



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE ANNUAL COUNCIL MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 20th MAY 2025 at 7.30pm**

14th May 2025

Andrea Mann, Clerk

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

<https://us02web.zoom.us/j/83405484850?pwd=UbfOGHb0Ea3yNrk3u9nAzNbXLbPUeW.1>
Meeting ID: 834 0548 4850 Passcode: 429496

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- 1/25 Election of the Chair of the Council and receipt of their declaration of acceptance of office**
- 2/25 To receive apologies for absence**
- 3/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 4/25 Election of the Vice-Chair of the Council**
- 5/25 Approval of minutes**
To approve the minutes of the Council meeting held on 15th April 2025 (315-336/24).
- 6/25 Chair's announcements**
- 7/25 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

- 8/25 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 9/25 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 10/25 Meeting action points (pages 5-6)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 11/25 OPC's governance for the ensuing year (page 7)**
To review and agree the Committee Structure.



12/25 To agree committee terms of reference (pages 8-14)

To carry out the annual review of committee terms of reference. Current and proposed terms of reference are attached:

- i) Amenity Areas Committee (page 8).
- ii) Community Committee (page 9).
- iii) Finance Committee (page 10).
- iv) Planning & Development Committee (pages 11-12).
- v) Staffing Committee (pages 13-14).

13/25 To agree committee memberships (page 15)

- i) Membership of committees.
- ii) Appointment of committee Chairs and Vice Chairs (where required).

14/25 Working groups and terms of reference (page 16)

- i) To review OPC's current list of Working Groups and proposed actions.
- ii) To consider changes to memberships. Current memberships can be viewed under councillors' profiles <https://odihamparishcouncil.gov.uk/council/councillors>

15/25 Outside bodies

To agree the appointment of representatives to outside bodies for:

- i) Basingstoke Canal, all matters relating to eg Basingstoke Canal Society, stakeholders meetings etc (currently Cllr McFarlane).
- ii) Environment Champion (currently Cllrs McFarlane and Sanger).
- iii) Flood Forum (currently Cllr McFarlane).
- iv) InOdiham (currently Cllr Bell).
- v) Leapfrogs (currently Cllr Cornall).
- vi) North Warnborough Village Hall (currently Cllr Cornall).
- vii) Odiham and Broad Oak Commons (currently Cllrs McFarlane and Sanger).
- viii) Odiham Consolidated Charities (Cllr Verdon was appointed as a trustee November 2023 and will hold the position for a 4 year term).
- ix) The Odiham Society (currently Cllr Seabrook).
- x) Tree Officer (currently Cllr Sanger).
- xi) RAF Odiham/B3349 road junction (currently the Clerk with support from Cllr Tate, Verdon or Woods).
- xii) Odiham Book Exchange (currently Cllr McFarlane).
- xiii) Hart District Association of Parish and Town Councils (currently Cllrs McFarlane and Verdon as chair and vice chair of the Council).
- xiv) Any other organisations.

16/25 Policies (pages 17-21)

- i) To review the schedule of policies and recommendations (in red) (page 17).
- ii) To carry out an annual review of the Grants Giving Policy with consideration of a reduction in the 2025-26 budget to £2,000 (pages 18-21).

17/25 Accessible toilet provision in Odiham (pages 22-23)

To consider correspondence questioning the methodology behind OPC's consultation on accessible toilet provision, stressing the importance of public toilet facilities, and asking OPC to reconsider the decision shelf the project.



18/25 20mph scheme for King Street

- i) Verbal update from a member of the working group from the first working group meeting 22.03.24.
- ii) To consider expenditure totalling £596 for 2 x 7 day automatic speed surveys to collect speed data. This is the first stage of research which, subject to the mean average speed, can be used to evidence a new 20mph scheme application.

19/25 “My home made better” (background papers circulate to councillors separately)

- i) Verbal report from the chair.
- ii) To consider expenditure from the Climate, Biodiversity and Environment budget to host a town meeting with refreshments.

Financial Matters

20/25 To receive and note the annual internal audit report for 2024/25 and action plan to respond to the matters raised (pages 24-26)

21/25 To receive the 2024/25 end of year Income and expenditure account and Balance Sheet (pages 27-28)

22/25 Conflicts of interest with External Auditor, BDO LLP (page 29)
To complete the Conflicts of Interest Form, required for the external audit submission.

23/25 To resolve to approve the annual governance statement for 2024/25 (full AGAR pages 30-35, relevant page 33)

24/25 To resolve to approve the accounting statements for 2024/25 to be signed by the Chair of the meeting (full AGAR pages 30-35, relevant page 34)

25/25 To resolve to agree the Exercise of Public Rights dates (pages 36-38)

26/25 Banking (page 38)

- i) To note and consider that closure of OPC’s four Lloyds accounts is only possible when including the Odiham Sports Centre Trust charity account (current balance £1.29). Subject to decision, the Chair and Vice Chair are asked to sign the account closure form.
- ii) To review and confirm the list of bank signatories (page 39).

27/25 Payments Listing (to follow)

To approve the payments listing for the period 16th April – 20th May 2025 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

28/25 Ratification of Planning & Development Committee decisions

To ratify the decisions of the recent Planning & Development Committees held on 24th April and 13th May 2025 and submitted to Hart under delegated authority.

