



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE ARE SUMMONED TO
ATTEND THE MEETING OF THE FINANCE COMMITTEE TO BE HELD VIRTUALLY
THROUGH ZOOM
ON TUESDAY 21st JULY 2020 COMMENCING AFTER THE CONCLUSION OF THE FULL
COUNCIL MEETING WHICH STARTS AT 7:30PM**

15th July 2020

Andrea Mann Parish Clerk

Members of the press and public can join the meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/89981714671?pwd=cTZyQ1FDL0ZleHhsQ0JpTkJpSk9sUT09>

Meeting ID: 899 8171 4671

Password: 423655

FULL COUNCIL AGENDA

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
FC01/20	To receive and accept apologies for absence.	
FC02/20	To receive declarations of interests and requests for dispensation relating to any item on the agenda.	
FC03/20	Chair's Announcements	
FC04/20	Public Session An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at http://www.odiham.org.uk/your-council/policies/ or email clerk@odiham.org.uk for further advice.	
FC05/20	July 2020 Payments To approve the payments listing for July 2020. (This listing will be circulated to Councillors by email before the meeting).	
FC06/20	June 2020 Bank Reconciliation To approve the June 2020 bank reconciliation to be signed by the Chair of Finance in person at a later date.	3
FC07/20	Quarter 1 Payments Listing To review and accept the 2020/21 Quarter 1 Payments Listing.	4-5

<u>No.</u>	<u>Agenda Item</u>	<u>Page No.</u>
FC08/20	Quarter 1 Year to Date Budget Report To review and accept the 2020/21 Quarter 1 budget position.	6-8
FC09/20	Virement To consider the recommendation that £4,680 be vired from “Staff Salaries” (1005) to “Toilets – Cleaning” (Code 2105) due to the new Caretaking role not being possible at the current time.	
FC10/20	Quarter 1 Financial Position To review and accept the bank balances at the end of 2020/21 Quarter 1 and note the Reserves Balance report.	9-10
FC11/20	Investments To consider the Parish Clerk’s report on proposed investments following delegation from the full Council on 16 th June.	11-12
FC12/20	Council Credit Card To consider the request to apply for a Unity Corporate MultitPay Card for the Staff to use for Council purchases with the limit for one single transaction set at £500 in line with Financial Regulations. The card would incur a monthly fee of £3.	13-14
FC13/20	To note the date of the next meeting Tuesday 20 th October 2020 at 7.30pm.	

Odiham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2020		
	Cash in Hand 01/04/2020		190,281.17
	ADD Receipts 01/04/2020 - 30/06/2020		92,596.81
			282,877.98
	SUBTRACT Payments 01/04/2020 - 30/06/2020		43,737.80
A	Cash in Hand 30/06/2020 (per Cash Book)		239,140.18
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2020	0.43
	Lloyds 30 days notice account	30/06/2020	3,523.10
	Unity Trust	30/06/2020	134,325.54
	Lloyds Treasurer's Account	30/06/2020	39,276.80
	Lloyds Money Market	30/06/2020	62,014.31
			239,140.18
	Less unrepresented payments		0.00
			239,140.18
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		239,140.18
	A = B Checks out OK		

