit comments on planning applications to Hart.	Complete
	182/25	CllrPV/Clerk	Make enquiries to clarify purpose of Deed of Variation on development on land west of Alton Road.	Complete
		Clerk	Add Deed of Variation to next agenda for signature.	On agenda
	183/25	Clerk	Respond to HCC re 30mph on Alton Rd decision notice asking for clarification on comments for justification of decision.	Complete
	184/25	Clerk/CllrsAM,SB,MT	Submit grant application to the Police & Crime Commissioner's road safety grant for traffic calming improvements around Robert Mays.	Complete
		Clerk	Suggest to RAF Odiham they submit a grant application to the above for a courtesy crossing on Churchill Ave and support application.	Complete
	187/25	Clerk	Issue agreed Licence to OdSoc for Parish Room and arrange signatures.	Complete
	188/25	Clerk/AO	Circulate list of proposed permissions and restrictions for Chapel Cottage which will be available to prospective buyers.	Complete



NOTICE OF A PARISH COUNCILLOR CASUAL VACANCY

RAF Station Ward, Odiham Parish Council

Applications are invited for co-option

Odiham Parish Council covers the civic parish of Odiham which includes Odiham, North Warnborough and RAF Odiham. 10 councillors make up the Council who are appointed to represent the interests of residents. Following a councillor's resignation, there is a vacancy covering the RAF Station Ward.

The RAF Station ward position plays a crucial role in maintaining strong and positive links between the Council, community and RAF Odiham family.

All councillors are required to join full Council meetings which are generally held on the third Tuesday of each month at 7.30pm. The commitment of time required to carry out the councillor function varies, depending on the different committees, but all councillors need to allow sufficient time between meetings to read and action emails. Some of the Council's work is delegated to committees (held quarterly) and working groups. Councillors have the opportunity to choose which groups to join:

- The Amenity Areas Committee manages the Council's buildings and open space facilities.
- The Community Committee focuses on supporting the community such as grant funding, events and working with other community organisations.
- The Finance Committee oversees the Council's financial governance and administration.
- The Planning & Development Committee meets once every three weeks, generally on Zoom, as a statutory consultee on planning applications within the area.

Further details at: <https://odihamparishcouncil.gov.uk/council-business/council/council-strategies>

If you are interested in being considered for co-option to the Council please write to clerk@odihamparishcouncil.gov.uk confirming you meet the eligible criteria* and providing a summary of the reasons why you have applied, with details of any skills and experience you consider to be relevant. Or call 01256 702716 for an informal chat if you would like to find out more about this role.

The above details are required by Tuesday 13th January to enable co-option to take place at the full Council meeting on Tuesday 20th January. you will be invited to attend the meeting in person to present your application.

Andrea Mann, Parish Clerk

9th December 2025

*Eligibility for office: electors over the age of 18, living or working in the Parish or within 3 miles of the Parish and not disqualified under the terms of the Full Regulations which can be read under the Local Government Act 1972, sections 79-80.

REVIEW OF OPC POLICIES - 16.12.25

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Sep-23	Essential	Sep-26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep-26 - unless change in ICO model scheme.
Standing Orders	Jan-25	Essential	Jan-26 - annual review required. Note new model Standing Orders issued by NALC April 2025.
Scheme of Delegation	Jan-25	Desirable	Jan-27 - unless change in circumstances.
Business Continuity Plan	Feb-25	Desirable	Feb-27 - unless change in circumstances.
Equality, Diversity and Inclusion Policy	Dec-24	Advisable	Dec-26.
Dignity at Work Policy	Dec-24	Advisable	Dec-26.
Councillor Officer Protocol	Dec-24	Advisable	Dec-26.
Finance			
Financial Regulations	Nov-24	Essential	Nov-25. On agenda.
Statement of Internal Controls	Nov-25	Desirable	Nov-27.
Claiming expenses by Cllrs Policy	Nov-24	Optional	Jul-27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			-
Investment Policy	Nov-25	Essential	Nov-27.
Reserves Policy	Nov-25	Optional	Nov-27.
Grant Giving Policy	May-25	Essential	May-26.
Council Strategy			
Strategic Plan/Business Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Annual Action Plan and Annual Report.
Annual Action Plan	Mar-25	Desirable	Mar-26 - annual review required. Reviewed with Business Plan and Annual Report.
Casual Vacancy and Co-option Policy	Sep-24	Optional	May-27.
Complaints Procedure	Mar-25	Essential	Mar '27
Data Protection			
Data Protection Policy	Jul-23	Essential	May-2027 - unless change in legislation.
Document Retention Policy	Aug'24	Desirable	May-2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	May-2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	May-2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	May-2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	May-2027 - unless change in legislation.
Cyber Security Policy	Jun-24	Desirable	Jun-26. On agenda with proposal to change title to IT Policy.
Health & Safety			
Health & Safety Policy	Dec-24	Essential	Dec-25. On agenda.
Safeguarding Policy	Dec-23	Desirable	Dec-25. On agenda.
Environment			
Environment & Climate Change Policy	Sep-24	Desirable	Sep-26.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Apr-25	Optional	Apr-27.
Hiring OPC's land and equipment	Sep-24	Optional	Sep-26.
Tree Policy	Jul-25	Optional	Jul-27
Communication			
Communication Strategy	Aug-25	Desirable	Aug-27.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Nov-25	Desirable	Nov-27.
Training and Development Policy	Nov-25	Desirable	Nov-27.
Staff Handbook	Nov-25	Optional	Nov-27.
Sickness absence policy	Nov-25	Desirable	Nov-27.
Flexible working policy	Nov-25	Desirable	Nov-27.
Emergency dependants leave policy	Nov-25	Desirable	Nov-27.
Lone working policy	Nov-25	Desirable	Nov-27.
Pensions Discretionary Policy	Nov-25	Essential	Nov-27.



ODIHAM PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	10
7. Electronic payments.....	11
8. Cheque payments	12
9. Payment cards	13
10. Petty Cash	13
11. Payment of salaries and allowances	13
12. Loans and investments.....	13
13. Income.....	14
14. Payments under contracts for building or other construction works.....	14
15. Stores and equipment.....	15
16. Assets, properties and estates	15
17. Insurance	16
18. [Charities].....	16
19. Suspension and revision of Financial Regulations.....	16
Appendix 1 - Tender process	16

These Financial Regulations were adopted by the council at its meeting held on ~~19th November~~ **2024**.



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**



- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £1,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put



measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Staffing Committee at least annually in October for the following financial year before being agreed by full Council as part of the annual budget setting process and the final version shall be evidenced by a hard copy schedule signed by the Clerk/RFO and the Chair of the Staffing Committee.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall be general reserves. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Finance Committee.

4.5. Each committee cost centre shall be reviewed as part of the annual budget setting process not later than the end of November.

4.6. The draft budget with any committee proposals for the following year including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to full council.



- 4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than January full Council meeting, normally the third Tuesday. for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- ~~5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.~~
- ~~5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.~~
- ~~5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.~~
- ~~5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**~~
- ~~5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:~~
- ~~5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk/RFO shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.~~
- ~~5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**~~

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



contract opportunities and the publication of notices about the award of contracts.