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

29/25 Date of next meeting - Tuesday 17th June 2025



Confidential Matters

- 30/25** 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
- 31/25** To receive legal advice on disposal of council assets and agree any next steps (pages 40-43)
- 32/25** To consider feedback from a contractor against a developer's financial offer to take over management of public open space (report to follow)
- 33/25** To note the completion of a lease with the Police and Crime Commissioner for offices at The Bridewell (full lease available for inspection by councillors)

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
Feb-25	263/24	Clerk	Change previous minutes from draft and add to website.	Complete
	267/24iii	Clerk	Add agenda item to consider a resident's suggestion to request a reduction in disabled parking bays next to former Post Office.	Complete
	269/24i	Clerk	Present new complaints policy to Council using NALC model.	Complete
	269/24ii	Deputy Clerk	Add revised Business Continuity Plan on website.	Complete
	270/24	Clerk	Refer decisions on The Bridewell future vision to the working group for prioritisation and action.	Meeting date to be agreed
	271/24i	Clerk	Report back to residents re 20mph scheme and set up first working group meeting.	Complete. First meeting 22.04.25.
		Deputy Clerk	Add 20mph working group terms of reference to website.	Complete
	271/24ii	Deputy Clerk	Add 20mph working group members to website.	Complete
	272/24	Deputy Clerk	Add 2025-26 meeting schedule on website.	Complete
	273/24	Clerk	Refer Council's feedback on the service level agreement to the Basingstoke Canal Manager.	Complete
			Pay 2024-25 contribution to the Basingstoke Canal authority.	Invoice requested. No response @ 04.04.25.
	274/24	All	Forward comments re the Hampshire and Solent devolution consultation to Clerk.	Complete
		Clerk	Add above consultation to March meeting agenda.	Complete
	275/24	Deputy Clerk	Respond to Hook & Odiham Lions with Council decision on grant application.	Complete
	276/24	Deputy Clerk	Liaise with In Stiches re poppy project, make payment and promote.	Complete
	277/24	Clerk	Submit grant application for war memorial.	Complete
	278/24i	All	Progress plans for civic event and parade to commemorate 100 years of flight at RAF Odiham.	On track
	278/24ii	Office	Arrange online promotion to mark 80th anniversary of VE-Day and VJ-Day.	VE-Day complete.
	278/24iii	Office	Invite Mr C to speak at Annual Parish Assembly re 800th anniversary of the Magna Carta (re-issued).	Complete
	279/24	Clerk	Update Asset Register, add to website and include with annual audit.	Complete
	280/24	Clerk/CllrsLC&Amc	Set up payments on Unity Trust and authorise.	Complete
	281/24	Clerk	Change draft P&D minutes 18.02.25 to final.	Complete
	285/24	Office	Draw up programme of repair and maintenance works for all properties, starting with The Bridewell.	Refer to Amenities Areas Committee.
	285/24ii	Office/working group	Refer research on potential disposal of asset to work group.	Reported separately.
	286/24i	Clerk	Progress new lease with the Police & Crime Commissioner for offices at The Bridewell.	Complete. On agenda 20.05.25
	286/24iii	Clerk	Complete research and actions for changing contract arrangements for cleaning and maintenance at The Bridewell.	Discussions in progress
	286/24iv	Office	Advertise and implement new Bridewell charges from 1st April.	Complete
Mar-25	289/24	Clerk	Change previous minutes from draft and add to website.	Complete
	295/24ii	Clerk	Add revision of bench policy to website.	Complete
	295/24iii	Deputy Clerk	Add new complaints policy to website.	Complete
	296/24	Clerk	Submit OPC's response to the Government's Hampshire & Solent devolution consultation.	Complete
	297/24i	Clerk	Forward OPC's agreement of The Bury parking plan to HCC.	Complete
	297/24ii	Clerk	Forward OPC's suggestions of changes to parking line markings on High Street to HCC.	Complete
	298/24i	Clerk	Add reviewed 24-25 Annual Action Plan on website.	Complete
	298/24ii	Clerk	Add 25-26 Annual Action Plan on website.	Complete
		All	Promote 25-26 Annual Action Plan at APA then promote online.	Complete
	299/24	AO	Research other options for flagpole at war memorial.	Enquiries sent
	300/24ii	Deputy Clerk	Arrange purchase of civic badge and ribbon.	Ribbon received. Badge in production.
	300/24iii	Deputy Clerk	Arrange purchase of civic pin badges.	For agreement 20.05.25.
	301/24	Deputy Clerk	Purchase new ILOQ door entry system for The Bridewell including additional key users (can be purchased in multiples of 10).	To be installed 22.05.25
	302/24	Clerk/CllrSB	Submit application to Hart to release S106 funds to improve pathways through Bartley Heath.	Complete
	303/24	Clerk	Add annual subscriptions and contract report to website.	Complete
		Clerk	Circulate reminder to all re online training platform and other available training.	
	304/24	Clerk/CllrsLC&PV	Set up payments on Unity Trust and authorise.	Complete
	305/24	Clerk	Change draft P&D minutes 11.03.25 to final.	Complete
	306/24	Clerk	Submit OPC's response to planning application 24/02238/FUL to Hart.	Complete
	309/24	Clerk	Award contract to solicitor to support Council in disposal of asset and report back.	On agenda 20.05.25
	310/24	Clerk	Notify OCC of OPC's support for new trustee.	Complete
		Clerk	Send letter of support for OCC to act as social housing provider to Hart.	Complete
Mar-25	313/i	CllrAmc	Send formal letter to RAF Odiham Gp Capt notifying of intention to bestow Freedom of the Parish.	Complete
Extraordinary	313/ii	All	Progress plans for a Freedom parade and celebratory event on 27th June.	On track
Apr-25	317/24i	Clerk	Change previous minutes from draft and add to website.	Complete
	317/24ii	Clerk	Change previous minutes from draft and add to website.	Complete
	321/24	Clerk	Forward meeting dates to Cllr Glen.	Complete
		Clerk	Forward comment regarding dropped curbs next to High St parking bays to HCC.	Complete
	323/24i	Clerk	Arrange Communications Working Group meeting.	
	323/24ii	Clerk	Make agreed revisions to Memorial Benches and Trees Policy and add to website.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
	324/24i	Clerk	Check with HDC whether consultation on Community Governance Review will be extended.	Complete, consultation won't be extended.
	324/24ii	Clerk	Subject to 324/24ii, submit OPC's response to consultation.	Complete, response submitted.
	325/24	Deputy Clerk	Share HCC's Future Services consultation online.	Complete
	326/24	Office	Make enquiries to HDC re new bench at Salisbury Close open space.	Enquiry sent
		Clerk/CllrAMc	Respond to enquiry giving update.	Complete
	327/24ii	Deputy Clerk/CllrsLC&CG	Make payments to Zurich Insurance and Access Insurance.	Complete
		Clerk	Schedule full insurance review Oct '25.	
	329/24	Deputy Clerk/CllrsLC&CG	Set up payments on Unity Trust and authorise.	Complete
	330/24	Clerk	Submit OPC's agreed responses to planning applications to HDC.	Complete
		Deputy Clerk	Issue agenda for extraordinary Planning & Development Committee 24.04.25.	Complete
	335/24	Clerk	Make final revisions to Odiham Book Exchange licence, issue and arrange signatures.	Issued 25.04.25
	336/24	Clerk	Respond to HDC expressing interest in financial offer from developer for maintenance of public open space.	Complete
		Clerk/CllrDS/contractor	Meet with contractor to explore true maintenance costs for year 1.	Complete
		Clerk	Refer back to Council.	On agenda 20.05.25