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Cemetery rates and water	01/04/2020		Unity Trust	1	Cemetery rates	Hart DC	E	2,301.65	0.00	2,301.65
2	Chapel Cottage rent	01/04/2020		Unity Trust	2	Cottage Council Tax	Hart DC	E	177.10	0.00	177.10
3	Parish Room - power and rat	01/04/2020		Unity Trust	3	Parish room rates	Hart DC	E	334.33	0.00	334.33
4	Office Rental	01/04/2020		Unity Trust	4	Parish Office rent	Hart DC	E	2,020.95	0.00	2,020.95
6	Toilets - Power and rates	01/04/2020		Unity Trust	6	Toilets rates	Hart DC	E	1,272.45	0.00	1,272.45
5	IT Support and Back up	01/04/2020		Unity Trust	5	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
7	Chamberlain Gardens (SC Tri	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	384.00	0.00	384.00
8	Other amenity areas mainter	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	720.00	0.00	720.00
9	Buften Field Play Area	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	150.00	0.00	150.00
10	Cemetery Maintenance	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	72.00	0.00	72.00
11	Parish room - maintenance	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	54.00	0.00	54.00
12	Allotments - maintenance	01/04/2020		Unity Trust	7	Grounds Maintenance - March	Lotus Landscapes Ltd	X	72.00	0.00	72.00
13	Toilets - cleaning	14/04/2020		Unity Trust	8	Toilet Cleaning	CJH Cleaning Services Ltd	X	468.00	0.00	468.00
14	Travel	14/04/2020		Unity Trust	9	Staff travel	Angela McFarlane	X	5.40	0.00	5.40
15	Postage and consumables	14/04/2020		Unity Trust	9	Postage and consumables	Angela McFarlane	X	29.47	0.00	29.47
16	Travel	14/04/2020		Unity Trust	9	Staff travel	Angela McFarlane	X	28.80	0.00	28.80
21	Staff Salaries	24/04/2020		Unity Trust	14-15	April Salaries	April Salaries	Z	2,965.94	0.00	2,965.94
22	Employers' NI	24/04/2020		Unity Trust	16	April PAYE & NI	HMRC	Z	997.10	0.00	997.10
23	Pension Contribution	24/04/2020		Unity Trust	17	April Pensions	Hampshire Pension Fund	Z	945.83	0.00	945.83
24	Parish Room - power and rat	19/05/2020		Unity Trust	18	Parish Room Electricity	SSE	L	83.44	4.17	87.61
25	Cemetery electricity	19/05/2020		Unity Trust	19	Chapel Electricity	SSE	L	35.80	1.79	37.59
17	Office Equipment	19/05/2020		Unity Trust	10	Printer rental Qtr 1 20/21	Ricoh	S	32.00	6.40	38.40
18	Precept	19/05/2020		Unity Trust	11	Street lighting	HCC	S	3,445.55	689.10	4,134.65
27	Chapel Cottage Maintenance	19/05/2020		Unity Trust	21	Chapel Cottage Roof Repair	Moran Roofing	S	160.00	32.00	192.00
29	Cemetery Maintenance	19/05/2020		Unity Trust	23	Grounds maintenance	Nigel Jeffries Landscapes	S	1,035.00	207.00	1,242.00
30	Toilets - cleaning	19/05/2020		Unity Trust	24	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
31	IT Support and Back up	19/05/2020		Unity Trust	25	IT support	Connect Computer Consultan	S	270.00	54.00	324.00
34	Other amenity areas mainter	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	300.00	60.00	360.00
35	Chamberlain Gardens (SC Tri	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	230.00	46.00	276.00
36	Play Areas	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	75.00	15.00	90.00
37	Buften Field Play Area	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	35.00	7.00	42.00
38	Cemetery Maintenance	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	60.00	12.00	72.00
39	Allotments - maintenance	19/05/2020		Unity Trust	28	Grounds maintenance	Lotus Landscapes Ltd	S	60.00	12.00	72.00
40	Subscriptions	19/05/2020		Unity Trust	29	SLCC & www.mydeposits	Andrea Mann	S	302.67	4.33	307.00
19	Basingstoke Canal	19/05/2020		Unity Trust	12	Basingstoke Canal Cont	HCC	Z	4,036.00	0.00	4,036.00
20	Toilets - Power and rates	19/05/2020		Unity Trust	13	Public toilets - water	Castle water	Z	82.13	0.00	82.13

