

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2013

Income and Expenditure Account
Balance Sheet and
Supporting Statement

SUBJECT TO INTERNAL & EXTERNAL AUDIT
AND ADOPTION PRIOR TO 10TH JUNE 2013

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 2013

2011/2012		2012/2013
	INCOME	
82,500.00	Parish Precept	96,100.00
20,720.00	MBC Concurrent Functions Grant	21,320.00
9,445.40	Other Project Grants (MBC Public Toilets & KCC towards CCTV Camera)	5,196.00
3,131.00	Donations to Uprockin (KCC, HTS, Sale of tools, MBC, Monk Lakes)	1,400.00
61.25	Sales MBC Garden sacks	90.50
51.97	Interest on investments	52.43
220.00	Christmas Lights Project donations	195.00
175.30	Village Centre Contingency	184.10
1,000.00	Rural Warden Winter Warmer Project	0.00
117,304.92	TOTAL INCOME	124,538.03
	EXPENDITURE	
60,075.59	General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.)	59,816.40
13,558.46	Capital Projects (Polecat CCTV Camera & pole)	9,831.63
1,450.00	Donations	1,364.00
6,129.88	Street lighting, furniture, repairs, planters & salting	7,980.71
2,267.66	Caretaker wages, equipment & maintenance	1,971.41
590.21	Playscheme (net of MBC grant £831.16)	859.75
16,162.69	Jubilee Sports Field & Skatepark Maintenance	2,760.20
5,468.50	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	5,925.00
3,258.08	Surrenden Playing Field & Trees	2,046.96
5,562.56	Churchyard maintenance	6,462.03
2,556.64	Christmas Light Project	2,378.83
225.00	Staplehurst Partnership/Rural Settlement Group	401.00
3,891.12	Public Convenience maintenance & improvements	9,644.14
8,820.00	Street Sweeping Staplehurst	8,820.00
1,720.16	Skater's Festival	2,387.33
131,736.55	TOTAL EXPENDITURE	122,649.39
-14,431.63	Balance of Income/Expenditure	1,888.64
114,094.04	Balance brought forward from previous year	99,662.41
99,662.41		101,551.05

Balance Sheet as at 31st March 2013

2011/2012		2012/2013
	LONG TERM ASSETS	
0.00	None (see supporting statement below)	0.00
	CURRENT ASSETS	
1,135.94	VAT Recoverable	1,763.91
100,686.41	Cash In Hand	104,870.63
101,822.35		106,634.54
	CURRENT LIABILITIES	
	Accruals	(1,781.98)
(2,159.94)	Creditors	(3,301.51)
(2,159.94)		(5,083.49)
99,662.41		101,551.05
	REPRESENTED BY:-	
26,222.54	GENERAL FUND	27,281.94
	Ongoing Project Budgets:-	
20,000.00	Allotment land purchase fund	10,000.00
14,200.00	Surrenden Playing Field pathway	17,000.00
6,250.00	Youth Project	4,000.00
3,525.00	Staplehurst Rural Settlement	15,124.00
10,660.00	Public Toilets Project	0.00
1,000.00	MBC grant for Uprockin 2013	1,000.00
0.00	Balance of underspends c/fwd	9,156.14
55,635.00		56,280.14
	RESERVES	
16,804.87	Village Centre Contingency	16,988.97
1,000.00	Rural Warden Winter Fund	1,000.00
17,804.87		17,988.97
99,662.41		101,551.05

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 31.03.2013 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	7,800

BUILDINGS

Jubilee Pavilion (insured replacement value)	563,084.26
Surrenden Pavilion (insured replacement value)	8,054.36
Bell Lane Toilets (leasehold insured replacement value)	76,909.07

OTHER ASSETS

As listed on the Asset Register 31.03.2013 held at The Parish Office	185,136.00
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LEASES - As at 31st March 2013 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 2013 a total of £7,800 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 1st November 2007 at a combined annual rent of £4,200. Completion of the legal paperwork at 31.03.2013 remained outstanding.

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 £27,281.94 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.
- Staplehurst Rural Settlement Group – This fund is to support the work of this group as it works on a Neighbourhood Plan.
- MBC Grant for Uprockin 2013 – Grant received in advance from Maidstone Borough Council.
- The Village Centre Contingency fund stood at £16,988.97 following receipt of £184.10 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 £6.80 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,722 resulting in a limit of £32,109.60. 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 2012 Annual Report of the Parish Council was also published and distributed to every household in the parish. The total cost of these has been £1,702 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 2013 the Employer’s contributions to the Local Government Pension Scheme were 18.2% of payroll.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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