

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2015

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 2015

2013/2014

2014/2015

INCOME

| | | |
|------------|--|------------|
| 107,748.00 | Parish Precept | 121,720.00 |
| 9,446.00 | MBC Concurrent Parish Services Grant | 7,060.00 |
| | LCT Government Support Grant | 6,846.00 |
| 10,071.00 | Other Income (MBC; Public Toilets Grant £2.5k, Bell Lane Car Park Lights £75, Playscheme £750, Staplehurst Society Planters £485.50, VC Bin donation £291.22, KCC Grants £2,127, Community Dev. Grant £700, Insurance claim £686, Other £313.15) | 7,927.87 |
| 1,153.19 | Donations to Uprockin Skaters' Festival (not held in 2014) | 0.00 |
| 56.95 | Interest on investments | 63.81 |
| 205.00 | Christmas Lights Project donations | 275.00 |
| 171.07 | Village Centre Contingency | 67.16 |
| 900.00 | Kent Community Alcohol Project | 0.00 |
| 129,751.21 | TOTAL INCOME | 143,959.84 |

EXPENDITURE

| | | |
|------------|---|------------|
| 61,466.41 | General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.) | 61,954.17 |
| 5,000.00 | Capital Projects / Spent from Winter Warmer reserve | 715.80 |
| 1,140.00 | Donations | 1,690.00 |
| 5,983.84 | Street lighting, furniture, repairs, planters & caretaker | 5,496.46 |
| 1,226.41 | Playscheme (shown net of MBC grant) | 2,494.48 |
| 4,488.65 | Jubilee Sports Field & Skatepark Maintenance | 3,224.50 |
| 5,465.00 | Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader) | 5,400.00 |
| 2,540.97 | Surrenden Playing Field & Trees | 9,741.21 |
| 6,053.20 | Churchyard maintenance | 8,143.37 |
| 2,637.97 | Christmas Light Project | 1,629.26 |
| 10,368.43 | Rural Settlement Group - Neighbourhood Plan | 12,439.86 |
| 6,802.09 | Public Convenience maintenance & improvements | 7,360.43 |
| 8,820.00 | Street Sweeping Staplehurst | 8,820.00 |
| 2,533.01 | Uprockin Skaters' Festival (not held in 2014) | 0.00 |
| 124,525.98 | TOTAL EXPENDITURE | 129,109.54 |

| | | |
|------------|--|------------|
| 5,225.23 | Balance of Income/Expenditure | 14,850.30 |
| 101,551.05 | Balance brought forward from previous year | 106,776.28 |
| 106,776.28 | | 121,626.58 |

Balance Sheet as at 31st March 2015

| 31/03/2014 | | 31/03/2015 |
|-------------------|--|-------------------|
| | LONG TERM ASSETS | |
| 0.00 | None (see supporting statement below) | 0.00 |
| | CURRENT ASSETS | |
| 1,659.84 | VAT Recoverable | 1,275.50 |
| 105,116.44 | Cash In Hand | 120,351.08 |
| 106,776.28 | | 121,626.58 |
| | CURRENT LIABILITIES | |
| (0.00) | Accruals | (0.00) |
| (0.00) | Creditors | (0.00) |
| (0.00) | | (0.00) |
| 106,776.28 | | 121,626.58 |
| | REPRESENTED BY:- | |
| 29,032.85 | GENERAL FUND | 35,000.00 |
| | <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 |
| 36,683.39 | Balance c/fwd for future budget | 46,215.18 |
| 63,683.39 | | 73,215.18 |
| | RESERVES held on behalf of others | |
| 12,160.04 | Village Centre Contingency | 12,227.20 |
| 900.00 | Kent Community Rural Alcohol Project | 900.00 |
| 1,000.00 | Rural Warden Winter Project | 284.20 |
| 14,060.04 | | 13,411.40 |
| 106,776.28 | | 121,626.58 |

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 31.03.2015 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 | 9,000 |

BUILDINGS

| | |
|---|------------|
| Jubilee Pavilion (insured replacement value) | 597,376.09 |
| Surrenden Pavilion (insured replacement value) | 8,544.87 |
| Bell Lane Toilets (leasehold insured replacement value) | 81,592.83 |

OTHER ASSETS

| | |
|--|------------|
| As listed on the Asset Register 31.03.2015 held at The Parish Office | 187,452.00 |
|--|------------|

LEASES - As at 31st March 2015 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 2015 a total of £9,000 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 31.03.2015 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 £35,000.00 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 £46,215.52 has been carried forward to fund continuing projects within the next accounting year's budget including; Street light upgrade works, Neighbourhood Plan and Skatepark repaint.
- The Village Centre Contingency fund stood at £12,227.20 following receipt of £76.16 bank interest during the year. There were no other movements in this account.
- Rural Warden Winter Warmer Reserve – The reserve of £284.20 is held on behalf of the Rural Warden's Winter Warmer project. During the past year the sum of £715.80 was spent 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. No movements occurred during the financial year.

TENANCIES – None.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.20 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,567 resulting in a limit of £32,882.40. The Council spent £8,820.00 on Street Sweeping.

ADVERTISING AND PUBLICITY – The Parish Council Website was maintained at a cost of £150 during this financial year. Postings on the forum continue to be monitored by the Parish Office and Website Group. A Facebook page has also been set up and this was monitored by a Parish Councillor.

The Parish Council published three Newsletters and the 2014 Annual Report of the Parish Council. These were distributed to every household in the parish. The total cost of these has been £1,518 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 2015 the Employer's contributions to the Local Government Pension Scheme was 18.7% of payroll.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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