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	Audit Fees	19/05/2020		Unity Trust	20	Internal Audit	Lightatouch	Z	64.16	0.00	64.16
28	Subscriptions	19/05/2020		Unity Trust	22	Annual Subscription	HALC	Z	983.35	0.00	983.35
32	PR & Pub inc newsletter	19/05/2020		Unity Trust	26	Newsletter Distribution	Cllr Verdon	Z	20.00	0.00	20.00
33	IT Support and Back up	19/05/2020		Unity Trust	27	Microsoft 365-Clerks laptop	Connect Computer Consultan	Z	9.40	0.00	9.40
41	Staff Salaries	19/05/2020		Unity Trust	30	May Salaries	May Salaries	Z	2,965.94	0.00	2,965.94
42	Staff Salaries	19/05/2020		Unity Trust	31	May PAYE & NI	HMRC	Z	997.10	0.00	997.10
43	Pension Contribution	19/05/2020		Unity Trust	32	May Pensions	Hampshire Pension Fund	Z	1,064.13	0.00	1,064.13
44	Travel	19/05/2020		Unity Trust	33	Travel Expenses	Cllr Raw	Z	71.10	0.00	71.10
51	IT Support and Back up	16/06/2020		Unity Trust	46	IT support	Microsoft Ireland	E	9.40	0.00	9.40
54	Staff Salaries	16/06/2020		Unity Trust	49	June salaries	June salaries	E	2,965.94	0.00	2,965.94
55	Staff Salaries	16/06/2020		Unity Trust	50	June PAYE, NI & Emp Tax	HMRC	E	997.10	0.00	997.10
56	Pension Contribution	16/06/2020		Unity Trust	51	June Pensions	Hampshire Pension Fund	E	988.55	0.00	988.55
45	Other amenity areas mainter	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	430.00	86.00	516.00
46	Chamberlain Gardens (SC Tr	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	275.00	55.00	330.00
47	Play Areas	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	150.00	30.00	180.00
48	Buften Field Play Area	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	160.00	32.00	192.00
49	Cemetery Maintenance	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	60.00	12.00	72.00
50	Allotments - maintenance	16/06/2020		Unity Trust	45	Grounds Maintenance May	Lotus Landscapes Ltd	S	195.00	39.00	234.00
52	Cemetery Maintenance	16/06/2020		Unity Trust	47	Grounds maintenance	Nigel Jeffries Landscapes	S	1,035.00	207.00	1,242.00
53	Toilets - cleaning	16/06/2020		Unity Trust	48	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
57	Parish room - maintenance	16/06/2020		Unity Trust	52	Fire Extinguisher Testing	Walker Fire UK Ltd	S	53.70	10.74	64.44
58	Other amenity areas mainter	26/06/2020		Unity Trust	53	Fire Extinguisher Testing	Walker Fire UK Ltd	S	53.70	10.74	64.44
59	Other amenity areas mainter	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	470.00	94.00	564.00
60	Chamberlain Gardens (SC Tr	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	275.00	55.00	330.00
61	Play Areas	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	195.00	39.00	234.00
62	Buften Field Play Area	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	70.00	14.00	84.00
63	Cemetery Maintenance	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	60.00	12.00	72.00
64	Allotments - maintenance	26/06/2020		Unity Trust	54	Grounds Maintenance June	Lotus Landscapes Ltd	S	60.00	12.00	72.00
65	IT Support/Upgrade	26/06/2020		Unity Trust	55	Clerk's PC & Screen	Connect Computer Consultan	S	675.00	135.00	810.00
66	Cemetery Maintenance	26/06/2020		Unity Trust	56	Grounds Maintenance June	Nigel Jeffries Landscapes	S	1,525.00	305.00	1,830.00
67	Chapel Cottage Maintenance	26/06/2020		Unity Trust	57	Chapel Cottage gas and boiler	Heatcare South Ltd	S	125.00	25.00	150.00
68	Training	26/06/2020		Unity Trust	58	Training	SLCC	S	30.00	6.00	36.00
69	Bank Charges	30/06/2020		Unity Trust		Bank charges	Unity Trust	Z	3.60	0.00	3.60
70	Bank Charges	30/06/2020		Unity Trust		Bank charges	Unity Trust	Z	30.75	0.00	30.75
Total									41,224.53	2,513.27	43,737.80

