

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2014

Income and Expenditure Account
Balance Sheet and
Supporting Statement

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

STAPLEHURST PARISH COUNCIL
Income and Expenditure Account
for the year ended 31st March 2014

2012/2013		2013/2014
	INCOME	
96,100.00	Parish Precept	107,748.00
21,320.00	MBC Concurrent Parish Services Grant	9,446.00
5,196.00	Other Project Grants (MBC Public Toilets Grant £2.5k, Neighbourhood Plan Grant £6,300, Staplehurst Society Planters £756, KCC Christmas Lights £500, Misc £15)	10,071.00
1,400.00	Donations to Uprockin (KCC Grant £1K, Boot fair & public donations £153.19)	1,153.19
90.50	Sales MBC Garden sacks (2012/13)	0.00
52.43	Interest on investments	56.95
195.00	Christmas Lights Project donations	205.00
184.10	Village Centre Contingency	171.07
0.00	Kent Community Alcohol Project	900.00
124,538.03	TOTAL INCOME	129,751.21
	EXPENDITURE	
59,816.40	General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.)	61,466.41
9,831.63	Capital Projects (Polecat CCTV Camera & pole 12/13 – Donation to Village Centre 13/14)	5,000.00
1,364.00	Donations	1,140.00
9,952.12	Street lighting, furniture, repairs, planters & caretaker	5,983.84
859.75	Playscheme (shown net of fee income and MBC grant 2012 £831.16; 2013 £775)	1,226.41
2,760.20	Jubilee Sports Field & Skatepark Maintenance	4,488.65
5,925.00	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	5,465.00
2,046.96	Surrenden Playing Field & Trees	2,540.97
6,462.03	Churchyard maintenance	6,053.20
2,378.83	Christmas Light Project	2,637.97
401.00	Rural Settlement Group - Neighbourhood Plan	10,368.43
9,644.14	Public Convenience maintenance & improvements	6,802.09
8,820.00	Street Sweeping Staplehurst	8,820.00
2,387.33	Skater's Festival	2,533.01
122,649.39	TOTAL EXPENDITURE	124,525.98
1,888.64	Balance of Income/Expenditure	5,225.23
99,662.41	Balance brought forward from previous year	101,551.05
101,551.05		106,776.28

JS

Balance Sheet as at 31st March 2014

31/03/2013		31/03/2014
	LONG TERM ASSETS	
0.00	None (see supporting statement below)	0.00
	CURRENT ASSETS	
1,763.91	VAT Recoverable	1,659.84
104,870.63	Cash In Hand	105,116.44
106,634.54		106,776.28
	CURRENT LIABILITIES	
(1,781.98)	Accruals	(0.00)
(3,301.51)	Creditors	(0.00)
(5,083.49)		(0.00)
101,551.05		106,776.28
	REPRESENTED BY:-	
27,281.94	GENERAL FUND	29,032.85
	<u>Ongoing Parish Project Reserves:-</u>	
10,000.00	Allotment land purchase fund	10,000.00
17,000.00	Surrenden Playing Field Project	17,000.00
4,000.00	Youth Project	0.00 *
15,124.00	Staplehurst Rural Settlement	0.00 *
1,000.00	MBC grant for Uprockin 2013	0.00 *
9,156.14	Balance c/fwd for future budget	36,683.39
56,280.14		63,683.39
	RESERVES held on behalf of others	
16,988.97	Village Centre Contingency	12,160.04
0.00	Kent Community Rural Alcohol Project	900.00
1,000.00	Rural Warden Winter Project	1,000.00
17,988.97		14,060.04
101,551.05		106,776.28

* These items are now included within the annual budget.

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 31.03.2014 the following assets were held:-

COMMUNITY ASSETS

Jubilee Field (Freehold)	Nil
Land north east of Bell Lane, Staplehurst (Freehold)	Nil
Lease purchase of Youth Club land from KCC	8,400

BUILDINGS

Jubilee Pavilion (insured replacement value)	579,976.79
Surrenden Pavilion (insured replacement value)	8,295.99
Bell Lane Toilets (leasehold insured replacement value)	79,216.34

OTHER ASSETS

As listed on the Asset Register 31.03.2014 held at The Parish Office	187,306.00
--	------------

LEASES - As at 31st March 2014 the following Leases were in operation:-

Lessor	Purpose	Rent	Expiry
Maidstone Borough Council	Bell Lane Toilets	Peppercorn	2015
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

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 2014 a total of £8,400 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 31.03.2014 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 £29,032.85 was 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.
- Balance of underspends c/fwd - The sum of £36,683.39 has been carried forward to fund continuing projects within the next accounting year's budget; in particular for the Youth Project and Staplehurst Rural Settlement/Neighbourhood Plan works.
- The Village Centre Contingency fund stood at £12,160.04 following receipt of £171.07 bank interest during the year and payment to the Village Centre Management of £5,000. There were no other movements in this account.
- Rural Warden Winter Fund – This fund of £1,000 is held on behalf of the Rural Warden to purchase items to assist local elderly and vulnerable people to keep warm in cold weather.
- Kent Community Alcohol Project – This fund of £900 is held on behalf of the Rural Warden to progress this project to reduce anti-social behaviour related to alcohol.

TENANCIES – None.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.98 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,585 resulting in a limit of £32,003.30. The Council spent £8,820.00 on Street Sweeping.

ADVERTISING AND PUBLICITY – The Parish Council Website was maintained at nil cost during this financial 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 2013 Annual Report of the Parish Council was also published and distributed to every household in the parish. The total cost of these has been £1,743 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 31st March 2014 the Employer's contributions to the Local Government Pension Scheme was 18.9% of payroll.

Signed.. [redacted]
Chairman, Staplehurst Parish Council

Signed..... [redacted]
Responsible Financial Officer

Signed.. [redacted]
Mr T Kendrick, Internal Auditor