

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2017

(Subject to Audit)

Income and Expenditure Account
Balance Sheet and
Supporting Statement

Mrs D A Jenkins
Deputy Clerk & Finance Officer
Parish Office, Village Centre
High Street
Staplehurst
Kent
TN12 0BJ

STAPLEHURST PARISH COUNCIL
Income and Expenditure Account
for the year ended 31st March 2017

2015/2016

2016/2017

INCOME

123,552.00	Parish Precept	126,700.00
0.00	Taylor Wimpey (Oliver Road Open Space)	25,000.00
0.00	MBC S106 Grant	13,022.00
7,060.00	MBC Parish Services Grant	9,560.00
6,880.00	LCT Government Support Grant	5,560.00
4,221.00	KCC Community Project Grants (Speed Watch)	1,100.00
4,657.94	Other Income (MBC Playscheme grant, MBC SEHT grant, VCMC bin, electricity refund, rent)	1,481.30
69.04	Interest on investments	67.75
260.00	Christmas Lights Project donations	210.00
10,007.49	Village Centre Contingency (2016/2017 Interest)	4.44
0.00	Community Warden Men's Shed Grant	200.00
1,000.00	Community Warden Youth Project Grant	0.00
<u>157,707.47</u>	TOTAL INCOME	<u>182,905.49</u>

EXPENDITURE

74,820.14	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, meetings & travel, publicity & website)	74,802.41
1,995.00	Capital Projects (Surrenden play area & VCMC Survey 2016)	13,129.15
2,095.00	Donations (Five Acre Wood School, CAB, Air Ambulance, CCDAS, Kenward Trust, Heart of Kent Hospice, Samaritans, Jubilee Field Drainage, RBL, Try Angle Awards, WI, Jack Davison Dance School)	3,750.00
19,345.23	Street lighting, furniture, repairs, planters, speed watch & caretaker	13,397.51
2,306.00	Playscheme	1,610.19
6,473.75	Jubilee Sports Field & Skatepark Maintenance	7,081.00
5,945.00	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	5,294.00
3,248.09	Surrenden Playing Field & Trees	2,777.76
2,132.62	Churchyard maintenance	6,036.12
1,661.24	Christmas Lights	7,455.02
6,765.47	Neighbourhood Plan	4,336.66
7,782.04	Public Convenience maintenance	7,343.05
8,820.00	Street Sweeping Staplehurst	8,205.00
0.00	SEHT (Equipment)	607.56
0.00	Third Party Expenditure (VCMC Contingency, Winter Warmer & Youth Club)	10,596.67
<u>143,389.58</u>	TOTAL EXPENDITURE	<u>166,422.10</u>

14,317.89	Balance of Income/Expenditure	16,483.39
<u>121,626.58</u>	Balance brought forward from previous year	<u>135,944.47</u>
<u>135,944.47</u>		<u>152,427.86</u>

Balance Sheet as at 31st March 2017

31/03/2016		31/03/2017
	LONG TERM ASSETS	
0.00	None (see supporting statement below)	0.00
	CURRENT ASSETS	
6,379.38	VAT Recoverable	4,454.10
<u>132,127.40</u>	Cash In Hand	<u>148,819.16</u>
138,506.78		153,273.26
	CURRENT LIABILITIES	
(0.00)	Accruals	(0.00)
<u>(2,562.31)</u>	Creditors (unbanked cheques)	<u>(845.40)</u>
(2,562.31)		(845.40)
<u>135,944.47</u>		<u>152,427.86</u>
	REPRESENTED BY:-	
48,750.00	GENERAL FUND	57,740.58
	Ongoing Parish Project Reserves:-	
10,000.00	Allotment land purchase fund	10,000.00
0.00	Fund for Outside Works	10,000.00
16,500.00	Surrenden Playing Field Project	16,500.00
8,505.00	Village Centre Feasibility Fund	8,505.00
0.00	Oliver Road Open Space	24,572.57
<u>27,770.58</u>	Balance c/fwd for future budget	<u>11,083.05</u>
62,775.58		80,660.62
	RESERVES held on behalf of others	
22,234.69	Village Centre Contingency	12,239.13
900.00	Rural Warden Alcohol Project	900.00
0.00	Rural Warden Men's Shed Project	200.00
284.20	Rural Warden Winter Project	53.83
<u>1,000.00</u>	Rural Warden Youth Club Project	<u>633.70</u>
24,418.89		14,026.66
<u>135,944.47</u>		<u>152,427.86</u>

Supporting Statement to the accounts

LONG TERM ASSETS

Assets have been treated as an expense item at the time of purchase for accounting purposes. As at 31.03.2017 the following assets were held:-