Odiham Sports
Centre Trust

COUNCIL

Meets monthly, 3rd Tuesday at 7.30pm

Planning & Development Committee

Currently meets informally by Zoom. Comments are submitted to Hart under Clerk's delegated authority and ratified at next full Council meeting.

Amenity Areas Committee

Meets quarterly after full Council meeting.

Community Committee

Meets quarterly after full Council meeting. Event organisation managed by working groups.

Finance Committee

Meets quarterly after full Council meeting, generally after the end of a financial quarter.

Staffing Committee

Meets twice a year during daytime. Other meetings on demand should a vacancy or other staff related matter arise.

Neighbourhood Plan Monitoring Group

Appeal Panels

Panel to be formed when necessary.

Agreed May 2024





Amenity Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council (the council) in its objective of ensuring safe public access to Council owned or managed areas or assets. These areas and assets are to be maintained with consideration to environmental, aesthetic and operational standards.
2. The Committee holds delegated authority from the Council as defined under item 3 (d) of the Council's Standing Orders.
3. All serving Councillors may request to be appointed to the Committee.
4. The Council will appoint a Chair of the Amenity Committee at the Annual Meeting of the Council and may elect a Vice Chair as per Standing Order no 3 (e) (vi).
5. The Committee will be quorate in accordance with the Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable as determined by the Council.
6. The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
7. Working parties and Advisory Committees established under the Committee's powers and undertaking roles which are the responsibility of the Committee will be formed with explicit and independent Terms of Reference as required by Standing Orders.
8. The Committee shall ensure that full financial details and information is kept of all expenditure whether run directly or through working parties and shall present such information to the Council periodically.
9. These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Community Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council in helping to foster a vibrant community through partnership with public and private organisations.
2. The Committee seeks to achieve this objective by working and liaising with other parish groups and organisations to help them achieve their objectives within the scope of the Council's legal powers and responsibilities.
3. The committee will take the lead role in organising any events that the Parish Council may decide to hold.
4. The Committee holds delegated authority from the Council as defined under item 3 (d) of the Council's Standing Orders.
5. All serving Councillors may request to be appointed to the Committee.
6. The Council will appoint a Chair of the Community Committee at the Annual Meeting of the Council may elect a Vice Chair as per Standing Order no 3 (e) (vi).
7. The Committee will be quorate in accordance with the Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable as determined by the Council.
8. The Committee may nominate representatives to participate in joint working parties and to represent the Council on external committees.
9. The Committee is responsible for approving the disbursement of grants provided for specific events or parish organisations as identified in the Council's annual budget and only in accordance with the Council's Grant Giving Policy (As per Financial Regulation 1.14 grants in excess of £5000 need to be approved by Full Council).
10. Working parties and Advisory Committees established under the Committee's powers and undertaking roles which are the responsibility of the Committee will be formed with explicit and independent Terms of Reference as required by Standing Orders.
11. The Committee shall ensure that full financial details and information are kept of all events whether run directly, through working parties, or by grant funding to third party organisations and shall present such information to the Council periodically. This requirement will be a condition of the provision of grant funding to third parties. The Committee may require funding to third parties to be made against invoiced expenses. The Committee is empowered only to approve funding for future expenditure incurred by third parties.
12. These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Finance Committee Terms of Reference