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	Get mapping	0.00	0.00	0.00	0.00	0.00	0.00
77	Petty cash	0.00	0.00	0.00	0.00	0.00	0.00
1,005	Staff Salaries	0.00	0.00	0.00	53,432.00	10,892.02	42,539.98
1,010	Employers' NI	0.00	0.00	0.00	4,201.00	997.10	3,203.90
1,015	Pension Contribution	0.00	0.00	0.00	9,018.00	2,998.51	6,019.49
1,020	Travel	0.00	0.00	0.00	1,200.00	105.30	1,094.70
1,025	Training	0.00	0.00	0.00	1,250.00	30.00	1,220.00
1,030	Office Rental	0.00	0.00	0.00	5,400.00	2,020.95	3,379.05
1,035	Rates	0.00	0.00	0.00	2,200.00	0.00	2,200.00
1,040	Telephone and internet	0.00	0.00	0.00	1,200.00	0.00	1,200.00
1,045	Office Equipment	0.00	0.00	0.00	500.00	32.00	468.00
1,050	IT Support and Back up	0.00	0.00	0.00	4,705.00	423.80	4,281.20
1,055	Postage and consumables	0.00	0.00	0.00	1,000.00	24.56	975.44
1,060	Accounts Package	0.00	0.00	0.00	600.00	0.00	600.00
1,065	Bank Charges	0.00	0.00	0.00	360.00	34.35	325.65
1,070	Audit Fees	0.00	0.00	0.00	1,400.00	64.16	1,335.84
1,075	Professional Costs	0.00	0.00	0.00	3,000.00	0.00	3,000.00
1,080	Subscriptions	0.00	0.00	0.00	1,700.00	1,286.02	413.98
1,085	Insurance	0.00	0.00	0.00	3,200.00	0.00	3,200.00
1,090	Election Expenses	0.00	0.00	0.00	2,000.00	0.00	2,000.00
1,095	Civic Hospitality	0.00	0.00	0.00	250.00	0.00	250.00
1,100	Caretaking Equipment	0.00	0.00	0.00	4,605.00	0.00	4,605.00
1,500	Precept	0.00	164,202.00	82,101.00	0.00	3,445.55	-85,546.55
1,505	VAT	0.00	0.00	2,063.81	0.00	0.00	2,063.81
1,510	Bank Interest	0.00	250.00	2.00	0.00	0.00	-248.00
1,515	S106 Income	0.00	0.00	0.00	0.00	0.00	0.00
1,525	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	164,452.00	£84,166.81	101,221.00	£22,354.32	-1,418.51