- ~~5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed price quotes;~~
- ~~5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.~~
- ~~5.10. For smaller purchases, the clerk/RFO shall seek to achieve value for money.~~
- ~~5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**~~
- ~~5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:~~
- ~~i. specialist services, such as legal professionals acting in disputes;~~
 - ~~ii. repairs to, or parts for, existing machinery or equipment;~~
 - ~~iii. works, goods or services that constitute an extension of an existing contract;~~
 - ~~iv. goods or services that are only available from one supplier or are sold at a fixed price.~~
- ~~5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.~~
- ~~5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.~~
- ~~5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:~~
- ~~• The Clerk/RFO under delegated authority, for any items below £1,000 excluding VAT.~~
 - ~~• The Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.~~
 - ~~• A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}~~
 - ~~• in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.~~
 - ~~• the council for all items over £5,000;~~
- ~~Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.~~
- ~~5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.~~



- ~~5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency or to ensure the safe maintenance of OPC's assets~~
- ~~5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.~~
- ~~5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.~~
- ~~5.20. An official order or letter shall be issued for all work, goods and services above £250 purchase orders are generally issue for expenditure over £100 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.~~
- ~~5.21. Any ordering system can be misused and access to them shall be controlled by Clerk/RFO.~~

6. Procurement

- 6.1. Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.**
- 6.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.**
- 6.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.**
- 6.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 6.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:**
- 6.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.**



- 6.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 6.8. For contracts greater than £5,000] excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 6.9. where the value is between £1,000 and £5,000] excluding VAT, the Clerk shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.
- 6.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 6.11. **Contracts must not be split to avoid compliance with these rules.**
- 6.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- v. specialist services, such as legal professionals acting in disputes;
 - vi. repairs to, or parts for, existing machinery or equipment;
 - vii. works, goods or services that constitute an extension of an existing contract;
 - viii. goods or services that are only available from one supplier or are sold at a fixed price.
- 6.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 6.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 6.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk/RFO, under delegated authority, for any items below £1,000 excluding VAT.
 - The Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
 - In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - The council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 6.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council}?? or make any contract on behalf of the council.



- 6.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency or to ensure the safe maintenance of OPC's assets
- 6.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 6.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 6.20. An official order or letter shall be issued for all work, goods and services above £250 purchase orders are generally issue for expenditure over £100 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 6.21. Any ordering system can be misused and access to them shall be controlled by Clerk/RFO.

7. Banking and payments

- 7.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank. The arrangements shall be reviewed annually at the Annual Council meeting for security and efficiency.
- 7.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 7.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 7.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.



- 7.5. All payments shall be made by online banking, except in exceptional circumstances, in accordance with a resolution of the council, duly delegated committee or a delegated decision by an officer, unless [the council] resolves to use a different payment method.
- 7.6. The Clerk/RFO shall have delegated authority to authorise payments {only} in the following circumstances: See limits in 5.15
- i. {any payments of up to £1,000 excluding VAT, within an agreed budget}.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 7.7. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

8. Electronic payments

- 8.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least three and no more than five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk/RFO may be an authorised signatory of an investment account only, but no signatory should be involved in approving any payment to themselves.
- 8.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 8.3. The Service Administrator or Deputy Clerk shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to the two authorised signatories agreed by Council.
- 8.4. Evidence shall be retained showing which members approved the payment online
- 8.5. A full list of all payments made in a quarter shall be provided to the next Finance Committee.



- 8.6. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by the Clerk/RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every three years.
- 8.7. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 8.8. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every three years.
- 8.9. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and checked by a member when checking the bank reconciliation. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years].
- 8.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 8.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

9. Cheque payments

- 9.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 9.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 9.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting}. Any signatures obtained away from council meetings shall be reported at the next convenient meeting.



10. Payment cards

- 10.1. Any Debit Card issued for use will be specifically restricted to the Clerk/ RFO and will also be restricted to a single transaction maximum value of £1.000 unless authorised by council or finance committee in writing before any order is placed.
- 10.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and Deputy Clerk and any balance shall be paid in full each month.
- 10.3. Personal credit or debit cards of members or staff shall not be used unless in exceptional circumstances and pre-arranged with the Clerk, only for expenses of up to £250 including VAT, incurred in accordance with council policy.

11. Petty Cash

- 11.1. The council will not maintain any form of cash float or receive cash.

12. Payment of salaries and allowances

- 12.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 12.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 12.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee
- 12.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 12.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 12.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Internal Auditor.
- 12.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 12.8. Before employing interim staff, the council must consider a full business case.

13. Loans and investments

- 13.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.



- 13.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 13.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 13.4. All investment of money under the control of the council shall be in the name of the council.
- 13.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 13.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

14. Income

- 14.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 14.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 14.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 14.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 14.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 14.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 14.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

15. Payments under contracts for building or other construction works

- 15.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the



contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 15.2. Any variation or addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

16. Stores and equipment

- 16.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment relating to their area of work.
- 16.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 16.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 16.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

17. Assets, properties and estates

- 17.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 17.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 17.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 17.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.



18. Insurance

- 18.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 18.2. The Clerk/RFO shall notify of any loss, liability, damage or event likely to lead to a claim, to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 18.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

19. Charities

- 19.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

20. Suspension and revision of Financial Regulations

- 20.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 20.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 20.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened



at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 17 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



CYBER SECURITY POLICY

~~Adopted 18th June 2024~~

1. Introduction

The more we rely on technology to collect, store and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardise Odiham Parish Council's (OPC) reputation.

OPC's Cyber Security Policy outlines our guidelines and provisions for preserving the security of our data and technology infrastructure.

2. Purpose

- i) To ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring.
- ii) To protect the Council from the risk of financial loss, loss of reputation or libel.
- iii) To ensure that the equipment is not used so as to cause harm or damage to any person or organisation.

3. Scope

- i) This policy applies to all our employees, contractors, volunteers and anyone who has permanent or temporary access to our systems and hardware.
- ii) Confidential data includes, but is not limited to:
 - Personally Identifiable Information (PII)** - Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.
 - Secret information** - Very sensitive information that justifies heightened protective measures to defend against determined and highly capable threat actors. For example, where compromise could seriously damage military capabilities, international relations or the investigation of serious organised crime.
 - Commercial/operationally sensitive data** - information whose loss, misuse, or unauthorised access or modification could adversely affect the commercial or operational security of an organisation
 - Commercial-in-confidence data** - Commercially sensitive information which must be kept confidential between relevant parties for example a supplier's trade secrets that were shared in confidence with a council
 - Special category personal data** - personal data that needs more protection because it is sensitive according to UK General Data Protection Regulation (GDPR) - this includes racial, religious, biometric and health data
 - Criminal offence data** - personal data relating to criminal convictions and offences or related security measures
 - Personal financial data** - an individual's personal credit, charge or debit card information; bank account information; bank, credit or financial statements; account or PIN numbers and other information relating to an individual's personal finances.
 - Payment card data** - information used to process credit or debit card transactions
 - Other sensitive or critical data** - any other information whose loss, misuse, or unauthorised access or modification could adversely affect security.
- iii) This Policy should be read in conjunction with OPC's Data Protection Policy <https://odihamparishcouncil.gov.uk/wp-content/uploads/2023/02/Data-Protection-Policy-July-2023.pdf> and Social Media and Electronic Communications Policy <https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/04/Social-Media-and-Electronic-Communication-Policy-April-2024.pdf>

4. Computer facilities: Use of computer systems

- i) Subject to anything to the contrary in this policy the equipment must be used for Council business purposes only.
- ii) In order to maintain the confidentiality of information held on or transferred via the Council's equipment, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's equipment/network. This will be changed regularly and must be kept secure and not shared with anyone. A full list of account details is held by OPC's appointed IT support.
- iii) You are expressly prohibited from using the equipment for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
- iv) In order to ensure proper use of Council computers, you must adhere to the following practices:
 - Anti-virus software must be kept running at all times
 - Media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier or approved by Council
 - Obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers)
 - All files must be stored on the network/computer cloud drive which is backed up daily to avoid loss of information
 - Always log off the computer/network before leaving your computer for long periods of time or overnight

5. Laptop computers, PC's, tablets and smart phones

- i) Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software.
- ii) All laptops, PC's and tablets will be encrypted.
- iii) When using such equipment:
 - You are responsible for all equipment and software until you return it.
 - Equipment must be kept secure at all times.
 - You must work within the Council's filing/software environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk.
 - If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention
 - Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council
 - If you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses

6. Software

Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licences to which the Council is a contracting party. This means, that:

- Software must not be installed onto any of the Council's computers unless this has been approved in advance by OPC's IT support, Clerk or Council. They will be responsible for

establishing that the appropriate licence has been obtained, that the software is virus free and compatible with the computer facilities.

