

# **STAPLEHURST PARISH COUNCIL**

## **STATEMENT OF ACCOUNTS**

for the year ending  
31<sup>st</sup> MARCH 2018

*(Subject to Audit)*

Income and Expenditure Account  
Balance Sheet and  
Supporting Statement

Mrs D A Jenkins  
Deputy Clerk & Finance Officer  
Parish Office, Village Centre  
High Street  
Staplehurst  
Kent  
TN12 0BJ

# STAPLEHURST PARISH COUNCIL

## Income and Expenditure Account for the year ended 31<sup>st</sup> March 2018

<b>2016/2017</b>		<b>2017/2018</b>
	<b>INCOME</b>	
126,700.00	Parish Precept	139,400.00
13,022.00	MBC S106/CIL Grant (Jubilee Field car park, Surrenden Field drainage & footpath, Youth Club benches, path & bridge)	25,711.50
9,560.00	MBC Parish Services Grant	9,335.00
1,100.00	KCC Community Project Grants (Wimpey Field path)	500.00
0.00	Other Grants & Donations (Wimpey Field Trees & Benches & Bioblitz event)	3,235.00
1,481.30	Other Income (VCT bin, HMRC, Legal fees, electricity, JFMC insurance refunds & rent)	620.75
210.00	Christmas Lights Project donations	246.40
200.00	Community Warden Men's Shed Grant	200.00
67.75	Interest on investments	40.05
25,000.00	Taylor Wimpey (Oliver Road Open Space)	0.00
5,560.00	LCT Government Support Grant	0.00
4.44	Village Centre Contingency (2016/2017 interest)	0.00
182,905.49	<b>TOTAL INCOME</b>	<b>179,288.70</b>
	<b>EXPENDITURE</b>	
74,802.41	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, meetings & travel, publicity & website)	91,045.82
0.00	Office Equipment (IT & Office Furniture upgrade)	5,416.60
13,129.15	Capital Projects (Surrenden Field footpath, Wimpey Field footpath, Jubilee Field car park)	26,710.00
3,750.00	Donations (Staplehurst PCC, WI, Youth Club, CAB, CCDA, Heart of Kent Hospice, Air Ambulance, Kenward Trust, Samaritans, Staplehurst Family Fireworks, Mayor's Charity, Men's Shed, RBL)	2,235.00
13,397.51	Street lighting, furniture, repairs, planters, & caretaker	6,697.68
1,610.19	Playscheme	1,575.18
7,081.00	Jubilee Sports Field & Skatepark Maintenance	10,048.98
5,294.00	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	9,046.50
2,777.76	Surrenden Playing Field & Trees	2,871.08
6,036.12	Churchyard maintenance	5,166.99
7,455.02	Christmas Lights	1,704.26
0.00	Professional Consultant Fees (Planning related advice)	3,478.00
4,336.66	Neighbourhood Plan	0.00
7,343.05	Public Convenience maintenance	8,474.89
8,205.00	Street Sweeping Staplehurst	9,711.00
0.00	Wimpey Field Maintenance (Footpath, trees & bulbs, mowing, Bioblitz event, benches, legal costs re tfr)	9,536.27
0.00	Local Government Pension Costs	6,900.00
607.56	SEHT (Equipment)	46.99
10,596.67	Third Party Expenditure (Youth Club & Men's Shed)	569.39
166,422.10	<b>TOTAL EXPENDITURE</b>	<b>201,234.63</b>
16,483.39	Balance of Income/Expenditure	(21,945.93)
135,944.47	Balance brought forward from previous year	152,427.86
152,427.86		130,481.93

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## Balance Sheet as at 31<sup>st</sup> March 2018