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
29	Cemetery additional maintenance	0.00	0.00	0.00	0.00	0.00	0.00
37	Amenity Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00
47	Parish room - Caretaking	0.00	0.00	0.00	0.00	0.00	0.00
48	Tennis Courts rates	0.00	0.00	0.00	0.00	0.00	0.00
54	Revaluation of buildings	0.00	0.00	0.00	0.00	0.00	0.00
55	Replacement of carpet in cottage	0.00	0.00	0.00	0.00	0.00	0.00
56	Replanting of trees	0.00	0.00	0.00	0.00	0.00	0.00
59	Tennis and bowls rent	0.00	0.00	0.00	0.00	0.00	0.00
78	Toilet refurbishment	0.00	0.00	0.00	0.00	0.00	0.00
2,005	Chamberlain Gardens (SC Trust)	0.00	0.00	0.00	2,300.00	1,100.00	1,200.00
2,010	Cemetery Maintenance	0.00	0.00	0.00	13,890.00	3,835.00	10,055.00
2,015	Cemetery rates and water	0.00	0.00	0.00	2,146.00	2,301.65	-155.65
2,020	Cemetery electricity	0.00	0.00	0.00	186.00	35.80	150.20
2,030	Memorial testing	0.00	0.00	0.00	500.00	0.00	500.00
2,035	Other amenity areas maintenance	0.00	0.00	0.00	4,730.00	1,853.70	2,876.30
2,040	Play Areas	0.00	0.00	0.00	4,000.00	420.00	3,580.00
2,050	Allotments - maintenance	0.00	0.00	0.00	850.00	375.00	475.00
2,055	Allotments - Water	0.00	0.00	0.00	150.00	0.00	150.00
2,065	Tree works	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2,070	Bin emptying	0.00	0.00	0.00	2,484.00	0.00	2,484.00
2,075	Benches and Noticeboards	0.00	0.00	0.00	500.00	0.00	500.00
2,080	Basingstoke Canal	0.00	0.00	0.00	6,320.00	4,036.00	2,284.00
2,085	Broad Oak Maintenance	0.00	0.00	0.00	500.00	0.00	500.00
2,090	Commons Ranger	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2,095	Toilets - Maintenance	0.00	0.00	0.00	450.00	0.00	450.00
2,100	Toilets - Power and rates	0.00	0.00	0.00	1,800.00	1,354.58	445.42
2,105	Toilets - cleaning	0.00	0.00	0.00	0.00	1,170.00	-1,170.00
2,110	Parish Room - power and rates	0.00	0.00	0.00	675.00	417.77	257.23
2,115	Parish room - maintenance	0.00	0.00	0.00	200.00	98.70	101.30
2,120	Chapel Cottage Maintenance	0.00	0.00	0.00	1,000.00	285.00	715.00
2,125	Estate Agent Fees	0.00	0.00	0.00	2,200.00	0.00	2,200.00
2,135	Tree Survey	0.00	0.00	0.00	500.00	0.00	500.00
2,500	Chapel Cottage rent	0.00	12,000.00	4,361.00	0.00	177.10	-7,816.10
2,505	Burial fees	0.00	9,000.00	3,205.00	0.00	0.00	-5,795.00
2,510	Allotment rents	0.00	950.00	800.00	0.00	0.00	-150.00
2,515	Allotment Deposits	0.00	0.00	60.00	0.00	0.00	60.00
2,520	Other income	0.00	100.00	0.00	0.00	0.00	-100.00

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

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

£0.00 22,050.00 £8,426.00 48,881.00 £17,460.30 17,796.70

3000 - Community

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
3,005	APA	0.00	0.00	0.00	150.00	0.00	150.00
3,010	PR & Pub inc newsletter	0.00	0.00	0.00	4,000.00	20.00	3,980.00
3,015	Community Grants	0.00	0.00	0.00	7,000.00	0.00	7,000.00
3,025	Citizens Advice	0.00	0.00	0.00	1,500.00	0.00	1,500.00
3,030	Christmas Evening	0.00	0.00	0.00	2,500.00	0.00	2,500.00
3,035	Christmas Trees and Lights	0.00	0.00	0.00	1,100.00	0.00	1,100.00
3,040	Carols in Bury	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,045	RAF Christmas Gifs	0.00	0.00	0.00	2,500.00	0.00	2,500.00
3,050	Bi annual box cart race	0.00	0.00	0.00	500.00	0.00	500.00
3,055	Bands/Blues AFD	0.00	1,000.00	0.00	2,000.00	0.00	1,000.00
3,060	VE Day	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,065	Remembrance	0.00	0.00	0.00	50.00	0.00	50.00
3,070	Promotion of village	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,075	Survey Subscriptions	0.00	0.00	0.00	500.00	0.00	500.00
3,500	Community Income	0.00	0.00	0.00	0.00	0.00	0.00
3,505	Event Sponsorship Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	1,000.00	£0.00	24,800.00	£20.00	23,780.00

4000 - Planning

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
73	Training and Membership	0.00	0.00	0.00	0.00	0.00	0.00
4,010	NH Plan	0.00	0.00	4.00	100.00	0.00	104.00
4,015	NW and Odiham CA Appraisals	0.00	0.00	0.00	2,500.00	0.00	2,500.00
		£0.00	0.00	£4.00	2,600.00	£0.00	2,604.00

5000 - Traffic and Transport

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
4,500	Lighting - Maint and admin	0.00	0.00	0.00	4,500.00	0.00	4,500.00
5,005	Lighting - energy costs	0.00	0.00	0.00	1,500.00	0.00	1,500.00
5,015	Sustainable Transport	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£0.00	0.00	£0.00	10,000.00	£0.00	10,000.00