1. The Finance Committee is constituted to oversee OPC's financial affairs, except where law prevents such delegation from the full Council.
2. The Committee shall comprise of a minimum of 4 and maximum of 6 Councillors who are appointed at the Annual Council meeting in May.
3. The Committee quorum is 3 with the RFO in attendance.
4. Meetings shall be held quarterly, normally as soon as possible following the end of a financial quarter.
5. The Council will appoint a Finance Committee Chair at the Annual Council meeting and *may* elect a Vice Chair.
6. The Finance Committee is governed by OPC's Financial Regulations with all accounting practices following the Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.
7. The Committee shall be empowered to:
 - a. Undertake quarterly reviews of OPC's income and expenditure.
 - b. Approve monthly bank reconciliations.
 - c. Monitor the Council's bank balances and investments.
 - d. Monitor general and earmarked reserves.
 - e. Scrutinise all aspects of the Councils financial business.
8. The Committee shall be responsible for developing and recommending to full Council for approval:
 - a. The review and development of financial policies.
 - b. The review of new financial related legislation.
 - c. The preparation of the annual budget and precept.
 - d. The review of and changes to banking and investment arrangements.
 - e. Matters arising from (but not the approval of) internal and external audit reports.
9. The Committee may accept other financial related tasks as delegated by the full Council.
10. These Terms of Reference shall be reviewed annually by the Full Council.



Planning and Development Committee Terms of Reference

1. The Committee is constituted to represent Odiham Parish Council in all planning and development matters referred to Odiham Parish Council by the Local, and other Planning Authorities.
2. The Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. All serving Councillors may request to be appointed to the Committee.
4. The Council will appoint a Chair of the Planning and Development Committee at the Annual Meeting of the Council and may elect a Vice Chair as per Standing Order no 3 (e) (vi).
5. The Committee will be quorate in accordance with the Council's Standing Order 1 (w) and meetings will normally be held in line with the published Parish Council meeting timetable.
6. In the case of responses to planning applications, the Committee may exceptionally, if necessary for timing reasons, agree its response by email, subject to the normal quorum.
7. Planning applications shall be circulated, normally by e-mail, to all Committee members with the agenda
8. If a committee member is unable to attend a meeting, they should circulate their comments to other committee members at least 48 hours before any committee meeting.
9. If three councillors consider an application to be of great importance to the parish, they may ask the Committee for a deferral to pass the decision either to the next Full Council Meeting, or if a time regulated decision is required the Clerk may add this to a full council agenda or arrange for an extraordinary meeting to be called.
10. The Committee has an obligation to ensure that all comments available to it in reasonable time prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
11. The Committee allows members of the public, applicants and agents to address the committee on planning applications under consideration. One member of the public may speak for 3 minutes in support of and one for 3 minutes against each application.
12. Responses – the Clerk will submit the Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
13. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the council's views to the Planning Inspector.



14. The Committee may nominate a representative from the Committee to attend the Planning Authority's planning meetings to represent the Committee's views in respect of planning applications.
15. The committee will commit to engage in public with residents and developers for pre-application consultation as far as is reasonably practical.
16. All external correspondence should be conducted through, or at least copied to the Clerk.
17. The Committee is responsible for the development and maintenance of any documents and records necessary for the effective fulfilment of its duties as listed above. These should be made known to members joining the Committee for the first time.
18. These Terms of Reference shall be reviewed by the Full Council at the Annual Meeting.



Staffing Committee Terms of Reference

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is at least 3 and no more than 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council. Adjustments to membership may be made at meetings of Full Council where necessary.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to review salaries for staff prior to budget setting and one to appoint a member (with the Chair) to carry out the Clerk's appraisals. Other meetings will be called by the Chair as and when required.
7. Business of the Committee shall be conducted in normal sessions where possible and moved into closed sessions, other than to members of the full Council, where information is of a sensitive nature of personal, identifiable information.
8. Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Committee.
9. The Staffing Committee will be responsible for:
 - a) Management of the Clerk, to include:-
 - i. authorisation of sick leave, annual leave, and additional hours in advance on a monthly basis – to be managed via email as required
 - ii. the discussion of sensitive matters such as informal grievances and disciplinary matters.
 - iii. making recommendations on decisions relating to recruitment or termination of the Clerk's employment contract to Full Council
 - b) The appointment of a Councillor to take responsibility for day to day line management of the Clerk (Proper Officer/RFO) including the responsibilities set out in 9a (i) and (ii).
 - c) Recruiting staff (in consultation with the Clerk for all roles except the role of the Clerk).
 - d) Appointing a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least two members plus the Clerk except where the appointment is for a new Clerk (Proper Officer/RFO). A panel may include a co-opted specialist.



