

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2020

(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 2020

2018/2019		2019/2020
	INCOME	
145,000.00	Parish Precept	150,650.00
9,370.00	MBC Parish Services Grant	11,352.00
400.00	KCC Community Projects Grant (Chapel Lane Street Lights)	2,000.00
0.00	MBC Community Projects Grant (Jubilee Drainage, Greener Staplehurst)	4,000.00
50.00	Other Grants & Donations (The Parade, jubilee Field)	2,900.00
382.90	Other Income (Electricity, JFMC keys & rent, Buss Murton refund)	669.00
0.00	Community Warden Memory Cafe Grant	520.00
92.92	Interest on investments	841.38
155,295.82	TOTAL INCOME	172,932.38
	EXPENDITURE	
86,418.23	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, meetings & travel, publicity & website, Village Update, stationery, postage, council tax, rent, hall hire)	111,918.11
2,100.00	Capital Projects (Wimpey Field footpath)	0.00
2,084.04	Donations (PCC, Youth Club, CAB, CCDA, Air Ambulance, Samaritans, Involve Kent, Kenward Trust, Medway Valley Countryside, Community Events Group, Men's Shed, RBL)	1,700.00
17,657.03	Street lighting, furniture, repairs, planters, CCTV & caretaker	11,462.65
1,910.00	Playscheme	1,614.60
17,348.44	Jubilee Sports Field & Skatepark Maintenance	10,182.32
5,470.00	Youth Club (Maintenance of site, KCC Lease/Purchase & Youth Leader)	6,394.25
3,465.16	Surrenden Playing Field Maintenance & CCTV	3,986.95
7,483.07	Churchyard maintenance	6,215.50
1,678.04	Christmas Lights	1,870.00
3,654.80	Professional Consultant Fees (SF lease, public toilet & footpath KM312 registration)	1,370.00
8,489.08	Public Convenience maintenance	8,292.92
8,964.00	Street Sweeping Staplehurst	0.00
0.00	Projects – VE Day	568.45
1,938.40	Wimpey Field Maintenance/Events (Mowing, strimming, Bio-blitz events)	1,730.23
6,900.00	Local Government Pension Costs	6,900.00
127.85	Staplehurst Emergency Help Team (Hall hire, refreshments)	103.17
0.00	Third Party Expenditure	193.83
175,688.14	TOTAL EXPENDITURE	174,502.98
(20,392.32)	Balance of Income/Expenditure	(1,570.60)
130,481.93	Balance brought forward from previous year	110,089.61
110,089.61		108,519.01

Balance Sheet as at 31st March 2020

31/03/2019		31/03/2020
	LONG TERM ASSETS	
	0.00 None (see supporting statement below)	0.00
	CURRENT ASSETS	
	2,381.15 VAT Recoverable	2,254.00
	107,708.46 Cash in Hand	110,900.98
110,089.61		113,154.98
	CURRENT LIABILITIES	
	(0.00) Creditors (PAYE)	(4,635.97)
0.00		(4,635.97)
<u>110,089.61</u>		<u>108,519.01</u>
	REPRESENTED BY:-	
60,296.77	GENERAL FUND	45,475.58
	<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
	6,572.57 Wimpey Field Open Space	10,052.67
	0.00 The Parade	59.52
	0.00 Chapel Lane	2,500.00
	0.00 Jubilee Field Drainage Project	1,500.00
	0.00 Jubilee Field	1,000.00
	0.00 Greener Staplehurst Project	2,000.00
	5,400.00 Balance c/fwd. for future budget	7,764.80
48,472.57		61,376.99
	RESERVES held on behalf of others	
	900.00 Rural Warden Alcohol Project	900.00
	0.00 Rural Warden Dementia Café	400.00
	53.83 Rural Warden Winter Project	0.00
	366.44 Rural Warden Youth Club Project	366.44
1,320.27		1,666.44
<u>110,089.61</u>		<u>108,519.01</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 31.03.2020 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	12,000.00

BUILDINGS (insured replacement value)

Jubilee Pavilion	685,603.90
Surrenden Pavilion	9,806.89
Bell Lane Toilets (leasehold)	93,643.46

OTHER ASSETS

As listed on the Asset Register 31.03.2020 held at the Parish Office	326,436.35
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LEASES - As at 31st March 2020 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 2020 a total of £12,000 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 31.03.2020 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 £14,821.19 was used from the General Fund, making a new total of £45,475.58, to cover exceptional items of expenditure incurred and to fund the 2019-2020 budget deficit arising from the decision to keep the 2019-2020 precept at a modest level.
- Parish Projects – The Council has set aside funding towards nine projects in the parish: the re-establishment of allotment provision; a fund for outside works; maintenance of the Wimpey Field land gifted by Taylor Wimpey; works at Surrenden Playing Field to upgrade the paths; grant funding received towards the cost of replacement street lights at Chapel Lane; a drainage project at Jubilee Field; enhancement of Jubilee Field and/or car park area; planting trees, bulbs and shrubs and generally enhancing outside areas of the village (Greener Staplehurst). There is also a small fund remaining from the generous donations received towards improvements at The Parade.
- Balance c/fwd. for future budget - The sum of £7,764.80 has been carried forward to settle committed funds for a replacement sink and tap at Bell Lane public toilets, the replacement of two street lights at Chapel Lane, CCTV repairs at Surrenden Field, gate alterations and landscape maintenance at Wimpey Field, a donation to the Men’s Shed project, updating the Neighbourhood Plan and outstanding auditing fees for 2019-2020.
- 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 Dementia Cafe – The reserve of £400.00 is held on behalf of the Rural Warden to assist local people suffering from dementia.
- Rural Warden Youth Club Project – The reserve of £366.44 is held on behalf of the Rural Warden to improve the Youth Club facilities. No movements occurred during the financial year.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £8.12 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 4,806, thereby resulting in a limit of £39,024.72. The Council spent £1,700.00 on donations.

ADVERTISING AND PUBLICITY – The Parish Council published three newsletters and the 2018-19 Annual Report of the Parish Council. These were distributed to every household in the parish. The total cost of these was £1,310.00 for printing, plus some additional costs for postage and stationery to outlying areas amounting to £579.50.

PENSIONS - For the year ended 31st March 2020 the Parish Council paid £6,900 into the Local Government Pension Scheme following exit on 28th 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% (2 members) and 18.5% (1 member) of payroll.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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