7000 - Earmarked Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
709	Increasing Biodiversity	0.00	0.00	0.00	0.00	0.00	0.00
7,005	Office Rental	0.00	0.00	0.00	0.00	0.00	0.00
7,010	IT Support/Upgrade	0.00	0.00	0.00	0.00	675.00	-675.00
7,015	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00
7,020	Website	0.00	0.00	0.00	0.00	0.00	0.00
7,025	Allotment Deposits	0.00	0.00	0.00	0.00	0.00	0.00
7,030	Chapel Cottage Deposit	0.00	0.00	0.00	0.00	0.00	0.00
7,035	Cemetery Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,040	Amenity Equipment Repairs	0.00	0.00	0.00	0.00	0.00	0.00
7,045	Chapel Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,050	Chapel Cottage Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,055	War Memorial Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,060	Play Area Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,065	Buften Field Play Area	0.00	0.00	0.00	0.00	390.00	-390.00
7,070	Benches & Noticeboards	0.00	0.00	0.00	0.00	0.00	0.00
7,075	Parish Room Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,080	Grounds Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,085	Memorial Testing	0.00	0.00	0.00	0.00	0.00	0.00
7,090	Revaluation of Buildings	0.00	0.00	0.00	0.00	0.00	0.00
7,095	Footpaths Improvements	0.00	0.00	0.00	0.00	0.00	0.00
7,100	Development of Sustainable Trans	0.00	0.00	0.00	0.00	0.00	0.00
7,105	G Rotherby Bequest	0.00	0.00	0.00	0.00	0.00	0.00
7,110	Re-energising the High St	0.00	0.00	0.00	0.00	0.00	0.00
7,115	Conservation Area Character Appr	0.00	0.00	0.00	0.00	0.00	0.00

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

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

	£0.00	0.00	£0.00	0.00	£1,065.00	-1,065.00
NET TOTAL	£0.00	187,502.00	£92,596.81	187,502.00	£40,899.62	51,697.19

Odiham Parish Council**BANK ACCOUNTS**

Lloyds Money Market	£62,014.31
Lloyds Treasurer's Account	£39,276.80
Unity Trust	£134,325.53
Lloyds 30 days notice account	£3,523.10
Total in Banks	239,139.74
Cash	0.44
GRAND TOTAL (Banks and Cash)	£239,140.18

Odiham Parish Council
Reserves Balance
2020 - 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	60.00	1,100.00	0.00	0.00	1,160.00
Chapel Cottage Deposit	0.00	1,211.00	0.00	0.00	1,211.00
Buften Field Play Area	0.00	5,919.00	415.00	0.00	5,504.00
G Rotherby Bequest	0.00	3,522.00	0.00	0.00	3,522.00
Total Capital	60.00	11,752.00	415.00	0.00	11,397.00
Earmarked					
Office Rental	0.00	1,000.00	0.00	0.00	1,000.00
IT Support/Upgrade	0.00	5,000.00	675.00	0.00	4,325.00
Election Expenses	0.00	2,500.00	0.00	0.00	2,500.00
Website	0.00	3,500.00	0.00	0.00	3,500.00
Cemetery Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Amenity Equipment Repairs	0.00	1,000.00	0.00	0.00	1,000.00
Chapel Building Maintenance	0.00	30,000.00	0.00	0.00	30,000.00
Chapel Cottage Maintenance	0.00	1,500.00	0.00	0.00	1,500.00
War Memorial Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Play Area Replacement	0.00	5,000.00	0.00	0.00	5,000.00
Benches & Noticeboards	0.00	2,000.00	0.00	0.00	2,000.00
Parish Room Maintenance	0.00	1,000.00	0.00	0.00	1,000.00
Grounds Maintenance	0.00	10,000.00	0.00	0.00	10,000.00
Memorial Testing	0.00	1,000.00	0.00	0.00	1,000.00
Revaluation of Buildings	0.00	1,000.00	0.00	0.00	1,000.00
Increasing Biodiversity	0.00	2,000.00	0.00	0.00	2,000.00
Footpaths Improvements	0.00	2,000.00	0.00	0.00	2,000.00
Development of Sustainable Træ	0.00	5,000.00	0.00	0.00	5,000.00
Re-energising the High St	0.00	10,000.00	0.00	0.00	10,000.00
Conservation Area Character Aq	0.00	2,500.00	0.00	0.00	2,500.00
Total Earmarked	0.00	90,000.00	675.00	0.00	89,325.00
TOTAL RESERVE	60.00	101,752.00	1,090.00	0.00	100,722.00
GENERAL FUND					43,921.84
TOTAL FUNDS					246,335.84