- Software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

7. Email (internal or external use)

- i) All Cllrs & Staff will be issued a Council email account which must always be used when transacting on behalf of the PC.
- ii) Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should be sent using password protected attachments.
- iii) Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
- iv) As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.
- v) Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
- vi) Staff will be required to surrender their email account and all of its contents to the Clerk upon leaving the Council.

8. Personal devices

- i) When employees use their digital devices to access company emails or accounts, they introduce security risk to our data. As such, use of personal devices should be kept to an absolute minimum.
- ii) OPC advises employees use of personal computer, tablet and cell phone secure to:
 - Keep all devices password protected.
 - Choose and upgrade antivirus software.
 - Do not leave their devices exposed or unattended.
 - Install security updates of browsers and systems as soon as updates are available.
 - Only log into personal accounts and systems through secure and private networks only.

9. Password Policy

- i) Users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security in accordance with the council's data protection policy.
- ii) In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible.
- iii) To further strengthen account security:
 - a. Initial user account passwords must be generated by the IT provider.
 - b. Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- iv) Access to passwords:
 - a. Only the assigned user of an account may have access or use the associated password.

- b. In exceptional cases (eg incident reporting or employee offboarding), access credentials may be granted to authorised personnel.

10. Monitoring policy

- i) The policy of the Council is that we may monitor your use of the equipment.
- ii) The Council may from time to time monitor the equipment. Principal reasons for this are to:
- Detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies.
 - Ensure compliance of this policy.
 - Ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time
- iii) The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
- Recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content.
 - Recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited.
 - Physical inspections of individual users computers, software and telephone messaging services.
- iv) The Council will not (unless required by law):
- Allow third parties to monitor the Facilities (with the exception of OPC's appointed IT support); or
 - Disclose information obtained by such monitoring of the Facilities to third parties unless the law permits. The Council may be prohibited by law from notifying employees using the equipment of a disclosure to third parties.

11. General guidance

Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

12. Breach of the policy

Compliance with this policy is mandatory and forms part of the terms and conditions of employment of staff. Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal grievance procedure.

REPORT ON: Health & Safety Policy review
WRITTEN BY: Parish Clerk
MEETING DATE: 16th December
AGENDA ITEM: 198iv/25

Background

The Health & Safety Policy should be reviewed at least once a year, unless there is a significant change in legislation or workplace circumstances.

Some councils buy bespoke sector policies and support eg <https://worknest.com/health-and-safety/> but these packages are harder to afford for smaller councils. The OPC policy was written in-house.

Key legislative changes and updates since last review

Key health and safety legislation changes in 2025 include the rollout of Martyn's Law (The Protect Duty), the Building Safety Act and its implications for construction, the Product Safety and Metrology Bill, and updated guidance from the HSE on mental health and remote working. There is also a push for better mental health support, including potential changes to the Equality Act and a voluntary framework for occupational health services.

- Martyn's Law (The Protect Duty):

Set to be rolled out in stages, this law requires venues and businesses accessible to the public to conduct enhanced risk assessments and emergency planning for security threats.

- Building Safety Act:

This legislation introduces new criminal liability for site managers and mandates enhanced fire safety systems for buildings over 11 meters.

- Product Safety and Metrology Bill:

This bill is expected to address modern safety concerns, such as risks from lithium-ion batteries, with potential for increased enforcement and market surveillance.

- Remote and hybrid work:

The Health and Safety Executive (HSE) is placing a renewed focus on employer responsibilities for remote workers, reviewing guidance on DSE assessments and mental health risks.

- Mental health support:

There is an increased expectation for employers to manage mental health risks, with potential updates to the Equality Act to ensure parity with physical health. A new Voluntary Occupational Health Framework is also being introduced to set baseline expectations for occupational health services.

- PPE requirements:

Following Brexit, changes to Personal Protective Equipment (PPE) regulations mean employers must now provide suitable PPE to both employees and certain contractors (limb (b) workers).

- Construction safety:

Beyond the Building Safety Act, Martyn's Law will require terrorism risk assessments for publicly accessible construction sites.

For decision

It is therefore proposed that the Council reviews and minutes the annual review of the attached and considers further actions to:

- i) Attend training on Martyn's Law to fully understand how this will impact on OPC's activities and report back with recommendations.
- ii) Refer "remove and hybrid work" and "mental health support" to the next Staffing Committee for review.



HEALTH AND SAFETY POLICY

Reviewed and adopted ~~December 2024~~

POLICY STATEMENT:

This is the Health and Safety Policy Statement of Odiham Parish Council:

Odiham Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. For the purpose of this Policy, Councillors are defined as volunteers unless otherwise stated.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practical;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practical;
- To prevent accidents and activity-related ill health as far as is reasonably practical;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on: ??

Signed: *Ellr A McFarlane* Chair

Andrea Mann Responsible Officer

1. Responsibilities

1.1 The full Council has overall responsibility for Health and Safety. The Council:

- Provides a lead in developing a positive health & safety culture through its decisions, policies and individual behaviour.
- Ensure adequate resources are available to implement adequate health & safety systems.

1.2 The Parish Clerk will fulfil the role of 'Competent Person' responsible for the implementation of the policy. The Parish Clerk shall:

- Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work legislation.
- Make effective arrangements to implement this Policy.
- Ensure that matters of Health and Safety are regularly discussed at OPC meetings.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- For major works, request method statements from contractors prior to the works starting and retain these in a file.
- Maintain a file of risk assessments for all staff and voluntary activities.
- Ensure all staff and volunteers are given access to this policy before starting any task or activity or as soon as practical upon joining the Council.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

1.3 All employees and voluntary helpers will:

- Co-operate fully with this Policy.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not operate any item or equipment or machinery unless they have been trained or authorised to do so.
- Not misuse any plant, equipment tools or materials so as to cause risks to health and safety or carry out any repairs.
- Not undertake any unauthorised activity or task without prior consent and training.
- Wear appropriate PPE which has been provided to them.
- Report any accidents or hazardous incidents to the Parish Clerk.

- Report to management any medical condition or medication which could affect the safety of themselves or others.
- Co-operate with the management on the implementation of the medical or occupational health providers (employees only).

1.4 When it is necessary to employ, engage or facilitate outside contractors, the Contractor shall:

- Provide a method statement, risk assessments and evidence of Public Liability Insurance not less than £10M.
- Consider all potential hazards imposed upon OPC employees, volunteers or members of the public.
- Ensure all control methods are in place to minimise all risks to OPC employees, volunteers, members of the public and their own staff.
- Ensure their own staff are trained and competent in undertaking the work they have been instructed to carry out.
- Manage the provision of PPE for their workers.
- If necessary, agree to arrange for a building or facility to be closed throughout the works or schedule their works at a time when less footfall is expected.

2. Arrangements

2.1 Risk assessments

- The Parish Clerk will complete a risk assessment for every building, facility and equipment owned by OPC.
- The Parish Clerk will complete risk assessments for all employee activities. In some instances a verbal discussion and agreement on the potential risks and control methods will suffice.
- Risk assessments will be completed for all events and activities by the lead organiser who will act as the H&S Responsible Person at the event.
- Every member of staff and volunteer has a duty to risk assess their own actions before undertaking a new or different task.
- Risk assessments shall be reviewed regularly or following a significant change in circumstances or legislation.

2.2 First aid kit

- A First Aid kit is located in the Parish Office.
- Use of an item from any first aid kit must be notified to the Parish Clerk who will then arrange suitable replenishment.
- It is the duty of the Parish Clerk to ensure that the contents of the office first aid kit is always at least at the prescribed stock level and in date.

2.3 Fire safety

- Fire extinguishers and smoke alarms are sited at the specified locations in the Bridewell and are maintained by KBO Fire & Security Ltd.
- Fire extinguishers in the parish room and south chapel are maintained and serviced annually by KBO Fire & Security Ltd.

