

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2021

(Subject to Audit)

Income and Expenditure Account
Balance Sheet and
Supporting Statement

Mrs DA 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 2021

2019/2020		2020/2021
	INCOME	
150,650.00	Parish Precept	183,000.00
11,352.00	MBC Parish Services Grant	12,466.00
2000.00	KCC Community Projects Grant (Xmas Motif Load Testing, Library repaint, JF Drainage)	2,500.00
4000.00	MBC Community Projects Grant	0.00
0.00	MBC S106.CIL Grant (CIL Fishers Farm)	9133.67
2900.00	Other Grants & Donations (Jubilee Field, Merit Award, Litter Picking)	820.00
669.00	Other Income (Electricity, YC Refund, VC Doorbell, Land Registry, Kathie Lamb Rent)	2114.00
520.00	Community Warden Memory Cafe Grant	0.00
0.00	SEHT Covid-19 Grants	8440.00
841.38	Interest on investments	319.89
<u>172,932.38</u>	TOTAL INCOME	<u>218,793.56</u>
	EXPENDITURE	
111,918.11	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, publicity & website, Village Update, stationery, postage, council tax, rent)	118,883.37
0.00	Capital Projects (Chapel Lane street lights)	4,374.69
0.00	Office Equipment (Laptop re home working)	1,554.95
1,700.00	Donations (PCC, CAB, CCDA, Air Ambulance, Samaritans, Involve Kent, Kenward Trust, Medway Valley Countryside, RBL, Space 2 Be Me, Friends of Five Acre Wood)	2,100.00
11,462.65	Street lighting, furniture, repairs, trees, planters, CCTV & caretaker	17,937.05
1,614.60	Playscheme	0.00
10,182.32	Jubilee Sports Field & Skatepark Maintenance	6,968.00
6,394.25	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	4,620.00
3,986.95	Surrenden Playing Field Maintenance & CCTV	6,173.75
6,215.50	Churchyard maintenance	5,756.74
1,870.00	Christmas Lights	3,390.47
1,370.00	Professional Consultant Fees (SNP Minor Update)	290.00
8,292.92	Public Convenience maintenance	8,736.28
568.45	Projects (VE Day, Forth Bridge)	184.40
1,730.23	Wimpey Field Maintenance (Mowing, strimming)	679.73
6,900.00	Local Government Pension Costs	6,900.00
103.17	Staplehurst Emergency Help Team	0.00
193.83	Third Party Expenditure (SEHT Covid-19)	4,394.38
<u>174,502.98</u>	TOTAL EXPENDITURE	<u>192,943.81</u>
(1,570.60)	Balance of Income/Expenditure	25,849.75
<u>110,089.61</u>	Balance brought forward from previous year	<u>108,519.01</u>
<u>108,519.01</u>		<u>134,368.76</u>

Balance Sheet as at 31st March 2021

31/03/2020		31/03/2021
	LONG TERM ASSETS	
	0.00 None (see supporting statement below)	0.00
	CURRENT ASSETS	
	2,254.00 VAT Recoverable	2,299.71
	<u>110,900.98</u> Cash in Hand	<u>133,489.96</u>
113,154.98		135,789.67
	CURRENT LIABILITIES	
	<u>(4,635.97)</u> Creditors (PAYE)	<u>(1,420.91)</u>
(4,635.97)		(1,420.91)
<u>108,519.01</u>		<u>134,368.76</u>
	REPRESENTED BY:-	
45,475.58	GENERAL FUND	65,506.93
	<u>Ongoing Parish Project Reserves:-</u>	
	10,000.00 Allotment land purchase fund	10,000.00
	10,000.00 Fund for Outside Works	10,000.00
	16,500.00 Surrenden Playing Field Project	16,500.00
	10,052.67 Wimpey Field Open Space	9,372.94
	59.52 The Parade	0.00
	2,500.00 Chapel Lane	0.00
	1,500.00 Jubilee Field Drainage Project	0.00
	1,000.00 Jubilee Field	1,000.00
	2,000.00 Greener Staplehurst Project	1,005.09
	<u>7,764.80</u> Balance c/fwd. for future budget	<u>15,271.74</u>
61,376.99		63,149.77
	RESERVES held on behalf of others	
	900.00 Rural Warden Alcohol Project	900.00
	400.00 Rural Warden Dementia Café	400.00
	366.44 Rural Warden Youth Club Project	366.44
	<u>0.00</u> SEHT Covid-19 Fund	<u>4045.62</u>
1,666.44		5,712.06
<u>108,519.01</u>		<u>134,368.76</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 31.03.2021 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
Wimpey Field Open Space (Freehold)	Nil
Footpath KM312 rear of Bathurst Road (Freehold)	Nil
Lease purchase of Youth Club land from KCC	12,600.00
BUILDINGS (insured replacement value)	
Jubilee Pavilion	713,028.06
Surrenden Pavilion	10,199.17
Bell Lane Toilets (leasehold)	97,389.20
OTHER ASSETS	
As listed on the Asset Register 31.03.2021 held at the Parish Office	346,686.75

