MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S FINANCE COMMITTEE HELD ON ZOOM ON 14th JANUARY 2025 at 7.30pm

Present: Cllrs H Tyler (Chair), L Cornall, A McFarlane and P Verdon.
In attendance: A Mann (Clerk).

This meeting was held on Zoom. All decisions are recommendations to full Council on 20th January for ratification.

F24/25 To receive apologies for absence
Received and accepted from Cllr Greensides.

F25/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda
None.

F26/25 Public Session
None.

F27/25 Approval of Minutes
RESOLVED
The minutes of the Finance Committee meeting held on 4th November 2025 (F12/25-F23/25) were approved as a true record of the meeting and signed by the chair.
(Proposed by Cllr Tyler, seconded by Cllr McFarlane, all in favour).

F28/25 October-December 2025 Bank Reconciliations
i) The bank reconciliations for October-December 2025 were approved and would be signed by the Committee Chair at the next opportunity.
ii) Cllr Verdon was appointed to go to the Parish Office and check the presented bank reconciliations against the bank statements.
(Proposed by Cllr Tyler, seconded by Cllr Verdon, all in favour).

F29/25 Quarter 3 2025 Payments Listing
The 2025/26 Quarter 3 Payments Listing was reviewed with no changes and would be published on OPC's website following the meeting.

F30/25 Quarter 3 2025 Budget Position and end of year forecast
i) The 2025/26 budget position to 31st December was reviewed, as presented with the agenda, with no changes.
ii) The Clerk's end of year budget forecasts were reviewed. The net end of year position was forecasted to be -£8,858.47, in line with expectations. Members noted the budget variances were understood and due to unforeseen circumstances.

F31/25 Banks and investments

RESOLVED

Bank balances at 31st December were recorded as:

CCLA	£144,506.45
Hampshire Trust Bank	£54,656.72
Lloyds 30 days' notice account	£0.00
Unity Trust	£76,371.72
Lloyds Treasurer's Account	£0.00
Total:	**£275,534.89**

No transfers between accounts were requested.

The Clerk reported that efforts to close OPC's Lloyds accounts continued and another closure request form had been submitted the previous week.

F32/25 Reserves

The earmarked reserves balance at 31st September was reviewed, as presented with the agenda.

i) General Reserves

RESOLVED

Members were content with the general reserves value, estimated to be the equivalent of 6.42 month's normal revenue costs.

Members noted that this had been considered previously and the agreed level above that recommended in the Practitioners' Guide 2025 Governance and accountability for smaller authorities in England (PG2025) reflected the number of listed properties and timber play equipment owned by the Parish Council.
(Proposed by Cllr Tyler, seconded by Cllr Cornall, all in favour).

ii) Earmarked Reserves

Members reviewed the list of reserves against the comment raised by the Internal Auditor and current priorities and

RESOLVED

To put the following forward to full Council for decision:

EMR	**Current Value**	**Proposed**
IT support/upgrade	£1,944.04	RETAIN – For equipment upgrades required for Clerk's laptop, Amenities Officer's PC and building EMR for Deputy Clerk's laptop and Clerk's desktop. ESTIMATED SPEND WITHIN 3 YEARS.
Election expenses	£5,000	? To be determined
Cemetery maintenance and improvements	£3,152	REFER to Amenities Committee to determine whether full extent of improvements have been completed.
Amenity equipment repairs	0	DELETE
Chapel building maintenance	£4,231.94	REFER to Amenities Committee to determine whether works required.