2.4 Personal Protective Equipment (PPE)

- PPE will be provided to all employees and volunteers who are involved in activities where there is a potential risk of injury or exposure to the elements.
- A high viz jacket must be worn for all activities working on, adjacent to or near the highway.

3. Accident and injury at work procedures

3.1 Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. Accidents and incidents occurring in the OPC offices and/or OPC premises shall be reported immediately to the Parish Clerk or senior employee on duty at the time of the accident.

3.2 If any of the following occur they must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures (see <https://www.hse.gov.uk/riddor/index.htm>):

- Fatal accidents.
- A specified injury to an employee as detailed in regulation 4.
- An injury to a non-employee where that person is taken to hospital immediately following the injury.
- Any employee diagnosed as suffering from a disease specified in the Regulations.
- Any employee diagnosed with a cancer caused by work related exposure to a known carcinogen or mutagen.
- Accidents resulting in a period of absence of more than 7 days.
- Injuries to the public where they have to be taken to hospital.
- Some dangerous occurrences.

3.3 All accidents resulting in injury and near misses will be investigated to identify any unsafe acts, equipment or working practices to determine whether changes need to be made to equipment, training or systems of work to reduce, as far as possible, the likelihood of the same occurring in the future.

3.4 All accidents resulting in injury and near misses will be reported to the Council in accordance with OPC's Data Protection Policy.

4. Communication to employees and volunteers:

- The H&S Policy Statement will be published on OPC's website.
- The H&S Law Poster will be displayed on internal noticeboards at The Bridewell.
- A copy of this Policy will be provided to all staff and volunteers carrying out a task or function on behalf of the Council.
- New employees and volunteers will be required to sign to confirm they have read this Policy.
- H&S will be a regular item for discussion in Staff Meetings and meetings of the Staffing Committee.
- Formal H&S training will be offered to staff where this is considered appropriate.

- Any new activity or project involving volunteers will involve a dedicated H&S briefing or training session.
- Any employee seen breaching or showing disregard to this Policy will be spoken to by the Parish Clerk or the Staffing Committee and serious actions may lead to disciplinary action.
- Any volunteer or organisation using the Council's amenities seen breaching or showing disregard to this Policy will be spoken to by a representative of OPC and serious actions may lead to the volunteer or organisation being refused use of OPC's amenities.

5. Hazards and risks

5.1 Fire

Evacuation procedures in the event of outbreak of smoke and/or fire:

- Visitors and other persons in the building should immediately proceed and assemble in an orderly manner to the Mayhill Junior School playground, which is the fire assembly point.
- The Parish Clerk or senior employee should arrange for a register to be called.
- The Parish Clerk or senior employee should ensure the emergency services are summoned.
- Employees and visitors shall not remove a fire appliance from its designated place unless it is to be used in an attempt to extinguish a fire.
- Any use of a fire extinguisher should be reported to the Parish Clerk.

5.2 Display Screen Equipment

OPC complies with the H&S (Display Screen Equipment) Regulations 1992 by:

Staff:

- All staff who regularly use DSE as part of their work must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting work or following a change in equipment. This should be a home work station where a member of staff has been sanctioned to work from home.
- The risk assessment(s) will be discussed with the Parish Clerk to agree and implement control methods which will minimise risk.
- OPC will offer free eye tests to employees, in accordance with the Regulations, for employees who spend a significant amount of their working day using a display screen.

Volunteers:

- All volunteers who regularly use DSE as part of their work or voluntary activities on Council owned or managed premises must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting the voluntary activity or following a change in equipment.

- The risk assessment(s) will be discussed with the person in charge of the voluntary activity to agree and implement control methods which will minimise risk.
- All volunteers who regularly use DSE at home as part of their voluntary activity are encouraged to complete a risk assessment for their home work station. Volunteers should discuss concerns with the person in charge of the voluntary activity for advice on how control methods may help to minimise risk.
- All risk assessments should be reviewed regularly and following any change in circumstances.
- Employees and volunteers should read further details on the DSE Regulations at: <https://www.hse.gov.uk/pubns/ck1.htm>

5.3 Manual Handling

The incorrect handling of loads causes high numbers of injuries each year and can result in pain, time off work and sometimes permanent disability.

- All employees and regular volunteers will be required to undertake manual handling training.
- Manual handling should be avoided wherever possible but, where operations cannot be avoided, these general principles should be followed:
 - o Assess the load and the task
 - o Plan the route
 - o Position feet
 - o Get a good grip
 - o Keep the load close to the body
 - o Maintain good posture throughout the procedure
 - o Use the leg muscles
 - o Use body momentum
- Where it is possible to move a load without lifting the load should be pushed and not pulled.

5.4 Driving for Work

- All employees required to drive as part of their working day, either as part of their normal duties or when driving to and from a meeting or training event etc shall provide a copy of their driving licence to the Parish Clerk.
- No member of staff or volunteer disqualified from driving will be permitted to drive for work related activities whatsoever or permitted to drive any Council owned vehicle.
- Employees and volunteers driving their own vehicles for work related activities should ensure they hold the relevant insurance cover and provide a copy to the Council.
- Employees and volunteers are responsible for ensuring their own vehicles are road worthy with a valid MOT certificate where required and should not volunteer to drive for work related activities if they are aware of any issues.
- Employees and volunteers should not drive for work related activities if they are tired, feeling unwell or under the influence of drugs, alcohol or prescribed medication which affects their ability to drive.

- Any employee or volunteer driving to work related appointments should prioritise safety over time and never rush to make an appointment on time.

5.5 Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. Generally, Council employees and volunteers have limited need to work from heights themselves and as such should avoid working at height where it is reasonably practical to do so.

OPC acknowledges the following tasks require staff or volunteers to work from height:

- Displaying flags on the High Street.
- Arranging books.
- Setting up/clearing away from events.
- Managing the Speed Indicator Device (SID).

Where work at height cannot be avoided:

- Use the correct equipment – for use in The Bridewell a kick step should be sufficient.
- Ensure the equipment is suitable, stable and strong enough for the job.
- Don't overload or overreach.
- Take precautions when working near fragile surfaces.
- Provide protection from falling objects.
- Consider space to fall should by clearing space around the ladder or kick step.
- When a ladder is required, always ensure a second person is present to hold the ladder stable.

5.6 Lone Working (refer to separate Lone Working Policy)

There are frequent occasions when employees are lone working, either in the parish office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Outside of the public opening hours for the office, ensure that the Bridewell door is locked.
- The front and rear parish office doors should remain locked at all times.
- Inform a second person where they are working and how long they expect to be lone working.
- When working in The Bridewell, always ensure the sign at the front door indicates when someone is in the building.

5.7 Smoking

- OPC complies with the legislation that became law in July 2007 therefore smoking is not permitted in any part of OPC owned or managed buildings.

5.8 Drugs and Alcohol

- No non-prescription drugs are permitted in any Council owned or managed buildings at any time.
- No alcohol should be consumed on the premises unless by prior agreement for pre-arranged functions or events.
- Anyone found to be under the influence of drugs or alcohol may be subject to gross misconduct charges or asked to step down from voluntary activities.

5.9 Premises

- The office should be kept clean and tidy.
- The office temperature should be at least 16C in accordance with HSE guidance. There is no H&S guidance on the maximum temperature but staff and volunteers should raise any concerns with line management.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a trip hazard.
- All filing cabinets, shelves and cupboards should be stable and secure and kept closed when not in use.
- Any spillage must be mopped up and the floor dried.

5.10 Dangerous substances

- Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), OPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.
- COSHH sheets will be sourced wherever possible and used to assess potential harm and substances will only be used where necessary.
- This list is not exhaustive, but substances used by OPC may include: Tippex, photocopier toner, weed killer, paint, WD40, de-icer, glass cleaning fluids and cleaning solvent.
- All lids/tops must be properly secured after a substance has been used and should be stored safely and clearly labelled in a secure place.
- Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation.