REPORT ON: Investments

WRITTEN BY: Andrea Mann, as OPC's Responsible Financial Officer

MEETING DATE: 21st July 2020

AGENDA ITEMS: FC1/20

Introduction

In November 2019, the Internal Auditor report reported a matter previously raised to review OPC's investments. A review was carried out, presented to full Council on 11th February and 16th June which reached the following decision:

"Councillors considered the proposals in the Parish Clerk's report which recommended that surplus funds be invested into a new Churches, Charities and Local Authorities (CCLA) deposit account.

Councillors expressed concern that the CCLA scheme was not covered by the Financial Services Compensation Scheme (FSCS) which generated the opinion that no one account should hold investments over the FSCS limit of (currently) £85,000. Following discussion it was

RESOLVED

- i) To open a HSBC Flexible Saver account with the minimum required amount using existing cheque signatories Cllrs R Coleman, A McFarlane, D Stewart and P Verdon.
- ii) To delegate the investment decision to the Finance Committee following the principles:
 - The account should be covered under the FSCS.
 - No investments over the assured amount should be held in one account."

This report provides details of the investments researched in consultation with the Finance Committee members.

Investment Options

Researched since previous meeting

Account	Type	Interest	Charges	Access	Financial Services Compensation Scheme (FSCS) currently £85,000
Hampshire Trust Bank Plc	Fixed rate bonds 1 year 2 years 3 years	0.50% 0.55% 0.60%	None. Annual equivalent rate shown.	End of term	Protected
TSB	Fixed rate bonds 1 year 2 years 3 years	0.30% 0.35% 0.50%	None. Annual equivalent rate shown.	End of term	Protected
Co-op	Not available to Parish Councils.				
RCI	Not available to businesses.				
Aldermore Bank	Note available to local Councils. Must be registered with Companies House.				

Presented to previous meeting

Account	Type	Interest	Charges	Access	Financial Services Compensation Scheme (FSCS) currently £85,000
Lloyds flexible savings account	Savings account for existing customers.	0.05% Linked to Band of England base rate.	None	Instant access	Protected
Unity Trust	Savings Account	0%	N/A net interest shown	Instant Access	Protected
CCLA Public Sector	Deposit Fund	Variable 0.2645% at 30.06.20	0.08% (already included in interest rate shown).	On demand	Not protected
HSBC	Flexible Saver	Variable for each investment. (example 0.01% @ 17.06.20)	None	On demand	Protected

Balances Held

OPC's balances at 30th June 2020 stand at £239,140.18. This is represented by:

July to September running costs approx. £46,500

6 months general reserve policy £93,000

Earmarked reserves projects £100,722

Conclusion

The June meeting proposed that £150,000 be invested into an easy access savings account.

Following OPC's policy that the Unity Trust account doesn't fall below £40,000, an investment of £150,000 can still be achieved.

For decision

Councillors are asked to consider the most appropriate investment of Council funds.

to completing your Unity Corporate MultiPay business application form

The business application form must be completed by any organisation wishing to make use of the Unity Corporate MultiPay card for its employees. This application form will set up the business account.

For your convenience we have completed some sections on this form. Please do not change or amend these sections.

Make sure you provide all the information requested on this form, indicated by *. Any missing or incomplete information may lead to a delay in your application being processed.