- e) Carrying out recruitment to provide a recommended candidate for approval by Full Council for the appointment of a Clerk (Proper Officer/RFO).
- f) Monitoring the probationary period of a new Clerk (Proper Officer/RFO).
- g) Conducting the assessment after completion of the probationary period of a new Clerk (Proper Officer/RFO).
- h) Determining terms and conditions of employment for all staff, in consultation with the Clerk (Proper Officer/RFO) except where the post is Clerk (Proper Officer/RFO).
- i) Appointing a member, together with the Chairman, to carry out the Clerk (Proper Officer/RFO)'s appraisal and providing a report to Full Council.
- j) Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
- k) Recommending to full council each year the necessary programme and budget for staff training after consideration of staff training needs in consultation with the Clerk (Proper Officer/RFO).
- l) Approval of the programme of training and expenditure for staff training within the agreed budget.
- m) Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as recommended by HALC.
- n) Reviewing staff pension arrangements and making recommendations to Full Council.
- o) Ensuring that the Clerk (Proper Officer/RFO) has everything required for managing other staff and offering support when required.
- p) Dealing with any staff grievances and disciplinary matters in accordance with the Council's Disciplinary and Grievance Policy.
- q) Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Clerk (Proper Officer/RFO) and making any necessary recommendations in respect thereof to the full council.
- r) Working with the Clerk (Proper Officer/RFO) to ensure that the working practices of the Council are as efficient as possible and use the most appropriate tools.
- s) Managing long term sickness and incidents at work with the Clerk (Proper Officer/RFO).
- t) Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
- u) Managing any issues referred to the committee by the Full Council.

These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council



Committee memberships, chairs and vice-chairs

Committee	2024/25 Membership	2024/25 Chair	2024/25 Vice Chair
Amenity Areas <i>Meets quarterly.</i> <i>Quorum 3.</i>	Cllr S Bell Cllr A McFarlane Cllr D Sanger Cllr C Seabrook Cllr M Tate Cllr P Verdon	Cllr D Sanger	Cllr A McFarlane
Community Committee <i>General business currently covered by Full Council. Meeting as required.</i> <i>Quorum 3</i>	Cllr S Bell Cllr C Greensides Cllr A McFarlane Cllr D Sanger Cllr C Seabrook Cllr P Verdon Cllr H Woods	Cllr A McFarlane	
Finance Committee <i>Meets quarterly</i> <i>Quorum 3</i>	Cllr L Cornall Cllr C Greensides Cllr A McFarlane Cllr H Tyler Cllr P Verdon	Cllr H Tyler	Cllr C Greensides
Planning & Development <i>Meets every 3 weeks on Zoom.</i> <i>Quorum 3.</i>	Cllr S Bell Cllr L Cornall Cllr C Seabrook Cllr M Tate Cllr P Verdon Cllr H Woods	Cllr P Verdon	Cllr L Cornall
Staffing Committee <i>Meets minimum of twice a year or as required.</i> <i>Quorum 3.</i>	Cllr A McFarlane Cllr D Sanger Cllr C Seabrook Cllr P Verdon	Cllr A McFarlane	Cllr P Verdon

REPORT ON: Working Groups
WRITTEN BY: Parish Clerk
MEETING DATE: 20th May 2025
AGENDA ITEMS: 14/25

Below is a list of current OPC Working Groups:

Working Group	Lead councillor	Set up/last reviewed	May 2024 resolution	May 2025 recommendation
Armed Forces Day	-	Apr 2019	Review terms of reference and appoint membership later in year in preparation for a flag raising event in 2025.	For decision
Environment and Climate Change Working Group	Cllr McFarlane	Nov 2021	Review terms of reference later in year as part of overall review of its environment and climate change action plan.	Review terms of reference asap. Scope and progress related projects as per 2025-26 Action Plan.
Community Award Sub-Committee	Cllr McFarlane	Ap 2024	None. Terms of reference recently reviewed and the next awards are now 2026.	Review before nominations for 2026 awards.
Countryside Conservation Volunteers Working Group	Cllr Bell	Oct 2022	Review terms of reference later in year.	Review asap
Health & Safety working group	-	Jun 2024	Terms of reference to be developed and focus of H&S work to be progressed.	Not met. For decision
Neighbourhood Plan Monitoring Group	Cllr Verdon	May 2019	Review terms of reference once the new Plan has been adopted.	Review asap
Neighbourhood Plan Review Group	Cllr Verdon	Jun 2023	Review whether this group is required once the new Plan has been adopted and with the review of the monitoring group (above).	Disband
The Bridewell Working Group	Cllr Cornall	Dec 2023	None. Terms of reference recently reviewed.	No change
Tree warden (position)	Cllr Sanger	Dec 2023	None. Terms of reference recently reviewed.	No change
War Memorial working group	Cllr Bell	Jun 2024	Develop terms of reference (completed).	No change
20mph scheme for King Street	Cllr McFarlane	Feb 2025		No change

For Decision

To review the above list and recommended actions.

