



REPORT ON: Subscriptions and Contracts
WRITTEN BY: Parish Clerk
MEETING DATE: 17th March 2026
AGENDA ITEM: 286/25

Introduction

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

Supplier	Purpose	Value	Terms	Company Environmental Credentials	Notes
Access Insurance	Insurance of unoccupied buildings – North & South Chapels	£2,890	1 year from 01.04.25		
BDO Ltd	External Audit.	£840 per annum (based on £200-300k income & expenditure)	Essential. 5 year period until 2026-27	environmental-report-2021-bdo.pdf	
BT	Parish Office: - Telephone Cloud Voice - Broadband x 2.	£122.69 per month. £141.50 per month for 2 lines.	24 months from Nov '25.	Environmental Impact Policy May 2022 online https://grouperxtranet.bt.com/selling2/bt/downloads/GS13_Environmental_Impact.pdf	Reported in 2025: £113.68 per month £107.02 per month
Business Stream	Water supply for The Bridewell	Approx £300 per annum.		Environmental Policy online https://www.business-stream.co.uk/images/uploads/general/POL-001_Environmental_Policy_v3.pdf	
Castle Water	Water supply: – King St toilets – Allotments – Cemetery	Unit rates: 1.7054 sewerage 2.1939 portable water 0.509918 metered foul sewerage 0.154822 fixed foul sewerage 0.091315 metered portable water 0.184986 fixed portable water		Environmental Policy online https://www.castlewater.co.uk/_data/assets/pdf_file/0010/3214/Environmental-policy_V1.pdf	



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CJH Cleaning	Cleaning King St toilets.	Approx £6,000 per annum.	Rolling contract	Environmental Policy provided	Reported in 2025: £5,895.72
BV Computers Ltd	IT support and backup.	£1,620 per annum plus additional work.	Rolling contract		
Campaign to Protect Rural England (CPRE)	Annual subscription.	£60 per annum	Annual subscription	https://www.cpre.org.uk/what-we-care-about/climate-change-and-energy/	
Crime Detection Systems	Service and repairs of intruder alarm – Chapel Cottage.	Variable for annual service and repairs. Approx £200.	Rolling contract	Local company selected.	
Do the Numbers	Internal auditor	Approx £1,000, based on income & expenditure and level of work required.	For 2025/26, subject to annual resolution.		Reported in 2025: £85 per annum
EssentialSkillz	Online training platform	£54 per course and £97 per topic.	Annual agreement		Reported in 2025: £1,023.75
FCS Cleaning & Maintenance	Ad hoc cleaning & handyman services	£2,000 for Bridewell works.	Contract for 2025/26 only. Ad hoc thereafter.	Using current cleaner who is already on site on a self-employed basis.	
Hampshire Association of Local Councils (HALC)		£1,184 for 2025-26	Membership (includes NALC fee)		
Hampshire Pension Fund	Staff pensions.	No fee due to minimal members. Employer contribution rate for 21.4%	Membership.	Pension Fund Responsible Investment statement: https://www.hants.gov.uk/hampshire-services/pensions/responsible-investment	
Hart District Council	Ranger services for: • Odiham Common • Broad Oak	£1,000 per annum. £500 per annum.		Local Rangers used with overarching Hart DC's https://www.hart.gov.uk/countryside-nature	



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	Premises licence for High St/The Bury	£70 per annum			
HCC	Contribution towards the Basingstoke Canal Authority.	Original agreement £4,036 per annum. Budget provision made for 2026/27 to the same level.	Council resolution required for new management structure.	Local land/water managers used with overarching Hants CC's Environmental pledges: https://www.hants.gov.uk/thingstodo/countryparks/basingstokecanal	No contribution made 2024/25 due to not receiving invoice in 2024/25 which would have resulted in 2 payments 2025/26.
	Street Lighting. Electricity for High St and The Bury feeder pillars assumed within street lighting charge.	Variable. Approx £4,900 maintenance & admin plus approx. £4,000 energy costs per annum. Energy – unmetered non-CMS and CMS both £0.21 per kWh plus maintenance rate per annum £40.57		Energy and climate change policies published https://documents.hants.gov.uk/street-lighting/StreetLightingMaintenanceManagementPlan.pdf	Reported in 25: Energy – unmetered non-CMS and CMS both £0.1228 per kWh plus maintenance rate per annum £39.88
ICO	Data protection registration.	£47 per annum.	Essential annual registration.		
KBO	Fire alarm maintenance, servicing & monitoring The Bridewell.	£770 per annum plus repairs.	12 months.	Environmental Policy provided.	Note high costs of repairs.
	Emergency lighting maintenance and servicing for The Bridewell.	£195.00 per annum plus repairs	12 months.	Environmental Policy provided.	
	Fire extinguishers servicing for The Bridewell, Parish Room and South Chapel.	£227.50 per annum plus repairs.	12 months.	Environmental Policy provided.	