LEASES - As at 31st March 2021 the following leases were in operation: -

Lessor	Purpose	Rent	Expiry
Maidstone Borough Council	Bell Lane Toilets	Peppercorn	2028
Maidstone Borough Council	Surrenden Playing Field	Peppercorn	2144
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

Surrenden Playing Field – The Lease from Maidstone Borough was renewed for a term of 125-years and expires on 21st April 2144.

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 2021 a total of £12,600 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 31.03.2021 remained outstanding so the existing terms of the lease run on.

EARMARKED 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 £20,031.35 was added to the General Fund making a new total of £65,506.93 to be held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied. This has facilitated in keeping the precept at the same level as 2020-2021.
- Parish Projects – The Council has set aside funding towards six projects in the parish: the re-establishment of allotment provision; a fund for outside works; maintenance of the Wimpey Field land gifted by Taylor Wimpey; works at Surrenden Playing Field to upgrade the paths; grant funding received towards the cost of enhancement of Jubilee Field and the planting of trees, bulbs and shrubs and generally enhancing outside areas of the village (Greener Staplehurst).
- Balance c/fwd. for future budget - The sum of £15,271.74 has been carried forward to settle committed funds for stabilising the planter wall at The Parade, the redecoration of Bell Lane Toilets, skatepark repairs and repaint, footpath signs, Surrenden Field surfacing repairs, Jubilee Field legal fees to update the appointed trustees and a management & maintenance contract, Wimpey Field gate alterations, a donation to the Men's Shed project, updating the Neighbourhood Plan and outstanding auditing fees for 2020-2021.
- 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 Dementia Cafe – The reserve of £400.00 is held on behalf of the Rural Warden to assist local people suffering from dementia.
- Rural Warden Youth Club Project – The reserve of £366.44 is held on behalf of the Rural Warden to improve the Youth Club facilities. No movements occurred during the financial year.
- SEHT Covid-19 Fund – Grants and donations amounting to £8,440 were received by SEHT to support residents who required help throughout the pandemic. A total of £4,394.38 has been spent to date.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.32 per elector for the benefit of people in the area and on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,976, thereby resulting in a limit of £41,400.32. The Council spent £2,100.00 on donations.

ADVERTISING AND PUBLICITY – The Parish Council published three newsletters and the 2019-20 Annual Report of the Parish Council. Apart from one edition of the newsletter that could not be delivered due to Covid-19 restrictions, these were distributed to every household in the parish. The total cost of these was £1,294.00 for printing, plus some additional costs for postage and stationery to outlying areas amounting to £552.50.

PENSIONS - For the year ended 31st March 2021 the Parish Council paid £6,900 into the Local Government Pension Scheme following exit on 28th February 2017. Payment of this annual sum will terminate in 2022. The Employer's contributions for eligible staff into a Workplace Pension Scheme (NEST) were 8% of payroll for 3 members.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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