REVIEW OF OPC POLICIES - 15.04.25

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.
Statement of Internal Controls	Nov-24	Desirable	Nov-25.
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-24	Essential	Nov-25.
Reserves Policy	Nov-24	Optional	Nov-25.
Grant Giving Policy	May-24	Essential	May-25. On agenda.
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.
Health & Safety			
Health & Safety Policy	Dec-24	Essential	Dec-25.
Safeguarding Policy	Dec-23	Desirable	Dec-25.
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	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Communication			
Communication Strategy	Mar-24	Desirable	Mar 25 - annual review required. Refer to Summer '25 - working group meeting required.
Social Media and Electronic Communication Policy	Apr-24	Desirable	Apr 27.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Oct-24	Optional	Oct 25.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.
Pensions Discretionary Policy	Oct-24	Essential	Oct 25.



GRANT GIVING POLICY

**Reviewed and adopted on
Revised 20.05.24**

Introduction

Odiham Parish Council offers grants within the parish of Odiham and North Warnborough to support the health, wellbeing, protection and enhancement of its area and residents. Grants from public funds are subject to the (financial controls) and are therefore only available to voluntary organisations.

Grants will also be considered to organisations outside the parish which can demonstrate a direct benefit to residents living within the parish.

OPC offers three grant funding streams:

- Community grants
- Event grants
- One-off projects or events under the terms of the George Rothery Bequest

1. Community Grants

The annual Community Grants budget runs from April to March with the amount of available funding being subject to change each year. Applicants can apply for a community grant at any time by completing an application form with supporting documentation and submitting it to clerk@odihamparishcouncil.gov.uk. Applications are considered in January and July by the full Council or the Community Committee, whichever meeting is sooner. No individual Councillor has the power to make such a decision.

Applications should demonstrate how Odiham & North Warnborough residents will benefit from grant spending and the amount of funding requested should be commensurate with the number of beneficiaries.

Applications meeting OPC's aims and objectives will be looked upon favourably (refer to OPC Statement of Commitment to the Parish of Odiham 2019-23). <https://odihamparishcouncil.gov.uk/council/policies-and-publications>

All applications will be assessed against the same evaluation criteria:

- Does the application aim to meet OPC's aims and objectives?
- Is the purpose of the grant something which a local Council has the power to fund?
- Have quotes and supporting documentation been provided where required?
- Does the application benefit the Odiham & North Warnborough area and inhabitants?
- Is the level of funding requested commensurate with the number of people benefitting from grant spending?
- Does the applicant have the capacity to deliver the project?
- Has the applicant requested and secured match funding?
- Where funding is requested for capital expenditure, has the applicant demonstrated how the asset will be maintained and protected in the future?

There are no restrictions on the number of times an applicant can apply but, where the available funding is limited, OPC may also consider past grant awards and the breadth & variety of the applications being considered at the same meeting.

Applicants are welcome to attend the Council meeting when their application is being considered and make verbal representation to the Council at the start of the meeting, but not enter into discussion whilst the application is being discussed.

OPC reserves the right to refuse an application.

Applicants will be notified of the Council's decision and funds transferred as soon as possible after the meeting.

All successful applicants should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant has been to support and should report the grant in their publicity thus reporting to local residents how OPC funds have been spent.

2. Event Grants

OPC supports events held in the Parish which promote prosperity and community cohesion. Specific event budgets are initially considered each year when drafting the annual budget (usually December) for funding from the following financial year commencing April.

The majority of events grants are normally awarded to InOdiham, a local CIC organisation run by volunteers which has historically run the majority of local events and delivered projects for local benefit. Voluntary charitable organisations such as the Lions and Odiham Raft Race have also been supported. In all cases applications should be made to OPC by October of the year before the planned events, allowing time for consideration as part of the annual budget setting process. It may be more appropriate for smaller applications to apply for a Community Grant.

Applications should be made in writing to clerk@odihamparishcouncil.gov.uk with a copy of the organisation's most recent accounts and an event budget for each planned event showing how the grant contributes to the overall cost of staging the event, how the remainder of the costs are planned to be met, any surplus anticipated and how this will be re-invested in the community.

Applications must be specific on how the grant will be spent and funds must be used solely towards the costs of running the event.

Applications will be formally considered in January, when OPC sets its precept, and funding paid in two instalments - April for events held between April and September and October for events held between October and March. The purpose of which is to coincide with OPC's precept receipts which are also paid in two instalments.

OPC is entitled to refuse funding or suggest alternative ways of delivering an event. OPC is permitted to attach any condition to a grant which is necessary to demonstrate accountability and transparency to its residents and auditors.

A grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.

OPC recognises there may be occasions when a planned event may not be able to go ahead due to circumstances outside of the event organisers control. On these occasions, each cancelled event will be assessed on an individual basis in consultation with the grant recipient before deciding what actions should be taken.

3. Conditions applied to grant awards

- i) OPC reserves the right to attach a reasonable and justifiable condition to a grant award eg that funds will not be released until match funding has been secured.
- ii) In accepting the grant award recipients agree to acknowledge OPC in all publicity for the services, items or events that the award has helped to fund.
- iii)** All grant recipients receiving grants of £500 or more should provide evidence that the grant has been spent on its intended purpose within 3 months of the activity the grant by completing a grant monitoring form.
- iv) A grant payment should not be passed on to a 3rd party by way of a grant or donation or used to fund a different event without prior consent from the Council.
- v) An event grant recipient should provide an event report following each event which includes a record of actual event income and expenditure with a full explanation of any variances from the anticipated figures supplied with the approved application.