5.11 Electrical Equipment

- No employee or volunteer should use any electrical appliance which they have not been authorised to use.
- No employee or volunteer should carry out any repair to any electrical appliance on Council owned property.
- Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place.
- Any faulty equipment, wiring, plugs or bulbs must be reported to the Parish Clerk.
- All electrical equipment will be PAT tested annually.

5.12 New and expectant mothers

- Expectant mothers should make their employer aware they are pregnant as soon as practical in order for any required adjustments to be made.
- Each workstation will be assessed and OPC will strive to make all reasonable adjustments to work stations or working practices which may cause harm to them or their unborn child.
- A new or expectant mother should not lift heavy loads, stand for long periods of time or do anything they consider will be a risk to them or their unborn child.
- OPC will consider temporarily adjusting working conditions or offer suitable alternative work if this is deemed necessary.

5.13 Disabilities

- OPC will make all reasonable adjustments for disabled workers and volunteers.
- Employees and volunteers must make OPC aware they have a disability in order for OPC to make these adjustments and may call on third party professional advice if required.

5.14 Working Time Regulations

All employees and volunteers will adhere to the Working Time Regulations which limits the working time to less than 48 hours per week, requires set rest hours, holiday entitlement, rest periods, 11 hours between shifts in any 24 hour periods and rest break if working over 6 hours.

The full legislation can be viewed at
<https://www.legislation.gov.uk/ukxi/1998/1833/contents/made>

5.15 Home Working

This policy applies to employees who are equipped and authorised to work from home. Anyone requiring advice or support to help meet best H&S standards at home should speak to the Parish Clerk or their appointed Councillor support or committee.

5.16 Stress

OPC acknowledges its legal duty to protect employees from stress at work. The HSE defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

There are six main areas of work design which effect stress levels:

- Demands
- Control
- Support
- Relationships
- Role
- Change

Stress affects people differently and signs of stress will display differently in different people, a person suffering with stress may not even be aware themselves.

Any employee suffering from stress should speak to the Parish Clerk to discuss what reasonable control methods can be put in place.

Failure to resolve stress in the workplace through reasonable control methods may be referred to the Staffing Committee in confidence.

Further detail is available at: <https://www.hse.gov.uk/stress/what-to-do.htm>

5.17 Infectious Diseases/Illness

Staff and volunteers must not knowingly come to work or join a voluntary activity whilst infected with a contagious disease or illness.

Covid-19

Although HSE will no longer expect COVID-19 control measures, employers must continue to consult workers and their representatives on any changes they make that might affect health and safety

Any member of staff or Councillor testing positive with Covid should not attend the office or any OPC meeting. Staff and Councillors should only return to the office or attend meetings once they have a negative test (PCR or LFT).

6 Contractors

Under the Health & Safety at Work Act 1974 section 3 OPC recognises its responsibility for the health and safety of contractors and anyone else that could be affected by their activities. However, this does not absolve contractors from the legal responsibilities for health and safety.

Before awarding a contract, OPC will:

- i Identify the level and scope of works and create a detailed job description including health & safety implications.
- ii Review the contractor's schedule of works prior to starting works. Ideally OPC will see a method statement.
- iii Checks will be undertaken to ensure and verify the contractor's competency to carry out the specified works. This may include seeking references.
- iv For larger projects or major works, the contractor should provide a risk assessment and health & safety policy prior to starting work.
- v Check proof of adequate insurance before work begins. This should include public liability and, if necessary, professional indemnity insurance.

At the start of the works, OPC will

- vi Carry out an induction of the site.

- vii Carry out an inspection to ensure safe working methods ie use of PPE and barriers to keep members of the public safe.
- viii Ensure OPC staff, councillors and contractors' own staff are clear about who is supervising the works.

7 Monitoring and evaluation

- 7.1 It will be necessary for OPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection and reports to the full Council by the Parish Clerk.
- 7.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training or the need to change an employee's work practices.
- 7.3 Employees shall be consulted on any proposed changes to this policy.

8 Review

The full Council shall review this policy at least once a year from the date of adoption or following a change in legislation or circumstances.



Child, Young Person & Vulnerable Adult Safeguarding Policy

Reviewed and adopted ~~19.12.23~~

1.0 Introduction

As an organisation that sometimes works with children, young people and vulnerable adults, OPC's Councillors, staff and volunteers acknowledge that all children, young people and adults have an absolute right to be safe from harm.

OPC believes that all individuals regardless of age, disability, gender and gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief or sexual orientation, should have the greatest possible control over their lives. They should be able to make informed decisions or be supported to make these decisions if unable to do so themselves, without fear of harm or abuse from others.

OPC recognises its duty of care and will take all necessary steps to ensure that everyone with whom it works is enabled to be emotionally and physically safe.

2.0 Policy Statement

OPC is committed to ensuring that children and vulnerable persons are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

OPC will endeavour to achieve this by:

- Ensuring all staff and volunteers who work with children, young people and vulnerable adults are carefully selected, trained and supervised.
- Ensuring Councillors, staff and volunteers who regularly work with children, young people and vulnerable adults will be subject to the appropriate level Disclosure & Barring Service (DBS) check.
- Ensuring all Councillors, staff and volunteers adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse and themselves against false allegations.

2.1 Policy Aims

This Child, Young Person and Vulnerable Adult Safeguarding Policy is provided as part of an induction package to Councillors, staff and volunteers who will have direct contact with children and vulnerable adults.

The aims are:

- To create a healthy and safe environment at all activities and sessions held by OPC.
- To ensure children and vulnerable persons are listened to and kept safe from harm.
- To ensure Councillors, staff and volunteers, who work with children and vulnerable persons, are well informed, supported and enabled to exhibit the best possible practice.

2.3 Policy Objectives

The objectives are:

- To raise the level of awareness of Councillors, staff and volunteers about child abuse and its various forms.
- To raise the level of awareness of Councillors, staff and volunteers about what children are entitled to be protected from.
- To ensure that, in conjunction with the OPC's Safeguarding Code of Practice, all Councillors, staff and volunteers are able to recognise signs which could signify the abuse of a child, young person or vulnerable adult.

- To develop effective procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.

3.0 Good Practice

It is possible to reduce situations where abuse may occur. All those working in Council organised activities that may involve children, young people and vulnerable adults will be asked to read OPC's Safeguarding Code of Practice which includes observing the following more specific examples of care which should be taken when working with children:

3.1 You should:

- Always be publicly open when working with children, young people or vulnerable adults. Avoid any situations where you and an individual child are completely unobserved (encourage an open environment).
- Where possible, children should not be left unattended however this will depend on age and circumstances.
- Where possible ensure parents are responsible for their children at all times.
- Where possible ensure carers are responsible for vulnerable adults.
- If unforeseeable occasions arise where a parent is unable to be with their child make sure that Councillors, staff and volunteers work in pairs when supervising the child/ren.
- Where there are mixed groups, supervision, where possible, should be a male and female member of staff.
- You must respect the rights, dignity and worth of every person and treat everyone equally.

4.0 Users of Odiham Parish Council's Facilities

- All hirers and users of Council facilities will be made aware of OPC's Child, Young Person and Vulnerable Adult Safeguarding Policy at the time of booking.
- Regular hirers and users of OPC facilities will be required to produce evidence at the time of booking the Council facilities, of their own Child, Young Person and Vulnerable Adult Safeguarding Policy if the purpose of the hire, use or activity is for children or vulnerable adults.
- Hire agreements for regular hirers or users will be reviewed annually.
- Failure to comply with these requirements may result in the hirer or user being refused permission to use OPC facilities.

5.0 What to do if you have concerns

All staff, volunteers and elected Members of the Council have a responsibility to report their concerns to the relevant authorities or pass on any concerns raised with them. Where someone feels unable or unwilling to make this report directly, they may report concerns to the Clerk and/or the Chair of the Council, who will refer the matter to the Police or Hampshire County Council Children's Services or Adult Services, as the appropriate authority.

Where a concern relates to a member of staff or Councillor, this should also be reported to the Clerk and/or Chair of the Council where reports will be handled in the strictest confidence, or the Deputy Clerk or Deputy Chair of the Council should the concern involve the Clerk or the Chair.

