

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2024

(Subject to Audit)

Income and Expenditure Account
Balance Sheet and
Supporting Statement

Mrs DA 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 31st March 2024

2022/2023		2023/2024
	INCOME	
214,500.00	Parish Precept	224,317.00
13,256.00	MBC Parish Services Grant	13,671.36
6,000.00	KCC Community Projects Grant (Youth Club)	0.00
0.00	MBC Community Projects Grant (Welcome Back Fund)	0.00
11,832.27	MBC S106/CIL Grant (CIL Various)	61,329.66
0.00	MBC Noticeboard Grant	525.00
4,204.00	Other Grants & Donations (NDP, Outdoor Gym Equip. Youth Club)	9,904.00
403.00	Other Income (Car Park Electricity, Merit Award, Kathie Lamb Rent)	380.00
1,862.73	Interest on investments	6,389.20
<u>252,058.00</u>	TOTAL INCOME	<u>316,516.22</u>
	EXPENDITURE	
130,437.50	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, publicity & website, Village Update, stationery, postage, council tax, rent)	128,997.28
842.42	Office Equipment	0.00
1,901.12	Donations (RBL, KSSAA, CCDA, WI, Scouts, Men's Shed, SEHT, Village Golf)	16,800.00
17,752.65	Street light energy & repairs, Defibrillator parts, tree survey, planters, CCTV & Caretaker & equipment	25,350.45
1,951.00	Playscheme	1,690.77
4,095.28	Jubilee Sports Field Maintenance	14,305.64
10,899.39	Youth Club (Maintenance of land & building, Equipment, KCC Lease/Purchase)	16,572.28
9,586.02	Surrenden Playing Field Maintenance, Repairs & CCTV	21,492.15
1,678.44	Churchyard maintenance	6,841.67
1,983.99	Christmas Lights	3,485.51
3,890.00	Professional Consultant Fees (CNB Housing Needs, Kingsfords Solicitors re Allotments & JF tfr, Worknest HR support)	11,159.37
10,438.21	Public Convenience maintenance & repairs	12,420.49
0.00	Projects (Village Sign, Housing Needs Survey, 3G Pitch Survey & Support)	6,002.04
4,130.81	Wimpey Field Maintenance (Mowing, strimming, Water, Litter bin, Bioblitz, MVCP Maintenance)	5,094.08
0.00	Third Party Expenditure (Memory Cafe)	90.00
<u>199,586.83</u>	TOTAL EXPENDITURE	<u>270,301.73</u>
52,471.17	Balance of Income/Expenditure	46,214.49
138,591.97	Balance brought forward from previous year	191,063.14
<u>191,063.14</u>		<u>237,277.63</u>

Balance Sheet as at 31st March 2024

31/03/2023

31/03/2024

LONG TERM ASSETS			
0.00	None (see supporting statement below)	0.00	
CURRENT ASSETS			
3,144.69	VAT Recoverable	3,470.03	
0.00	Prepayments	408.14	
<u>189,773.33</u>	Cash in Hand	<u>235,983.20</u>	
192,918.02			239,861.37
CURRENT LIABILITIES			
	Accruals		
(0.00)	Installation of Noticeboard	(320.00)	
(0.00)	Outstanding invoice for plants	(37.88)	
(0.00)	Caretaker equipment	(195.00)	
(0.00)	Outstanding Electricity invoice	(144.00)	
<u>(1,854.88)</u>	Creditors (PAYE)	<u>(1,886.86)</u>	
(1,854.88)			(2,583.74)
<u>191,063.14</u>			<u>237,277.63</u>
114,313.88	REPRESENTED BY:-		
	GENERAL FUND		145,891.67
	<u>Ongoing Parish Project Reserves:-</u>		
10,000.00	Allotment Fund	4,000.00	
26,500.00	Surrenden Playing Field Project	26,500.00	
1,000.00	Wimpey Field Open Space	1,000.00	
15,000.00	Jubilee Field	15,000.00	
200.00	Greener Staplehurst Project	200.00	
0.00	Neighbourhood Development Plan	1000.00	
2,899.26	Youth Club Activities & Equipment	1,399.26	
15,000.00	Youth Club Building	12,485.10	
<u>5,750.00</u>	Balance c/fwd. for future budget	<u>29,491.60</u>	
76,349.26			91,075.96
	RESERVES held on behalf of others		
400.00	Rural Warden Dementia Café	310.00	
<u>0.00</u>	SEHT Covid-19 Fund	<u>0.00</u>	
400.00			310.00
<u>191,063.14</u>			<u>237,277.63</u>

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 31.03.2024 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
Wimpey Field Open Space (Freehold)	Nil
Footpath KM312 rear of Bathurst Road (Freehold)	Nil
Lease purchase of Youth Club land from KCC	14,400.00

BUILDINGS (purchase value)	
Jubilee Pavilion	500,000.00
Youth Club Building	0
Surrenden Pavilion	6,300.00
Bell Lane Toilets (leasehold)	0
OTHER ASSETS	
As listed on the Asset Register 31.03.2024 held at the Parish Office	243,664.95

LEASES - As at 31st March 2024 the following leases were in operation: -

Lessor	Purpose	Rent	Expiry
Maidstone Borough Council	Bell Lane Toilets	Peppercorn	2028
Maidstone Borough Council	Surrenden Playing Field	Peppercorn	2144
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

Surrenden Playing Field – The Lease from Maidstone Borough was renewed for a term of 125-years and expires on 21st April 2144.

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 31st March 2024 a total of £14,400 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 31.03.2024 remained outstanding so the existing terms of the lease run on.

EARMARKED 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 £31,577.79 was added to the General Fund making a new total of £145,891.67 to be held for any budgeted and unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards seven projects in the parish: the establishment of allotment provision; maintenance of the Wimpey Field land gifted by Taylor Wimpey; works at Surrenden Playing Field to improve the facilities; enhancement of Jubilee Field to include a 3G Pitch; Neighbourhood Development Plan revisions & updates; improvements to the Youth Club building; grant for a litter project (Greener Staplehurst) and a donation towards activities and equipment at the Youth Club.
- Balance c/fwd. for future budget - The sum of £29,491.60 has been carried forward towards settling committed funds for water troughs at the Allotments, fees for progressing the 3G pitch at Jubilee Field & painting internal doors at JF Pavilion and Youth Club Refurbishments.
- Rural Warden Dementia Cafe – The reserve of £310.00 is held on behalf of the Rural Warden to assist local people suffering from dementia.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £9.93 per elector for the benefit of people in the area and on activities or projects not specifically authorised by other powers. Electoral Roll stood at 5,537, thereby resulting in a limit of £54,982.41. The Council spent £16,800.00 on donations.

ADVERTISING AND PUBLICITY – The Parish Council published two newsletters and the 2022-23 Annual Report of the Parish Council, these were distributed to every household in the parish. The total cost of these was £2,579.00 for printing, plus some additional costs for postage to outlying areas amounting to £801.00 and a small amount for stationary.

PENSIONS - The Employer’s contributions for eligible staff into a Workplace Pension Scheme (NEST) were 8% of payroll for 3 members.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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