Section 1
Customer Data Privacy Notice
Please ensure you read carefully.

Section 2
Business details

Complete this section in relation to your business or organisation.

You must allocate at least one Programme Administrator on your account but we recommend having a minimum of two.

The role of the Programme Administrator

The Programme Administrator (PA) is the point of contact between the organisation, your organisation's cardholders and Unity Trust Bank/Lloyds. The PA runs the card programme, via the Online Card Management System (OCMS), on a day-to-day basis and is the first point of contact for cardholders.

Key tasks include:

Managing applications and amendments

- Identifying new cardholders and assisting with the application process
- Checking and authorising cardholder applications before they are submitted
- Preparing and publishing a guide for cardholders (if applicable)
- Training cardholders to use the card in line with the organisation's requirements
- Managing specified cardholder parameters, e.g. spending limit, Merchant Category Group blocking
- Submitting amendments for existing cardholders' accounts
- Submitting amendments that may be required at programme level

Managing card security

- Cardholder records
- Lost or stolen cards
- Guidance for cardholders

Reviewing management information

- Statements
- Cardholder transaction data –using the OCMS

Additional Programme Administrators can be added to the account by completing an application form, available to download at www.unity.co.uk/multipay

Section 3
Statement dates

Please select the date you would like your Unity Corporate MultiPay card statements to be produced and tell us who should receive them.

Tell us whether you would like to receive electronic or paper statements.

Note: For full account flexibility, we recommend you opt to manage your account via the OCMS, where transactions can be viewed by the PA at any time.

Section 4
Payment by Direct Debit

A Direct Debit form **must** be completed and returned with your application form.

Please make sure that you use your Unity Trust Bank current account number for your Direct Debit instruction and that the instruction is signed in accordance with your Unity bank mandate.

The Direct Debit form is located at the end of the application.

Section 5
Card details

All new cards are automatically sent to the Programme Administrator named on the account. Renewal and replacement cards will also be dispatched to the Primary Programme Administrator.

Please make sure you fill in the business or organisation name to appear on the card (maximum 21 characters including spaces).

Section 6
Cash access and cardholder limits

Please set the maximum single transaction limit to be applied across the organisation for all business cardholders.

Note: Using the Online Card Management System, individual cardholder transaction limits can be changed at any time.

If you wish cardholders to be able to withdraw cash, please indicate this here.

Note: Charges apply to cash withdrawals.

Section 9

Merchant Category Group blocking

Your Unity Corporate MultiPay card allows you full control of employee spending. If you wish to block any merchant category across the organisation, please indicate this here.

A full list of Merchant Category Groups, and what is included within each, can be found at www.unity.co.uk/multipay

Note: Using the OCMS, merchant category blocking can be managed by the PA at both organisation and cardholder level at any time.

Section 10

Declaration, authorisation and business purposes exemption

Please read section 10 fully, complete details and sign.

This section **must** be signed in accordance with your Unity Trust Bank current account mandate.

If three signatories are required, please use the grey space below the signatory boxes for the third signatory to sign and date.

Credit Limit	Application to Unity Trust Bank
Set up fee (one-off)	£50
Cash advance fee	2.5% of transaction Minimum fee £2.50 Minimum withdrawal £50
Overseas transaction fee	2.75% of transaction
Duplicate statement	£10
Copy Sales Purchase Voucher	£10
Default charge	2% of outstanding balance Minimum £10
Returned payment fee	£30.00
Balance	Full balance paid off at the end of each month
Urgent card request	£25 (excluding delivery)
Emergency card replacement	£120 (including delivery)
Statements	Online and/or Paper
Print statements	Via online account management tool
Account management	Online or telephone Lloyds Bank customer services
Amend individual card limits (not exceeding company limit)	Online (by Programme Administrator)
Amend overall company limit	Application to Unity Trust Bank
Change address and personal details	Online or telephone Lloyds Bank customer services
Extract transaction data	Via online account management tool
Monthly fee (per card)	£3 per month