The contact details of which are shown at the foot of this policy.

5.1 USEFUL CONTACTS

Hampshire County Council:
Children's Services Tel 0300 555 1384
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>
Adult Services Tel 0300 555 1386
<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact>

Out of Hours Service
Multi Agency Safeguarding Hub (MASH)
Tel 0300 555 1373
<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding/mash-adults>

Hampshire Constabulary:
In an EMERGENCY 999
Non-Emergency 101

Counter-terrorism strategy (CONTEST) 2023

If you are concerned about anyone being at risk of radicalisation or suspect they are being encouraged to support terrorism; you should share these concerns as soon as possible. If you or anyone else is not in imminent danger and therefore you do not need to call 999, you should use the appropriate referral method.

If you are a member of the public and would like to share your concerns, call:

- the Action Counters Terrorism (ACT) early support line to share your concerns in confidence with specially trained officers: 0800 011 3764, or visit: ACT Early
- the Anti-Terror Hotline: 0800 789 321

6.0 Review of Policy

This policy will be reviewed annually or when new legislation or guidance is issued.

Project		Source of priority	Estimated cost	Cost Source	Priority	Potential spend			Notes
A Providing high quality community facilities									
1	Bridewell - improvements and possible re-configuration of corridors surrounding courtyard.	Annual Action Plan	100,000	Estimated (inc toilet)	High	100,000			Pending recommendations from working group.
2	Bridewell - upgrade broadband.	On agendas	5,000	Estimated based on quotes received	High	5,000			Pending recommendations from working group.
3	Bridewell - extinguish highways rights on the block paving area at front of building, taking ownership and considering bollards or new line markings to better manage parking.	Annual Action Plan	4,327	Actual fees	High				
4	The Firs - improve accessibility, seating and interpretation boards.	Annual Action Plan	5,000	Estimated	High	5,000			
5	War Memorial - works required.	Annual Action Plan	18,080	Remaining works after Sept works completed	High	20,000			
6	Play areas - upgrade Chamberlain Gardens play area and fencing.	Annual Action Plan	50,000	Estimated	High	50,000			
7	Crownfields pre-school land - infrastructure improvements to manage parking.	Required	8,000	Estimated for signage and barrier	High		8,000		
8	Parish Room - render repairs and re-decoration.	Annual Action Plan	14,119,74	Quote received Oct '25	High		15,000		
9	Bridewell - additional toilet provision.	Annual Action Plan	-		Medium				Pending recommendations from working group.
10	Bridewell - upgrade ground floor kitchen	Bridewell Business Plan	4,156	2023 quote	Medium		5,000		Pending recommendations from working group.
11	Bridewell - repairing building fabric including removal of render on external walls.	Annual Action Plan	68,915	2024 quote	Medium		70,000		Pending recommendations from working group.
12	Bridewell - accessible access to first floor.	Annual Action Plan	50,000	Estimated. Average Google search.	Medium		50,000		
13	Further bench provision.	Annual Action Plan	5,000	Estimated x5 benches	Medium		5,000		
14	Play areas - extending tarmac path between tennis/ bowls club as far as Chamberlain Gardens play area and linking up to All Saints grounds. Estimated 140m.	Routine inspections and discussion with councillors	10,000	Estimated based on 2015 cost for existing path	Medium		10,000		
15	Play areas - move internal fencing from Bufton Field play area and re-locate at Chapel Pond.	Amenities Committee	12,000	2023 quote	Low			12,000	
16	Play areas - upgrade Bufton Field play area.	Routine inspections and discussion with councillors	100,000	Estimated	Low			100,000	
17	Play areas - upgrade fencing around Rec Ground play area.	Routine inspections and discussion with councillors	15,000	Estimated	Low			15,000	
18	Play areas - future replacement of timber equipment at Rec Ground.	Routine inspections and discussion with councillors	100,000	Based on latest upgrade of one play area	Low			100,000	
19	Accessible public toilet provision.	On agendas	?		Low		?		
			555,478			0	163,000	227,000	

Project		Source of priority	Estimated cost	Cost Source	Priority	Potential spend			Notes
B Supporting the Parish as a pleasant, safe and enjoyable place to live and work									
1	Traffic calming in agreed locations - refer to Traffic Calming and parking report	Agendas and public consultation	35,000	Estimated by HCC	High	35,000			
2	Rights of way - boardwalk improvements to pathways running through Bartley Heath.	Annual Action Plan	5,000	Estimated	Medium		5,000		
			40,000			0	5,000	0	
C Action against Climate Change to protect our environment and the planet									
1	Bridewell - upgrade to energy efficient lighting in the office and corridors.	Annual Action Plan	1,925	2025 quote	High	1,925			
2	Bridewell - upgrade to energy efficient lighting in Library Room.	Annual Action Plan	2,530	2025 quote	High	2,530			
3	Bridewell - upgrade fan heaters to radiators in Library Room, first floor office & office between Library and g/f LHR office.	Routine checks	4,787	2024 quote	High	5,000			
4	Bridewell - secondary glazing.	Energy audit.	23,754	2025 quote.	Medium		23,754		
5	Project to support cycling, eg securing cycle on High Street.	Strategy meeting 20.11.25	10,000	Estimated	Medium		10,000		
			42,996			9,455	23,754	0	
			638,474			9,455	191,754	227,000	

Do the Numbers Limited

19th November 2025

Andrea Mann, Clerk,
Odiham Parish Council

Dear Andrea,

Subject: Review of matters arising from interim Internal Audit for 31 March 2026

Following my visit today and earlier in the year, please find below the list of matters arising. I found the systems and records of the council to be in extremely good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2025](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Payment approval	On a few occasions, when payments or grant funding were agreed, no minute of the agreed sum was made (Basingstoke Canal)	Please ensure that all grants to external bodies are clearly quantified in the minutes. Noted
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Cyber insurance	The council has a cyber insurance policy which needs to be kept on hard copy paper.	Resilience and recovery procedures from cyber attack must be able to be accessed even if all computers are out of action. Noted
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Earmarked reserves	Some of the earmarked reserves do not meet the clarified definitions within PG2025 (also raised last two years)	Each EMR should have a clear location, expected total value and date on which it will drop to zero. Suggest referring to Finance Committee
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	Not covered at this visit	
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council now	comply with this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	Not covered at this visit	
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank statement	It does not appear that councillors are marking the original third party	It is useful to clearly mark both of the documents that are being checked

eleanorgreene@dothenumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

checks	bank statement when checking it.	against each other. To be arranged
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	Not covered at this visit	
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	Not covered at this visit	
M	<i>Public Rights</i>	
	The records of the council comply	with this test
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply with this test.	
O	<i>Trust funds</i>	
	The records of the council comply	with this test
P	<i>Borrowing</i>	
	Not applicable to this council	

Please find enclosed my invoice for the interim fee. I will return to the office on 15th April to complete my review.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

[Draft] Fw: Land to the West of Alton Road, Odiham - Variation to S106 Agreement

From clerk@odihamparishcouncil.gov.uk

Draft saved Wed 29/10/2025 14:23

 2 attachments (23 MB)

1054950 - DoV Land West of Alton Road Odiham 161025(33786808.1).doc; 21_00777_OUT-LEGAL_AGREEMENT-1671832.pdf;

From: x@basingstoke.gov.uk>

Sent: Tuesday, October 28, 2025 11:27

To: Clerk <clerk@odihamparishcouncil.gov.uk>

Subject: Land to the West of Alton Road, Odiham - Variation to S106 Agreement

Dear Andrea

The applicant has applied to the Council to amend some plans relating to this planning permission. The Parish Council was a party to the original S106 legal agreement. This application requires a Deed of Variation to amend the original legal agreement so that it reflects the new variation application. As the Parish Council were parties to the original deed, they will need to be a party to the variation agreement. I have therefore drafted this agreement and attach this for Odiham Parish Council's consideration.

