

# STAPLEHURST PARISH COUNCIL

## STATEMENT OF ACCOUNTS (AUDITED)

for the year ending  
31<sup>st</sup> MARCH 2004

Income and Expenditure Account  
Balance Sheet and  
Supporting Statement

Mrs J S Bassett  
Parish Clerk & 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 2004

<b>2002/2003</b>		<b>2003/2004</b>
	<b>INCOME</b>	
54,850.00	Parish Precept	56,600.00
26,434.00	MBC Concurrent Functions Grant	26,647.00
12,671.00	MBC Concurrent Functions one-off Grants	8,000.00
5,437.20	MBC Street Sweeping Grant	5,476.00
0.00	Surrenden Project Grants	47,942.61
40.00	Allotment Rents	40.00
1,703.00	MBC Summer Activities Grant and fee income	1,411.00
310.20	Sales, miscellaneous fees & donations	328.10
3,613.50	Interest on investments	3,167.61
0.00	Insurance reclaim (Bus Shelter)	1,200.00
185.00	Christmas Lights Project donations	195.00
786.19	Jubilee Sports	520.00
1,372.25	Youth Club Project Grants	0.00
382.14	Creditors/project retention 02/03	0.00
<u>107,784.48</u>	<b>TOTAL INCOME</b>	<u>151,527.32</u>
	<b>EXPENDITURE</b>	
28,675.71	General Administration	33,183.00
644.88	Capital Projects (03/04 = CCTV, Light upgrade, Youth Shelters)	28,931.06
15,000.00	Loan repayment on behalf of Village Centre Trust	15,000.00
455.00	Donations	595.00
40.00	Allotments	40.00
2,905.04	Parish Street Lighting and Street Furniture	3,492.49
5,200.00	Street Sweeping	5,200.00
2,411.25	Caretaker wages and equipment	2,875.73
1,291.50	Playscheme/Summer Activities Scheme	981.50
3,024.21	Jubilee Sports Field & Sports Project	2,763.88
9,567.02	Youth Club	1,440.00
3,517.35	Surrenden Playing Field	1,493.88
3,666.62	Churchyard	3,990.91
918.42	Christmas Light Project	1,581.00
365.66	Village Appraisal / Environment	175.00
<u>77,682.66</u>	<b>TOTAL EXPENDITURE</b>	<u>101,743.45</u>
30,101.82	Balance of Income over Expenditure	49,783.87
<u>130,399.59</u>	Balance brought forward from previous year	<u>160,501.41</u>
<u>160,501.41</u>		<u>210,285.28</u>

## Balance Sheet as at 31<sup>st</sup> March 2004

2002/2003		2003/2004
	<b>LONG TERM ASSETS</b>	
	None	
	<b>CURRENT ASSETS</b>	
844.87	VAT Recoverable	2,269.35
160,298.24	Cash In Hand	208,050.93
161,143.11		210,320.28
	<b>CURRENT LIABILITIES</b>	
(641.70)	Creditors	(460.00)
160,501.41	Debtors	425.00
160,501.41		210,285.28
	<b>REPRESENTED BY:-</b>	
34,507.53	GENERAL FUND	32,609.26
	<b>RESERVES</b>	
14,768.88	Village Centre Contingency	14,917.42
	<u>Ongoing Project Funding:-</u>	
25,000.00	Burial Authority Provision	25,000.00
48,000.00	Jubilee Sports Project	57,330.00
17,905.00	Parish Light Upgrade	1,300.00
	Surrenden Play Project	24,990.00
	Surrenden Grants Reserve	47,979.10
20,320.00	Reserves/Underspends c/f	6,159.50
125,993.88		177,676.02
160,501.41		210,285.28

### Supporting Statement to the accounts

#### ASSETS

The following assets were held:-

#### COMMUNITY ASSETS

Jubilee Field	Nil
Land north east of Bell Lane, Staplehurst	Nil

#### BUILDINGS

Pavilion/temporary changing rooms	6,200
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#### OTHER FIXED ASSETS

Surrenden Playground Equipment	5,700
Office Furniture and equipment	6,800
Bus Shelters, Litter bins, benches, gates, notice boards	18,632

#### LIABILITIES - CREDITORS:-

Street Cleaning	460.00
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## LEASES

As at 31<sup>st</sup> March 2004 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Annual Rent</b>	<b>Year of Expiry</b>
Maidstone Borough Council	Allotments	40.00	2006
Village Centre Management Trust	Parish Office	1,200.00	2013
Maidstone Borough Council	Surrenden Playing Field	55.00	2019
Kent County Council	Youth Club Land	850.00	2049
Staplehurst Parish Council	Jubilee Field	5.00	2088
Jubilee Field Management	Underlease – Guide Hut	5.00	2088

## BORROWINGS

Staplehurst Village Centre - The sum of £1,857.25 was added to the account during the year in respect of interest charges. At the close of business on 31<sup>st</sup> March 2004 the following borrowing was outstanding by the Village Centre Management Trust (for which the Council annually agrees to repay) for the purchase of the Village Centre.

<b>Lender</b>	<b>Term</b>	<b>Amount outstanding</b>
Lloyds TSB	25 years – October 1988-2013	34,459.93

## EAR-MARKED RESERVES

- § The Village Centre Contingency fund increased by £148.54 representing bank interest and stood at £14,917.42. The interest-free loan of £4,000 to assist a cash-flow situation was repaid within this financial year.
- § Burial Authority Reserve remained at £25,000 with no expenditure incurred.
- § The Jubilee Sports Project budget of £58,000 remained although £670 was spent during the year on consultancy fees to progress the drainage plans.
- § Parish Light Upgrading project currently in progress. £14,192.36 of the budget of £17,905 had been spent at 31.03.03 and £1,300 is carried forward to complete the project 04/05.
- § For the next financial year 2004/2005 the Parish Council agreed to carry forward the 03/04 budget underspend funds and to apply £1,898.27 from the current general reserves.

## TENANCIES

During the year, all eight Allotments were let and cultivated at £5 per allotment.

## SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £3.50 per head of electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll total of 4611 resulted in an allowance of £16,138.50 but no such payments were made.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a total cost of £144.68 for rental of domain name, webspace and bulletin board. All maintenance and updating was provided free by a local resident, in consultation with the Parish Council. Publication of fliers and expenses relating to the “This is Staplehurst Exhibition” cost £217.43.

## PENSIONS

The Clerk joined the Kent County Council Local Government Pension Scheme on 1<sup>st</sup> January 1997. For the year ended 31<sup>st</sup> March 2004 the Council’s contributions equalled 145% of the Clerk’s 6% superannuable pay.

Signed.....  
Chairman, Staplehurst Parish Council

Signed.....  
Parish Clerk & Responsible Financial Officer

Signed.....  
Mr T Kendrick, Internal Audit