Clerk

Subject: FW: Concerns Regarding the Decision to Shelve Accessible Toilet Plans for Odiham

From: XX

Sent: 09 April 2025 19:15

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

Subject: Concerns Regarding the Decision to Shelve Accessible Toilet Plans for Odiham

Dear Odiham Parish Council,

I am writing to express my deep concern regarding the recent decision to shelve plans for an accessible toilet facility in our village of Odiham.

As a resident of Odiham, I am disappointed that such an essential amenity has been put aside. Accessible toilet facilities are not merely conveniences but necessities for many members of our community, particularly those with mobility impairments and other disabilities. Without these facilities, a significant portion of our community faces unnecessary barriers to participating in village life.

I understand that this decision was informed by a questionnaire circulated via Facebook. However, I must raise serious concerns about the methodology employed in this consultation process. Many of our elderly and mobility-impaired residents—precisely those who would benefit most from accessible facilities—do not use Facebook or even have access to computers. This technological divide means that the very people who need this facility most were likely excluded from having their voices heard in the decision-making process.

The consequences of not having accessible toilet facilities in our village are profound:

1. Many long-standing and loyal residents with mobility impairments are effectively confined to their homes or limited in how long they can spend in the village.
2. Potential visitors with accessibility needs are deterred from coming to Odiham, impacting both community inclusivity and local businesses.
3. Our beautiful and historic village is sadly failing to meet basic standards of accessibility that should be expected in the 21st century.

I urge the Council to reconsider this decision and to implement a more inclusive consultation process that ensures all residents, regardless of their technological proficiency or accessibility needs, have an opportunity to express their views. Perhaps a paper-based survey distributed through local shops, medical facilities, and community centers would reach a more representative sample of our population.

Accessible facilities are not luxuries but essential infrastructure that reflect our values as an inclusive community. I respectfully ask that the Council prioritize this matter and restore plans for an accessible toilet facility in Odiham.

Thank you for your consideration of this important issue. I look forward to your response and to working together to make Odiham accessible to all.

Yours sincerely,

REPORT ON: Interim Internal Audit Report
WRITTEN BY: Parish Clerk
MEETING DATE: 20th May 2025
AGENDA ITEMS: 20/25

Area	Action	Update
i. Finance minutes.	<p>The agenda bundles and draft minutes of the finance committee were not in the main file.</p> <p>Please ensure that agenda bundles are filed when the summons is issued and draft minutes kept clearly on record.</p>	<p>One set missing. Now corrected.</p>
ii. Inquorate meetings.	<p>Several planning committee meetings were inquorate for unclear reasons.</p> <p>Members should be reminded that they are summoned to meetings, not invited.</p>	<p>Reported 20.05.25.</p>
iii. Earmarked reserves.	<p>Some of the earmarked reserves do not meet the clarified definitions within PG2025.</p> <p>The most recent EMR report has been annotated to show those reserves that do not meet the guidance criteria. All should be rolled back into general reserves.</p>	<p>Under review. Refer to Finance Committee to examine detail.</p>
iv. Employee starter.	<p>When the new employee was appointed, there was no clear minute of their hours, pay scale and pension terms.</p> <p>Please ensure that the terms of all employees are clearly minuted annually.</p>	<p>Regular reviews take place through the Staffing Committee. All staff details to be reported to the next Staffing Committee 22.05.25. (OPC staff on pay points, not scales).</p>
v. Lloyds accounts.	<p>The council holds two trivial balance accounts with Lloyds.</p> <p>These should be closed and the residual funds applied to the public benefit.</p>	<p>Previous attempts to close accounts have failed due to the accounts linking to other accounts. New forms which include the Odiham Sports Centre Trust account presented for signature 20.05.25.</p>

Do the Numbers Limited

17th April 2025

Andrea Mann, Clerk,
Odiham Parish Council

Dear Andrea,

Subject: Review of matters arising from Internal Audit for 31 March 2025

Following my visits 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
	The records of the council comply	with this test
Finance committee	The agenda bundles and draft minutes of the finance committee were not in the main file.	Please ensure that agenda bundles are filed when the summons is issued and draft minutes kept clearly on record.
Inquorate meetings	Several planning committee meetings were inquorate for unclear reasons.	Members should be reminded that they are summoned to meetings, not invited.
	The records of the council comply	with this test
Earmarked reserves	Some of the earmarked reserves do not meet the clarified definitions within PG2025	The most recent EMR report has been annotated to show those reserves that do not meet the guidance criteria. All should be rolled back into General.
	The records of the council comply	with this test
	No longer applicable to this council	
Employee starter	When the new employee was appointed, there was no clear minute of their hours, pay scale and	Please ensure that the terms of all employees are clearly minuted annually.

eleanorgreene@dothenumbers.uk

Registered in England No. 7871759


Director: Eleanor S Greene

	pension terms.	
	The records of the council now	comply with this test
Lloyds Accounts	The council holds two trivial balance accounts with Lloyds.	These should be closed and the residual funds applied to the public benefit.
	The records of the council comply	with this test
	Not applicable to this council	
	The records of the council comply	with this test
	The records of the council comply	with this test
	The records of the council comply with this test.	
	The records of the council comply	with this test
	Not applicable to this council	

Please find enclosed my invoice for the agreed fee.