I have included a clause whereby the applicant pays the Parish Council's legal fees, but please feel free to remove this if you do not need it.

I also attach the original agreement for your ease of reference.

Kind regards

Lawyer

Basingstoke and Deane Borough Council

01256 845243

debbie.berry@basingstoke.gov.uk

Reference: 054021 / 01103542



This email, and any attachments, may contain protected or restricted information and is intended solely for the individual to whom it is addressed. It may contain sensitive or protectively marked material and should be handled accordingly. If this email has been misdirected, please notify the author immediately. If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained in it or attached, and all copies must be deleted immediately. Whilst we take reasonable steps to try to identify any software viruses, any attachments to this email may nevertheless contain viruses which our anti-virus software has failed to identify. You should therefore carry out your own anti-virus checks before opening any documents. Basingstoke and Deane Borough Council will not accept any liability for damage caused by computer viruses emanating from any attachment or other document supplied with this e-mail.

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

DATED 2025

HART DISTRICT COUNCIL

and

HAMPSHIRE COUNTY COUNCIL

and

ODIHAM PARISH COUNCIL

and

SHANLY HOMES (SOUTH EAST) LIMTIED

and

GCH (SEVEN) LIMITED

and

LUCAS MORE SEVEN LIMITED

STATUTORY POWERS

Under (inter alia) Section 106A of the Town and Country Planning Act 1990 (as amended)

SITE: Land On The West Side of Alton Road,
Odiham, Hook, Hampshire

DEVELOPMENT: Erection of 60 bed care home and 30 dwellings
(10 x 2 bed houses, 12 x 3 bed houses, 4 x 4+
bed houses and 4 x 2 bed flats) with
associated parking and pedestrian and
vehicular access

**PLANNING
APPLICATION NOS:** 21/00777/OUT
23/01096/AMCON

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

Shared Legal Services
Basingstoke and Deane Borough Council and Hart District Council
Civic Offices
London Road
Basingstoke
Hampshire
RG21 4AH

TABLE OF CONTENTS

1. DEFINITIONS 5

2. CONSTRUCTION OF THIS DEED 7

3. LEGAL BASIS 7

4. OWNERSHIP OF SITE 7

5. MISCELLANEOUS 9

6. JURISDICTION 9

7. EFFECT 9

8. ORIGINAL AGREEMENT 10

9. VARIATION 10

10. DELIVERY 11

"Plan"	The plan annexed to the <u>Original Agreement</u> identifying the <u>Site</u>
"Site"	Has the same meaning as defined in the <u>Original Agreement</u>
"Variation Application"	Application reference <u>nNo.</u> 23/01096/AMCON for Minor Material Amendment (Section 73 application) for the variation of Condition 2 attached to outline planning permission (ref: 21/00777/OUT) to replace the approved plans as a result of architectural changes to Plots 1-2, 5-12, 23-26, consisting of: - Windows proportions & detailing - Introduction of bay windows and additional dormers (4 plots only) - Introduction/alterations to open sided porches - Garage doors (one wide door instead of two) - Alterations to roof profiles (half hip to gables and vice versa) - Addition of 2m deep single storey rear projections with sloping roofs - Minor increase to properties footprints (ranging from 0.25m-0.55m) - Increase/decrease of roof ridgeline heights (ranging from

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

0.10m -0.25m) - Removal of 2
chimney stacks (23-26) - Introduction
of rooflights;

2. CONSTRUCTION OF THIS DEED

- 2.1 Where in this Deed reference is made to any clause, paragraph or schedule or recital such reference (unless the context otherwise requires) is a reference to a clause, paragraph or schedule or recital in this Deed.
- 2.2 Words importing the singular meaning where the context so admits include the plural meaning and vice versa.
- 2.3 Words of the masculine gender include the feminine and neuter genders and words denoting actual persons include companies, corporations and firms and all such words shall be construed interchangeable in that manner.
- 2.4 Wherever there is more than one person named as a party and where more than one party undertakes an obligation all their obligations can be enforced against all of them jointly and against each individually unless there is an express provision otherwise.
- 2.5 Any reference to an Act of Parliament shall include any modification, extension or re-enactment of that Act for the time being in force and shall include all instruments, orders, plans regulations, permissions and directions for the time being made, issued or given under that Act or deriving validity from it.
- 2.6 References to any party to this Deed shall include the successors in title to that party and to any deriving title through or under that party and in the case of the Council includes the successors to its statutory functions.
- 2.7 For the purpose of such parts of this Deed as may be subject to the rule against perpetuities the perpetuity period applicable to this Deed shall be eighty years from the date hereof.
- 2.8 Headings are for reference only and shall not affect construction.
- 2.9 Any covenant by the Owners not to do an act or thing shall be deemed to include an obligation not to cause or permit or suffer such act or thing to be done by any other person.

3. LEGAL BASIS

- 3.1 This Deed is made in pursuance of Section 106A of the Act, Section 111 of the Local Government Act 1972, Section 1 of the Localism Act 2011 and all other powers so enabling.

4. OWNERSHIP OF SITE

- 4.1 The First Owner HEREBY CONFIRMS AND WARRANTS that the First Owner is the registered proprietor of part of the Site registered with the Land Registry under title number HPHP874882 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the Site save for the interests as shown in clauses 4.2 and 4.3

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON 054021

below whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The First Owner's interest is shown coloured ~~coloured~~ ~~edged red and coloured white and yellow~~ on the attached **Ownership Plan**.

Commented [DB1]: Applicant to provide ownership plan

- 4.2 The Second Owner HEREBY CONFIRMS AND WARRANTS that the Second Owner is the registered proprietor of part of the Site registered with the Land Registry under title number HP874991 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the **Site** save for the interests as shown in clauses 4.1 and 4.3 whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The Second Owner's interest is shown coloured ~~green~~ on the attached **Ownership Plan**.
- 4.3 The Third Owner HEREBY CONFIRMS AND WARRANTS that the Third Owner is the registered proprietor of part of the **Site** registered with the Land Registry under title number HPHP874990 and that he has full power to enter into this Deed and that there is no other person having a charge over or any other interest in the **Site** save for the interests as shown in clauses 4.1 and 4.2 whose consent is necessary to make this Deed binding on the **Site** and all estates and interests therein. The Third Owner's interest is shown coloured ~~blue~~ on the attached **Ownership Plan**.

5. MISCELLANEOUS

- 5.1 The First Owner shall pay to the Council on completion of this Deed the costs of the Council incurred in the negotiation, preparation, execution and registration of this Deed.
- 5.2 The First Owner shall pay to the County Council on completion of this Deed the costs of the County Council incurred in the negotiation, preparation, execution and registration of this Deed.
- 5.3 The First Owner shall pay to the Parish Council on completion of this Deed the costs of the Parish Council incurred in the negotiation, preparation, execution and registration of this Deed.

- 5.3 No provision of this Deed shall be enforceable under the Contracts (Rights of Third Parties) Act 1999.
- 5.4 This Deed shall be registrable as a local land charge in respect of the **Site** by the Council
- 5.5 Any notices shall be deemed to have been properly served if sent by recorded delivery to the principal address or registered office (as appropriate) of the relevant party.
- 5.6 All approvals, certificates, consents, agreements, satisfactions, confirmations or calculations (or anything of a similar nature) that may be requested by the Owner and/or given by the Council or its officers or the County Council or its officers in accordance with this Deed shall be in addition to any other approvals, consents, agreements or confirmations that may be required by the **Act** or by any other statute or regulations, and all such approvals, consents, agreements, satisfactions, confirmations or calculations (together with all determinations as to whether for the purposes of this Deed dwellings have been occupied and/or completed) shall be at the sole discretion of the Council or its relevant officers whose decisions shall be final.
- 5.7 Insofar as any clause or clauses of this Deed are found (for whatever reason) to be invalid, illegal or unenforceable then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Deed.

6. JURISDICTION

- 6.1 This Deed is governed by and interpreted in accordance with the law of England and Wales.