EMR	Current Value	Proposed
Chapel Cottage maintenance	0	RETAIN HEADING
War Memorial maintenance	0	ADD £6,470 from general reserves to cover cost of next two stages of repair works in 2026. ESTIMATED SPEND WITHIN 1 YEAR.
Play area replacement	£7,730.59	RETAIN - Research in progress for Chamberlain Gardens play area. ESTIMATED SPEND WITHIN 2 YEARS.
Benches and noticeboards	£1,682.20	REFER to Amenities Areas Committee.
Parish Room maintenance	£1,205.32	RETAIN - For repairs to east facing wall. ESTIMATED SPEND WITHIN 3 YEARS. High priority project.
Grounds maintenance	0	DELETE
Memorial testing	0	DELETE
Revaluation of buildings	£275	ZERO BALANCE
Climate Action Plan	£3,409.30	RETAIN – For Bridewell energy saving works. ESTIMATED SPEND WITHIN 2 YEARS.
Rights of Way	£1,927.82	HOLD DECISION due to current projects at Bartley Heath and The Firs.
Development of Sustainable Transport	£3,187.31	RETAIN – For cycle racks in The Bury area. ESTIMATED SPEND WITHIN 2 YEARS.
Supporting the High St	£4,668.97	RETAIN – for flagpoles. ESTIMATED SPEND WITHIN 2 YEARS.
Tree survey	£1,000	DELETE – Budget expenditure in 2027.
The Bridewell	£15,284.50	RETAIN – for ongoing Bridewell works and fees for professional support. Some funds allocated. ESTIMATED SPEND WITHIN 3 YEARS.
Community grants	£2,340.00	? COUNCIL DECISION REQUIRED - Funds have been held for successful applicants but deadlines have now passed. Could consider spending on OPC led project.
Public toilets R&M	£84.18	ZERO BALANCE AND DELETE.
RAF gifts	£0	DELETE
Crownfields car park management	£5,000	RETAIN - S106 developers contribution for maintenance of pre-school land. Move to capital reserve.
Village gateway	£4,000	RETAIN - S106 developers contribution for village gateway. Move to capital reserve.
Bus shelter	£455	RETAIN – this sum has been spent on replacement seat. Should be earmarking for future replacement.
Armed Forces Day	0	DELETE
Allotments	£500	REFER to Amenities Areas Committee – fence repair required and improvements to boundary with road (inc poss biodiversity improvements).
Tree works	£1,000	DELETE – This is a revenue cost.
Flags	£500	RETAIN – additional flags required for new flagpoles. ESTIMATED SPEND WITHIN 2 YEARS.
The Firs	£1,000	RETAIN – project in progress. ESTIMATED SPEND WITHIN 1 YEAR.
Bins	£0	RETAIN HEADING.

F33/25 **2026-27 Budget**

Three options were presented for consideration which included three levels of project budgets. Members reviewed the proposals against the Council's agreed priorities and the difference between capital and revenue expenditure. Further to discussion, It was

RESOLVED
To present option 1 to full Council on 20th January, as shown in Appendix 1, equating to:

Budget: £298,506
Income: £36,100
Precept: £262,406
Band D equivalent: £109.35
Increase per Band D average: £7.57

F34/25 **Next meeting**

21st April 2026.

There being no further business the meeting closed at 8.35pm.

Signed..... **Date.....**

Odiham Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

1000 - General Account			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1005	Staff Salaries				85,000.00		85,000.00
1010	Employers' NI				11,000.00		11,000.00
1015	Pension Contribution				18,000.00		18,000.00
1020	Travel				400.00		400.00
1025	Training				1,250.00		1,250.00
1035	Rates				10,000.00		10,000.00
1040	Telephone and internet				4,000.00		4,000.00
1045	Office Equipment				550.00		550.00
1050	IT Support and Back up				5,000.00		5,000.00
1055	Postage and consumables				1,050.00		1,050.00
1060	Accounts Package				1,670.00		1,670.00
1065	Bank Charges				300.00		300.00
1070	Audit Fees				1,800.00		1,800.00
1075	Professional Costs				4,000.00		4,000.00
1080	Subscriptions				2,650.00		2,650.00
1085	Insurance				10,500.00		10,500.00
1090	Election Expenses						
1095	Civic Hospitality				1,000.00		1,000.00
1100	Caretaking Equipment				500.00		500.00
1105	Room hire				250.00		250.00
1500	Precept		262,406.00				-262,406.00
1505	VAT						
1510	Bank Interest		8,500.00				-8,500.00
1515	S106 Income						
1525	Other Income						
			270,906.00		**158,920.00**		**-111,986.00**

