

# **STAPLEHURST PARISH COUNCIL**

## **STATEMENT OF ACCOUNTS**

for the year ending  
31<sup>st</sup> MARCH 2012

Income and Expenditure Account  
Balance Sheet and  
Supporting Statement

ADOPTED ON 28<sup>th</sup> May 2012

Mrs J S Bassett  
Parish Clerk & Responsible Financial Officer  
Parish Office, Village Centre  
High Street  
Staplehurst  
Kent  
TN12 OBJ

**STAPLEHURST PARISH COUNCIL**  
Income and Expenditure Account  
for the year ended 31<sup>st</sup> March 2012

<b>2010/2011</b>		<b>2011/2012</b>
	<b>INCOME</b>	
73,500.00	Parish Precept	82,500.00
29,071.00	MBC Concurrent Functions Grant	20,720.00
31,561.00	Other Project Grants (Public Toilets £2.5K, CCTV £4K, TRAMP £1,059.40, Bus Shelters £1,786, Photo-competition prize £100)	0.00
	Donations to Uprockin 2011 & 2012	9,445.40
227.00	Sales MBC Garden sacks	3,131.00
53.12	Interest on investments	61.25
265.00	Christmas Lights Project donations	51.97
173.47	Village Centre Contingency	220.00
0.00	Rural Warden Winter Warmer Project	175.30
134,850.59	<b>TOTAL INCOME</b>	1,000.00
		<b>117,304.92</b>
	 <b>EXPENDITURE</b>	
55,950.37	General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.)	60,075.59
17,981.00	Capital Projects (Staple Drive Play Area 10/11 – Polecat CCTV Cameras 11/12)	13,558.46
4,825.00	Donations (09/10 to BTCV, CAB, CCDAS Sobell, RBL, Kenward Trust, KAA, Kent Youth)	1,450.00
5,520.08	Parish Street Lighting, Street Furniture, CCTV and repairs	6,129.88
2,078.02	Caretaker wages, equipment & maintenance	2,267.66
1,114.00	Playscheme	590.21
5,674.55	Jubilee Sports Field Maintenance & Field Drainage Project	16,162.69
3,525.37	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	5,468.50
2,456.12	Surrenden Playing Field & Trees	3,258.08
4,028.65	Churchyard maintenance	5,562.56
3,438.40	Christmas Light Project	2,556.64
903.17	Staplehurst Partnership/Rural Settlement Group	225.00
8,571.39	Public Convenience Maintenance	3,891.12
0.00	Street Sweeping Staplehurst	8,820.00
0.00	Skater's Festival 2011	1,720.16
116,066.12	<b>TOTAL EXPENDITURE</b>	131,736.55
		<b>114,094.04</b>
18,784.47	Balance of Income/Expenditure	-14,431.63
95,309.57	Balance brought forward from previous year	114,094.04
114,094.04		99,662.41

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## Balance Sheet as at 31<sup>st</sup> March 2012

<b>2010/2011</b>		<b>2011/2012</b>
	<b>LONG TERM ASSETS</b>	
0.00	None (see supporting statement below)	0.00
	<b>CURRENT ASSETS</b>	
119.04	PAYE overpayment	0.00
1,061.58	VAT Recoverable	1,135.94
120,056.88	Cash In Hand	100,686.41
121,237.50		101,822.35
	<b>CURRENT LIABILITIES</b>	
(5,055.00)	Accruals	0.00
(2,088.46)	Creditors	(2,159.94)
(7,143.46)		(2,159.94)
114,094.04		99,662.41
	<b>REPRESENTED BY:-</b>	
27,832.85	GENERAL FUND	26,222.54
	<u>Ongoing Project Budgets:-</u>	
20,000.00	Allotment land purchase fund	20,000.00
9,830.00	Surrenden Playing Field pathway	14,200.00
5,250.00	Youth Forum/Detached Project	6,250.00
3,750.00	Staplehurst Rural Settlement	3,525.00
10,750.00	Jubilee Sports Pavilion Project	0.00
	Public Toilets Project	10,660.00
	Donations towards 2012 Projects	1,000.00
20,051.62	Balance of underspends c/fwd	0.00
69,631.62		55,635.00
	<b>RESERVES</b>	
16,629.57	Village Centre Contingency	16,804.87
0.00	Rural Warden Winter Fund	1,000.00
16629.57		17,804.87
114,094.04		99,662.41

### 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 31.03.2012 the following assets were held:-

#### **COMMUNITY ASSETS**

Jubilee Field	Nil
Land north east of Bell Lane, Staplehurst	Nil
Lease purchase of Youth Club land from KCC	7,200

#### **BUILDINGS**

Jubilee Pavilion (insured replacement value)	500,000
Surrenden Pavilion (insured replacement value)	6,300

#### **OTHER ASSETS**

As listed on the Asset Register 31.03.2012 held at The Parish Office	173,290
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**LEASES** - As at 31<sup>st</sup> March 2012 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Rent</b>	<b>Expiry</b>
Maidstone Borough Council	Surrenden Playing Field	65.00	2019
Kent County Council	Youth Club Land Lease & Purchase	850.00	2050
Staplehurst Parish Council	Jubilee Field Management	5.00	2034
Staplehurst Parish Council	Lease of land for Guide Centre	5.00	2088

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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 31<sup>st</sup> March 2012 a total of £7,200 towards the purchase price had been paid.

**New 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 1<sup>st</sup> November 2007 at a combined annual rent of £4,200. Completion of the legal paperwork at 31.03.2012 remained outstanding and verbal agreement that the Lease may run on had been given by the Treasurer.

#### **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 £26,222.54 is held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards two parish projects in the next or future years so has ear-marked funds towards these; the re-establishment of Allotment provision and works at Surrenden Playing field to improve drainage and upgrade paths.
- Youth Project represents funds held by the Parish Council specifically for youth work within the parish.
- The Staplehurst Partnership/Rural Settlement Group – This fund is to support the work of this group as it works on a Neighbourhood Plan.
- Public Toilets – This fund is held with a view to re-opening The Parade toilets in future.
- Donation to 2012 Project – From Golding Homes towards Uprockin 2012.
- The Village Centre Contingency fund stood at £16,629.57 following receipt of £175.30 bank interest during the year. There were no other movements in this account.
- Rural Warden Winter Fund – This fund is held on behalf of the Rural Warden to purchase items to assist local elderly and vulnerable people to keep warm in cold weather.

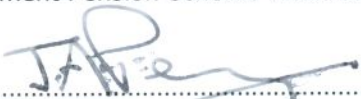
**TENANCIES** – None.

**SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.44 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,693 resulting in a limit of £30,222.92. The Council spent £8,820 on Street Sweeping.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a total cost of £1,178.45. Improvements to the Website were carried out during the year. Postings on the forum continue to be monitored by the Parish Office and Website Group.

The Parish Council continued to produce a Quarterly Newsletter throughout the year and the 2011 Annual Report of the Parish Council was also published and distributed to every household in the parish. The total cost of these has been £1,581.00 for the printing, plus some additional postage and stationery to outlying areas (approximately £250). The majority of Newsletters and Annual Reports were delivered by Councillors and volunteers free of charge.

**PENSIONS** - For the year ended 31<sup>st</sup> March 2012 the Employer's contributions to the Local Government Pension Scheme were 17.6% of payroll.

Signed.....  
Chairman, Staplehurst Parish Council

Signed.....  
Parish Clerk & Responsible Financial Officer

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