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

Regards,



Eleanor S Greene

Odiham Parish Council
Income & Expenditure Account
01/04/2024 to 31/03/2025

(Last) Year Ended
31 Mar 2024

(Current) Year Ended
31 Mar 2025

Income

1000 - General Account	231,988.18
2000 - Amenity Areas	38,936.68
3000 - Community	40.00
8000 - Projects	19,830.00
	<u>£290,794.86</u>

Expense

1000 - General Account	126,282.46
2000 - Amenity Areas	84,763.08
5000 - Traffic and Transport	9,291.69
3000 - Community	14,406.47
4000 - Planning	8,671.67
7000 - Earmarked Reserves	14,938.77
8000 - Projects	21,421.47
	<u>£279,775.61</u>

General Fund

136,700.66	Balance at 01 Apr 2024	134,126.92
<u>320,333.57</u>	ADD Total Income	<u>290,794.86</u>
457,034.23		424,921.78
<u>332,848.45</u>	DEDUCT Total Expenditure	<u>279,775.61</u>
124,185.78		145,146.17
-9,941.14	DEDUCT Reserves Balance	<u>-4,524.82</u>
<u>£134,126.92</u>	Balance at 31 Mar 2025	<u>£149,670.99</u>

Reserves:

Capital Reserve Balance £1633.50
Earmarked Reserve Balance £63318.30

Odiham Parish Council

BALANCE SHEET

31/03/2025

<i>(Last) Year Ended</i> 31 Mar 2024		<i>(Current) Year Ended</i> 31 Mar 2025
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
8,316.38	VAT Recoverable	5,044.49
	Temporary lendings (investments)	
195,287.16	Cash in hand	209,578.30
203,603.54	TOTAL ASSETS	214,622.79
	CURRENT LIABILITIES	
	Creditors	
<u>203,603.54</u>	NET ASSETS	<u>214,622.79</u>
	Represented by:	
134,126.92	General fund Balance	149,670.99
	Reserves:	
3,622.50	Capital	1,633.50
65,854.12	Earmarked	63,318.30
	Adjustments	
<u>203,603.54</u>		<u>214,622.79</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed _____
Responsible Financial Officer

Date _____

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	ODIHAM PARISH COUNCIL
---------------------------	-----------------------

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
20 th May 2025	

Signed (Clerk/RFO)

Print Name ANDREA MANN

Signed (Chair)

Print Name CLLR A MCFARLANE (CHAIR)

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the authority website/webpage before 1 July 2025.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both) no later than 30 June 2025. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*For a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ODIHAM PARISH COUNCIL

odihamparishcouncil.gov.uk / council-business / council / finance - transparency / audits / budgets - and - financial - reporting

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2023/24 AGAR tick 'not covered')			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

ODINMIYY 20/11/24 17/4/25

ELEANOR S. GREENE ICPA

Signature of person who carried out the internal audit



Date 17/4/25

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ODIHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

odihamparishcouncil.gov.uk/council-business/council/finance-transparency/audits/budgets-and-financial-reporting

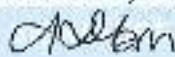
Section 2 – Accounting Statements 2024/25 for

ODIHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	216,118	203,604	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	212,071	224,259	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,263	66,536	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	89,547	97,670	Total expenditure or payments made to and on behalf of all employees. Includes gross salaries and wages, employers' NI contributions, employers' pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	243,301	182,106	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	203,604	214,623	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	195,287	209,578	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,267,317	1,278,246	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (excluding PWB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)	✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 REQUIRED

Date 16/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ODIHAM PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a **lower level of assurance** than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYYYY

Name of Smaller authority: ODIHAM PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 2nd June 2025</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Andrea Mann, Parish Clerk Odiham Parish Council The Bridewell, The Bury, Odiham, Hampshire, RG29 1NB Tel: 01256 702716 clerk@odihamparishcouncil.gov.uk</p> <p>commencing on (c) 3rd June 2025</p> <p>and ending on (d) 14th July 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Andrea Mann, Parish Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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REPORT ON: Cheque Signatories
WRITTEN BY: Parish Clerk/Responsible Financial Officer
MEETING DATE: 20th May 2025
AGENDA ITEMS: 28/25

Introduction

The following Councillors are cheque signatories on OPC's accounts:

Account	Councillor	Effective from
Unity Trust	Cllr Cornall Cllr Greensides Cllr McFarlane Cllr Verdon Cllr Tyler	June 2023 August 2024 May 2019 February 2020 July 2022
Lloyds 30 Day Notice*	Cllr McFarlane Cllr Verdon (Clerk has authority to move funds between accounts)	May 2019 August 2022
Lloyds Treasurer's Account*	Cllr McFarlane Cllr Verdon (Clerk has authority to move funds between accounts)	May 2019 August 2022
Hampshire Trust Bank (1 year bond expires 09.05.25, new investment under review)	Cllr A McFarlane Cllr P Verdon Andrea Mann	October 2020 October 2020 October 2020
CCLA Deposit	Cllr McFarlane Cllr Verdon	February 2022 February 2022

*Note proposal to close all Lloyds accounts (27/25).

For Decision

In accordance with best practise Councillors are required to review cheque signatories and revise bank mandates as required.