2000 - Amenity Areas			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
2005	Chamberlain Gardens (SC				4,500.00		4,500.00
2010	Cemetery Maintenance				20,000.00		20,000.00
2015	Cemetery rates and water				3,000.00		3,000.00
2020	Cemetery electricity				700.00		700.00
2030	Memorial testing				1,000.00		1,000.00
2035	Other amenity areas main				10,000.00		10,000.00
2040	Play Areas				12,000.00		12,000.00
2050	Allotments - maintenance				1,000.00		1,000.00
2055	Allotments - Water				500.00		500.00
2065	Tree works				5,000.00		5,000.00
2070	Bin emptying				4,000.00		4,000.00
2075	Benches and Noticeboards				500.00		500.00
2080	Basingstoke Canal				4,036.00		4,036.00
2085	Broad Oak Maintenance				500.00		500.00
2090	Commons Ranger				1,000.00		1,000.00
2095	Toilets - Maintenance				500.00		500.00
2100	Toilets - Power and rates				1,500.00		1,500.00
2105	Toilets - cleaning				6,500.00		6,500.00
2110	Parish Room - power and						
2115	Parish room - maintenanc				1,500.00		1,500.00
2120	Chapel Cottage Maintenar				1,500.00		1,500.00
2125	Estate Agent Fees						
2135	Tree Survey				250.00		250.00
2140	Bus Shelter Maintenance				500.00		500.00
2155	The Bridewell - electricity				4,400.00		4,400.00
2160	The Bridewell - gas				5,500.00		5,500.00
2165	The Bridewell - water				300.00		300.00
2170	The Bridewell - cleaning &				7,000.00		7,000.00
2175	The Bridewell - waste disp				1,300.00		1,300.00
2180	The Bridewell - H&S check				3,000.00		3,000.00
2185	The Bridewell - maintenan				4,000.00		4,000.00
2500	Chapel Cottage rent						
2505	Burial fees		14,000.00				-14,000.00
2510	Allotment rents		1,400.00				-1,400.00
2515	Allotment Deposits						
2520	Other income		100.00				-100.00
2525	The Bridewell - tenants' re		7,500.00				-7,500.00
2530	The Bridewell - general let		4,500.00				-4,500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

	27,500.00		**105,486.00**	**77,986.00**

3000 - Community

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
3005	Annual Parish Assembly				250.00		250.00
3010	PR & Pub inc newsletter				4,000.00		4,000.00
3015	Community Grants				2,000.00		2,000.00
3016	G Rothery Grant						
3025	Citizens Advice				1,000.00		1,000.00
3026	Community Awards				250.00		250.00
3030	Christmas Evening				1,000.00		1,000.00
3035	Christmas Trees and Light				1,000.00		1,000.00
3045	RAF Christmas Gifs				1,000.00		1,000.00
3055	Armed Forces Event						
3060	D-Day						
3065	Remembrance				500.00		500.00
3070	Promotion of village				1,250.00		1,250.00
3075	Survey Subscriptions						
3080	Odiham Book Festival						
3085	Bands in the Bury				2,500.00		2,500.00
3090	Food Fayre				1,000.00		1,000.00
3115	Flags				500.00		500.00
3500	Community Income						
3505	Event Sponsorship Income		100.00				-100.00
			100.00		**16,250.00**		**16,150.00**

4000 - Planning

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
4010	NH Plan						
4020	Neighbourhood Plan Upda						

5000 - Traffic and Transport

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
5000	Lighting - Maint and admir				5,000.00		5,000.00
5005	Lighting - energy costs				4,100.00		4,100.00
5015	Sustainable Transport						
5020	Village Gateway						
5025	Rights of Way				250.00		250.00
5030	Speed Indicator Devices				3,500.00		3,500.00
					12,850.00		**12,850.00**

7000 - Earmarked Reserves

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
7005	Office Rental						
7010	IT Support/Upgrade						
7015	Election Expenses						
7020	Website						
7025	Allotment Deposits						
7030	Chapel Cottage Deposit						
7035	Cemetery maintenance an						
7040	Amenity Equipment Repai						
7045	Chapel Building Maintenar						
7050	Chapel Cottage Maintenar						
7055	War Memorial Maintenanc						
7060	Play Area Replacement						
7065	Bufton Field Play Area						
7070	Benches & Noticeboards						
7075	Parish Room Maintenance						
7080	Grounds Maintenance						
7085	Memorial Testing						
7090	Revaluation of Buildings						
7095	Rights of Way						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

7100 Development of Sustainab
7105 G Rothery Bequest
7110 Re-energising the High St
7115 Conservation Area Charac
7120 Climate Action Plan
7125 Book Exchange
7130 Insurance - EMR
7135 Tree Survey - EMR
7140 PR & Publicity - EMR
7145 Subscriptions - EMR
7150 The Bridewell
7155 Community Grants
7160 Platinum Jubilee
7165 Public toilets R&M
7170 Floral displays
7175 Professional Costs
7180 RAF gifts
7185 Armed Forces Day
7190 Tree Works
7195 Flags
7200 Allotments
7205 The Firs
7210 Bins

8000 - Projects

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
8005	War Memorial						
8010	Parish Room						
8015	Play Area Replacement				5,000.00		5,000.00
8020	Supporting High Street						
8025	Climate, biodiversity & env						
8030	Burial plot provision						
8035	Bridewell works						
8040	Benches						
8050	Area of reflection						
8055	The Firs						
8060	South Chapel						
					5,000.00		**5,000.00**
NET TOTAL			**298,506.00**		**298,506.00**		

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)