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Larkstel Ltd	Grounds maintenance + bin emptying.	£18,975 for 3 years plus additional ad hoc plus £950 per annum for mounting/rotating SIDs.	3 years from 01.04.25.	Environmental Policy provided.	
Lloyds Multipay	Multipay card	£36 per annum			
Microsoft Ireland	Office 365 mailboxes for Councillors and staff.	£10.30 per mailbox per month.	Rolling contracts.	Environmental Compliance Statement: https://www.microsoft.com/en-us/legal/compliance/environmental-compliance	
NPower (Under HCC's LASER agreement)	Electricity supply – - King St toilets - The Bridewell	Notification received 23.02.26 advising of migration of meters which means existing non-AMR meter will incur additional charges. Working with NPower to update meter.	Set under LASER agreement 01.04.24-31.03.29.		Reported in 2025: £12.738 per kWh at all times plus standing charge of £0.205 per day.
Open Spaces Society	Annual subscription.	£45 per annum	Annual subscription.	Mission to protect future of green spaces: https://www.oss.org.uk/need-to-know-more/strategic-plan-2019-2024/	
PCC Odiham	Parish News subscription.	£10 per annum	Annual subscription.		
PHS	Hazardous waste bins for The Bridewell	£97.27per annum	2 bins, 13 collections per annum.	Environmental statement aimed at reducing to minimise carbon footprint: https://www.phs.co.uk/about-phs/sustainability/	
Ricoh	Office printer and toners.	Rental £104.83 per quarter plus 0.25p per b&w and 2.17p per colour.	48 months from Feb 2023.	Environmental statement: https://www.ricoh.co.uk/about-us/sustainability/environmental/ Toner cartridges are recycled.	



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Safe Data Storage	Weekly server back-up storage.	£475.20 per annum.			
Scandor Ltd	Cemetery grounds maintenance + bin emptying.	£12,483.36 per annum plus additional ad hoc work.	3 years from 01.04.25.	Environmental Policy provided.	
Screwfix	For general equipment	Ad hoc	Trade account		Not generally used.
Scribe	Finance software and support.	£948 per annum	Annual subscription.	Cloud package. Minimises use of paper.	Reported in 2025: £948 per annum
	Cemetery software	£345.60 per annum.	Annual subscription.	Cloud package. Minimises use of paper.	
	Bookings software	£273.60 per annum.	Annual subscription.	Cloud package. Minimises use of paper.	
Servio	Boiler servicing and maintenance	£298.49 annual servicing and gas safety certificate. • Mon–Fri 8am to 6pm £48 per hour • Mo-Fri 6pm to 8am £57 per hour • Saturday £57 per hour • Sunday £75 per hour • Bank Holiday £99.00 per hour • Minimum call out £144	Annual		Reported in 2025: £258 annual servicing and gas safety certificate. • Mon–Fri 8am to 6pm £45.00 per hour • Mo-Fri 6pm to 8am £54.00 per hour • Saturday £54.00 per hour • Sunday £70.00 per hour • Bank Holiday £92.00 per hour • Minimum call out £135
SLCC	Membership for Clerk.	£415 per annum	Due 01.05.26		Reported in 2025: £415 per annum
Somerset Web Services	New website design and host.	£600 hosting & support plus £80 for domain per annum plus ad hoc designs and revisions.			



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SSE	Electricity supply – South Chapel	Variable. Latest bill: 0.35478404 per kWh plus £4 daily standing charge.		Group Environmental Policy: https://www.sse.com/media/iy4dycv/o/ext-po-grp-007-group-environment-policy.pdf	Reported in 2025: 0.341745 per kWh plus £2.057 daily standing charge.
Stripe	To accept online payments	1.5% plus 20p per transaction.	Rolling		
Suez	Waste disposal for The Bridewell	£1,074.12 per annum.	24 months from contract award October 2023.	SUEZ unveils its new sustainability goals - SUEZ Group	Reported in 2025: General waste and mixed recyclable bins @ 52 weeks £977.16.
Total Energies Gas & Power	Gas supply - The Bridewell	£3.7509 per kWh plus £4.38 daily standing charge.	Set under LASER agreement 01.04.24-31.03.29.		Reported in 2025: £3.3152 per kWh plus £3.59 daily standing charge.
Unity Trust	Account charges	15p per automated payment. Account fee £7 per month. 30p per manual fee (cheque).			The account fee and automated fee are new charges.
Zoom	Annual subscription	£139.90 per annum	Due 27.03.26		Reported in 2025: £129.90 per annum.
Zurich Municipal	Insurance	To be presented to meeting.	To be presented to meeting.	Environmental Policy aimed at minimising carbon footprint: https://www.zurich.com/en/sustainability/sustainable-operations	2025-26 £7,067.91 per annum – 1 year from 01.04.25