31/03/2017

31/03/2018

<b>LONG TERM ASSETS</b>		
0.00	None (see supporting statement below)	0.00
<b>CURRENT ASSETS</b>		
4,454.10	VAT Recoverable	2,366.98
148,819.16	Cash In Hand	130,220.92
153,273.26		132,587.90
<b>CURRENT LIABILITIES</b>		
(0.00)	Accruals	(0.00)
(845.40)	Creditors (unbanked cheques)	(2,105.97)
(845.40)		(2,105.97)
152,427.86		130,481.93
<b>REPRESENTED BY:-</b>		
57,740.58	GENERAL FUND	79,655.09
	<u>Ongoing Parish Project Reserves:-</u>	
10,000.00	Allotment land purchase fund	10,000.00
10,000.00	Fund for Outside Works	10,000.00
16,500.00	Surrenden Playing Field Project	16,500.00
8,505.00	Village Centre Feasibility Fund	0.00
24,572.57	Wimpey Field Open Space	12,572.57
11,083.05	Balance c/fwd for future budget	434.00
80,660.62		49,506.57
	RESERVES held on behalf of others	
12,239.13	Village Centre Contingency	0.00
900.00	Rural Warden Alcohol Project	900.00
200.00	Rural Warden Men's Shed Project	0.00
53.83	Rural Warden Winter Project	53.83
633.70	Rural Warden Youth Club Project	366.44
14,026.66		1320.27
152,427.86		1320.27 130,481.93

### 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 31.03.2018 the following assets were held:-

#### **COMMUNITY ASSETS**

Jubilee Field (Freehold)	Nil
Land between west side of High Street & Chestnut Ave., Staplehurst (Freehold)	Nil
Land north east of Bell Lane, Staplehurst (Freehold)	Nil
Land south side of Marden Road opp. North Down, Staplehurst (Freehold)	1.00
Lease purchase of Youth Club land from KCC	10,800.00
Oliver Road Open Space (Freehold)	Nil
<b>BUILDINGS (insured replacement value)</b>	
Jubilee Pavilion	633,879.35
Surrenden Pavilion	9,067.02
Bell Lane Toilets (leasehold)	86,578.64
<b>OTHER ASSETS</b>	
As listed on the Asset Register 31.03.2018 held at The Parish Office	296,827.37

**LEASES** - As at 31<sup>st</sup> March 2018 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Rent</b>	<b>Expiry</b>
Maidstone Borough Council	Bell Lane Toilets	Peppercorn	2028
Maidstone Borough Council	Surrenden Playing Field	80.00	2019
Kent County Council	Youth Club Land Lease & Purchase	850.00	2050
Staplehurst Parish Council	Jubilee Field Management	5.00	2035
Trustees of Jubilee Field	Lease of land for Guide Centre	5.00	2088

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**Youth Club Land** - 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 2018 a total of £10,800 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 31.03.2018 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 £21,569.86 was added to the General Fund making a new total of £79,655.09 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 four projects in the parish so has ear-marked funds towards these; the re-establishment of Allotment provision, a fund for Outside Works, maintenance of Oliver Road Open Space (Wimpey Field) on land gifted by Taylor Wimpey and works at Surrenden Playing field to upgrade paths.
- Balance of underspends c/fwd - The sum of £434.00 has been carried forward to settle outstanding invoices from the Village Centre Trust for Hall Hire and Office Rent for 2017-2018.
- The Village Centre Contingency fund balance of £12,239.13 plus interest of £0.52 was transferred to the current account following agreement with the Village Centre Management Committee.
- 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 Men’s Shed Project – The grant held on behalf of the Rural Warden was transferred to the Men’s Shed who now manage their own funds.
- Rural Warden Winter Warmer Project – The reserve of £53.83 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 – The reserve of £366.44 is held on behalf of the Rural Warden to improve the Youth Club facilities. The sum of £267.26 was spent on stationery and printing costs.

**SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.57 per elector for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll stood at 4,628 resulting in a limit of £35,033.96. The Council spent £9,711.00 on Street Sweeping and £2,235.00 on donations.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a cost of £150.00 during this financial year.

The Parish Council published three Newsletters and the 2017 Annual Report of the Parish Council. These were distributed to every household in the parish. The total cost of these has been £2,158 for the printing and distribution, plus some additional costs for postage and stationery to outlying areas amounting to £336.

**PENSIONS** - For the year ended 31<sup>st</sup> March 2018 the Parish Council paid £6,900 into the Local Government Pension Scheme following exit on 28<sup>th</sup> February 2017. Payment of this annual sum will terminate in 2022. The Employer’s contributions for eligible staff into a Workplace Pension Scheme (NEST) were 8% of payroll.

Signed.....  
Chairman, Staplehurst Parish Council

Signed.....  
Responsible Financial Officer

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