COMMUNITY ASSETS

Jubilee Field (Freehold)	Nil
Land between west side of High Street & Chestnut Ave., Staplehurst (Freehold)	Nil
Land north east of Bell Lane, Staplehurst (Freehold)	Nil
Land south side of Marden Road opp. North Down, Staplehurst (Freehold)	1.00
Lease purchase of Youth Club land from KCC	10,200.00
Oliver Road Open Space (Freehold)	Nil

BUILDINGS (insured replacement value)

Jubilee Pavilion	621,450.34
Surrenden Pavilion	8,889.23
Bell Lane Toilets (leasehold)	84,881.02

OTHER ASSETS

As listed on the Asset Register 31.03.2017 held at The Parish Office	279,391.94
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LEASES - As at 31st March 2017 the following Leases were in operation:-

Lessor	Purpose	Rent	Expiry
Maidstone Borough Council	Bell Lane Toilets	Peppercorn	2028
Maidstone Borough Council	Surrenden Playing Field	80.00	2019
Kent County Council	Youth Club Land Lease & Purchase	850.00	2050
Staplehurst Parish Council	Jubilee Field Management	5.00	2035
Trustees of Jubilee Field	Lease of land for Guide Centre	5.00	2088

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Youth Club Land - The Lease from Kent County Council for the Youth Club Land includes an Option to Purchase at any time within the term of the Lease. Each year £850 is paid to Kent County Council of which £250 represents rent and £600 represents capital towards the purchase of the land in 2050 at the agreed purchase price of £30,000 plus adjustment for rpi. As at 31st March 2017 a total of £10,200 towards the purchase price had been paid.

Parish Office Lease – Agreement had been reached for a new lease for the rental of Rooms 1, 2, 3 and 8 at Staplehurst Village Centre for a term of 3 years from 1st November 2007 at a combined annual rent of £4,200. In early 2014 an additional room was agreed to be rented for Staplehurst Society historical work at an additional £150 per annum. Completion of the legal paperwork at 31.03.2017 remained outstanding so the existing terms of the lease run on.

EAR-MARKED RESERVES & ONGOING PROJECT BUDGETS

- General Fund – Parish Councils are unable to borrow money without Government approval, which can be time-consuming to obtain. The sum of £8,990.58 was added to the General Fund making a new total of £57,740.58 to be held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards five projects in the parish so has earmarked funds towards these; the re-establishment of Allotment provision, a fund for Outside Works, maintenance of Oliver Road Open Space on land gifted by Taylor Wimpey, works at Surrenden Playing field to improve drainage and upgrade paths and a Village Centre Feasibility Fund to support the work of a volunteer committee to explore future potential.
- Balance of underspends c/fwd - The sum of £11,083.05 has been carried forward to fund continuing projects within the next accounting year's budget including; Street light upgrade works, and outstanding invoices.
- The Village Centre Contingency fund stood at £12,239.13 following a payment of £10,000 to VCMC and £4.44 bank interest received during the year. There were no other account movements.
- Rural Warden Rural Community Alcohol Project – The £900 fund is held on behalf of the Rural Warden who aims to reduce anti-social behaviour related to alcohol within our rural community. No movements occurred during the financial year.
- Rural Warden Men's Shed Project – A grant of £200 from KCC was received during the year towards this project. This amount is held on behalf of the Rural Warden who aims to further this project in 2017/18.
- Rural Warden Winter Warmer Project – The reserve of £53.83 is held on behalf of the Rural Warden to assist local elderly and vulnerable people to keep warm in cold weather. Purchases of stationery and signage amounted to £230.37.
- Rural Warden Youth Club Project – The reserve of £633.70 is held on behalf of the Rural Warden to improve the Youth Club facilities. The sum of £366.30 was spent on decorating the premises.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.42 per elector for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,690 resulting in a limit of £34,799.80. The Council spent £8,205.00 on Street Sweeping and £3750.00 on donations.

ADVERTISING AND PUBLICITY – The Parish Council Website was maintained at a cost of £150.00 during this financial year. Postings on the forum continue to be monitored by the Parish Office and Website Group. The Facebook page has been monitored by a Parish Councillor.

The Parish Council published three Newsletters and the 2016 Annual Report of the Parish Council. These were distributed to every household in the parish. The total cost of these has been £1,818 for the printing and distribution, plus some additional costs for postage and stationery to outlying areas amounting to £130.

PENSIONS - For the year ended 31st March 2017 the Employer's contributions to the Local Government Pension Scheme were 18.7% of payroll. The membership of this scheme ceased on 28th February 2017. The Employer's contributions for eligible staff into a Workplace Pension Scheme (NEST) were 6% of payroll.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

Signed.....
Mr T Kendrick, Internal Auditor