7. EFFECT

- 7.1 This Deed shall take effect on the date hereof.

8. ORIGINAL AGREEMENT

8.1 For the avoidance of doubt:-

- 8.1.1 Except as far as varied by this Deed the words and expressions defined in the **Original Agreement** shall bear the same meaning in this Deed.
- 8.1.2 This Deed varies and shall be construed in connection with and supplemental to the **Original Agreement** and any necessary amendments to the **Original Agreement** to give effect to such variation shall be deemed to have been made.
- 8.1.3 Save as modified or substituted by this Deed the **Original Agreement** shall continue in full force and effect.

9. VARIATION

9.1 The Council, the County Council, the Parish Council and the Owners HEREBY AGREE that the **Original Agreement** shall take effect and be read and construed as if:

- 9.1.1 The definition of Application in clause 1.1 of the **Original Agreement** shall be deleted and replaced with the following definition of **Application**:

"Application reference 21/00777/OUT for the erection of 60 bed care home and 30 dwellings (1 0 x 2 bed houses, 1 2 x 3 bed houses, 4 x 4 + bed houses and 4 x 2 bed flats) with associated parking and pedestrian and vehicular access; and/or

Application reference No. 23/01096/AMCON for Minor Material Amendment (Section 73 application) for the variation of Condition 2 attached to outline planning permission (ref: 21/00777/OUT) to replace the approved plans as a result of architectural changes to Plots 1-2, 5-12, 23-26, consisting of: - Windows proportions & detailing - Introduction of bay windows and additional dormers (4 plots only) - Introduction/alterations to open sided porches - Garage doors (one wide door instead of two) - Alterations to roof profiles (half hip to gables and vice versa) - Addition of 2m deep single storey rear projections with sloping roofs - Minor increase to properties footprints (ranging from 0.25m-0.55m) - Increase/decrease of roof ridgeline heights (ranging

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON 054021

from 0.10m -0.25m) - Removal of 2 chimney stacks
(23-26) - Introduction of rooflights;

9.1.2 The following new Clause 5.15 ~~was shall be~~ inserted into the **Original Agreement**:

5.15 This Deed shall apply to any planning permission subsequently granted ("Subsequent Permission") under section 73 or 73A of the Act which varies or permits non-compliance with any of the conditions attached to the **Planning Permission** and this Deed shall then be construed as including the development authorised by the **Subsequent Permission** in addition to the **Development** authorised by the **Planning Permission** PROVIDED ALWAYS THAT

5.15.1 if any form of development authorised by the **Subsequent Permission** would by itself or in combination with any other planning permission result in the need for planning obligations additional to those set out in this Deed then such additional planning obligations shall be secured either by way of a new deed pursuant to section 106 of the **Act** or by way of a deed of variation of this Deed pursuant to ~~s~~Section 106A of the **Act**; OR

5.15.2 if the Council for whatever other reason considers it appropriate for a new deed pursuant to section 106 of the **Act** or by way of a deed of variation of this Deed pursuant to ~~s~~Section 106A of the **Act** to be entered into THEN the Owners ~~s~~ hereby agreed ~~d~~ to entering ~~ing~~ into such new deed ~~of~~ deed of variation of this Deed.

DELIVERY

9.2 The provisions of this Deed (other than this clause which shall be of immediate effect) shall be of no effect until this Deed has been dated.

IN WITNESS whereof the parties hereto have executed this Deed on the day and year first before written.

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

THE COMMON SEAL of HART DISTRICT)
COUNCIL was hereunto affixed and this)
document was thereby executed as a)
deed in the presence of:)
)
)

Authorised Signatory

EXECUTED as a DEED by affixing the)
COMMON SEAL of HAMPSHIRE)
COUNTY COUNCIL in the presence of:)
)

Authorised Signatory

EXECUTED as a DEED by affixing the)
COMMON SEAL of ODIHAM PARISH)
COUNCIL in the presence of:)
)

Authorised Signatory

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by GCH (SEVEN))

LIMITED acting by two directors or one)

director and the secretary)

)

)

Director

Director/ Secretary

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by SHANLY)

HOMES (SOUTH EAST) LIMITED acting)

by two directors or one director and the)

secretary)

)

Director

Director/ Secretary

S106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook, Hampshire - 23/01096/AMCON
and 23/02355/AMCONS106 Deed Of Variaton - Land On The West Side Of Alton Road, Odiham, Hook,
Hampshire - 23/01096/AMCON 054021

EXECUTED as a deed by LUCAS MORE)

SEVEN LIMITED acting by two directors)

or one director and the secretary)

)

)

Director

Director/ Secretary

[Draft] Fw: External - Question relating to Hart's Asset of Community Value Register

From clerk@odihamparishcouncil.gov.uk

From: Assets of Community Value <ACV@hart.gov.uk>
Sent: Wednesday, December 03, 2025 11:40
To: Clerk <clerk@odihamparishcouncil.gov.uk>
Subject: Fw: External - Question relating to Hart's Asset of Community Value Register

Hi Andrea,

I hope you are well.

The Bridewell was removed from our list of Assets of Community Value (ACV) in accordance with Regulation 2(b) of the Assets of Community Value (England) Regulations 2012, following the completion of a sale through the ACV process.

I can find nothing in the regulations that prevents a building or land from being re-nominated after a sale has taken place. However, the purpose of the ACV regime is to give community groups the opportunity to bid for an asset if it is put up for sale.

If, as I understand, the Bridewell is now owned by Odiham Parish Council, the Council can ensure that any future sale is to another community group regardless of whether the property is listed as an ACV.

For this reason, re-listing the Bridewell would add unnecessary administrative burden to any future sale and is unlikely to provide any tangible benefit with regards to maintaining the ongoing community ownership of the asset.

Hopefully, that helps to answer your query, but please don't hesitate to let me know if you have any further questions.

Kind regards,

Matt.

www.hart.gov.uk

Twitter: [@HartCouncil](https://twitter.com/HartCouncil)

Facebook: [/HartDistrictCouncil](https://www.facebook.com/HartDistrictCouncil)

Hart District Council has updated its privacy policy, [find out more](#) about how we take care of your information.

Please consider completing our short [Customer Feedback Form](#) so that we know how we handled your query and can continue to improve the service that we provide.

From: Clerk <clerk@odihamparishcouncil.gov.uk>
Sent: 02 December 2025 09:53
To: Planning Admin <planningadmin@hart.gov.uk>
Subject: External - Question relating to Hart's Asset of Community Value Register

Caution: This is an external email and was sent from outside of Hart District Council and could contain suspicious content. Please take care when clicking links or opening attachments. When in doubt, contact IT at office365@hart.gov.uk

Good morning

Odiham Parish Council would like to re-nominate The Bridewell, The Bury, Odiham, Hants, RG29 1NB, which appears to have been removed from the Register 6th October 2024. See page 14

<https://www.hart.gov.uk/sites/default/files/2025-08/Asset-of-Community-Value-Register-August-2025.pdf>

We believe this has been removed due to the property now being in community ownership, after Odiham Parish Council became the legal owner 1st March 2022.

Is it possible to nominate a property once the ACV right has already been exercised?

Many thanks

Andrea Mann

Parish Clerk - Odiham Parish Council

clerk@odihamparishcouncil.gov.uk

01256 702716

2023 National Association of Local Councils (NALC) Clerk of the Year

Odiham Parish Council, The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB



2023 excellence in community engagement award from the Hampshire Association of Local Councils

2022 winner of the Hampshire Association of Local Councils Village of the year

2021 winner of the Hampshire Association of Local Councils Council of the year

The General Data Protection Regulation 2018 (GDPR) your personal data will be processed as is necessary for OPC to perform its legal obligations, statutory powers and functions. In carrying out a Public Task OPC may share your personal data within the Council but not outside without your prior consent. OPC's full Data Protection Policy can be viewed at

<https://odihamparishcouncil.gov.uk/council/policies-and-publications>