

# **STAPLEHURST PARISH COUNCIL**

## **STATEMENT OF ACCOUNTS**

for the year ending  
31<sup>st</sup> MARCH 2016

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 31<sup>st</sup> March 2016

**2014/2015**

**2015/2016**

**INCOME**

121,720.00	Parish Precept			123,552.00
7,060.00	MBC Concurrent Parish Services Grant			7,060.00
6,846.00	LCT Government Support Grant			6,880.00
7,927.87	Other Income (MBC Bell Lane Toilets grant, electricity refund, donation to memorial seat, insurance claim, Playscheme grant, other receipts).			4,657.94
0.00	KCC Community Project Grants (Clean Up, SEHT, Street Lights, Bus Shelter, Railings repaint)			4,221.00
63.81	Interest on investments			69.04
275.00	Christmas Lights Project donations			260.00
67.16	Village Centre Contingency – donation and interest			10,007.49
0.00	Community Warden Youth Project Grant			1,000.00
143,959.84		<b>TOTAL INCOME</b>		157,707.47

**EXPENDITURE**

61,954.17	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, meetings & travel, publicity & website)			74,820.14
715.80	Capital Projects (Surrenden drainage & VCMC Surveys 2016)			1,995.00
1,690.00	Donations (Guides Roof, CAB, Air Ambulance, CCDAS, Kenward Trust, Royal British Legion, Try Angle Awards, WI, Transport Accessibility Group)			2,095.00
5,496.46	Street lighting, furniture, repairs, planters & caretaker			19,345.23
2,494.48	Playscheme			2,306.00
3,224.50	Jubilee Sports Field & Skatepark Maintenance			6,473.75
5,400.00	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)			5,945.00
9,741.21	Surrenden Playing Field & Trees			3,248.09
8,143.37	Churchyard maintenance			2,132.62
1,629.26	Christmas Light Project			1,661.24
12,439.86	Rural Settlement Group - Neighbourhood Plan			6,765.47
7,360.43	Public Convenience maintenance & improvements			7,782.04
8,820.00	Street Sweeping Staplehurst			8,820.00
129,109.54		<b>TOTAL EXPENDITURE</b>		143,389.58

	Balance of Income/Expenditure			14,317.89
106,776.28	Balance brought forward from previous year			121,626.58
121,626.58				135,944.47

## Balance Sheet as at 31<sup>st</sup> March 2016

<b>31/03/2015</b>		<b>31/03/2016</b>
	<b>LONG TERM ASSETS</b>	
0.00	None (see supporting statement below)	0.00
	<b>CURRENT ASSETS</b>	
1,275.50	VAT Recoverable	6,379.38
120,351.08	Cash In Hand	132,127.40
121,626.58		138,506.78
	<b>CURRENT LIABILITIES</b>	
(0.00)	Accruals	(0.00)
(0.00)	Creditors (unbanked cheques)	(2,562.31)
(0.00)		(2,562.31)
121,626.58		135,944.47
	<b>REPRESENTED BY:-</b>	
35,000.00	GENERAL FUND	48,750.00
	<u>Ongoing Parish Project Reserves:-</u>	
10,000.00	Allotment land purchase fund	10,000.00
17,000.00	Surrenden Playing Field Project	16,500.00
0.00	Village Centre Feasibility Fund	8,505.00
46,215.18	Balance c/fwd for future budget	27,770.58
73,215.18		62,775.58
	RESERVES held on behalf of others	
12,227.20	Village Centre Contingency	22,234.69
900.00	Rural Warden Alcohol Project	900.00
284.20	Rural Warden Winter Project	284.20
0.00	Rural Warden Youth Club Project	1,000.00
13,411.40		24,418.89
121,626.58		135,944.47

## 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 31.03.2016 the following assets were held:-

#### **COMMUNITY ASSETS**

Jubilee Field (Freehold)	Nil
Land at Marden Road, Staplehurst (Freehold)	Nil
Land north east of Bell Lane, Staplehurst (Freehold)	Nil
Lease purchase of Youth Club land from KCC	9,600.00
<b>BUILDINGS (insured replacement value)</b>	
Jubilee Pavilion	615,297.37
Surrenden Pavilion	8,801.22
Bell Lane Toilets (leasehold)	84,040.61
<b>OTHER ASSETS</b>	
As listed on the Asset Register 31.03.2016 held at The Parish Office	275,535.09

**LEASES** - As at 31<sup>st</sup> March 2016 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Rent</b>	<b>Expiry</b>
Maidstone Borough Council	Bell Lane Toilets *renewal in progress	Peppercorn	2015*
Maidstone Borough Council	Surrenden Playing Field	75.00	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 31<sup>st</sup> March 2016 a total of £9,600 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 1<sup>st</sup> 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 31.03.2016 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 £13,750 was added to the General Fund making a new total of £48,750.00 to be held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards three projects in the parish so has ear-marked funds towards these; the re-establishment of Allotment provision, works at Surrenden Playing field to improve drainage and upgrade paths and a Village Centre Feasibility Fund to support the work of a volunteer committee to explore future potential.
- Balance of underspends c/fwd - The sum of £27,770.58 has been carried forward to fund continuing projects within the next accounting year's budget including; Street light upgrade works, Neighbourhood Plan and outstanding works.
- The Village Centre Contingency fund stood at £22,234.69 following receipt of £10,000 from VCMC and £7.49 bank interest during the year. There were no other account movements.
- 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 Winter Warmer Project – The reserve of £284.20 is held on behalf of the Rural Warden to assist local elderly and vulnerable people to keep warm in cold weather. No movements occurred during the financial year.
- Rural Warden Youth Club Project – A grant of £1,000 was received during the year from Golding Homes towards this project. This amount is held on behalf of the Rural Warden who aims to progress this project during 2016/2017 to improve the Youth Club facilities.

**SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.36 per elector for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,389 resulting in a limit of £32,303.04. The Council spent £8,820.00 on Street Sweeping.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a cost of £183.21 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 2015 Annual Report of the Parish Council. These were distributed to every household in the parish. The total cost of these has been £1,653 for the printing and distribution, plus some additional postage and stationery to outlying areas (approximately £125). The first two Newsletters and Annual Reports were delivered by Councillors and volunteers free of charge. The second two Newsletters were delivered by a contractor.

**PENSIONS** - For the year ended 31<sup>st</sup> March 2016 the Employer's contributions to the Local Government Pension Scheme was 18.7% of payroll. In accordance with the Government Pensions Act 2008, enrolment of remaining eligible staff into a Workplace Pension (NEST) began on 1<sup>st</sup> April 2015. The Employer's contribution stood at 6% of payroll.

Signed.....  
Chairman, Staplehurst Parish Council

Signed.....  
Responsible Financial Officer

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