

# **STAPLEHURST PARISH COUNCIL**

## **STATEMENT OF ACCOUNTS**

for the year ending  
31<sup>st</sup> MARCH 2010

Income and Expenditure Account  
Balance Sheet and  
Supporting Statement

ADOPTED  
by Full Council on 17<sup>th</sup> May 2010

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 2010

**2008/2009**

**2009/2010**

**INCOME**

69,000.00	Parish Precept	70,000.00
29,280.00	MBC Concurrent Functions Grant	29,470.00
222,739.00	Other Project Grants	222,961.00
3,532.76	MBC Playscheme, Summer Activities Grant & fees	4,275.62
5,014.50	Sales, miscellaneous fees & donations	99.00
2,456.63	Interest on investments	55.61
255.00	Christmas Lights Project donations	0.00
492.00	Jubilee Sports	0.00
70.00	Skaters fund-raising, deposit interest and donations	0.00
595.57	Village Centre Contingency	171.65
333,435.46	<b>TOTAL INCOME</b>	327,032.88

**EXPENDITURE**

61,514.24	General Administration (Staff, Parish Office utilities, equipment, insurance, subscriptions, training, meeting & travel expenses, publicity & website costs.)	59,892.57
4,563.00	Capital Projects	0.00
2,100.63	Donations (09/10 to BTCV, CAB, CCDAS Sobell, RBL, Kenward Trust, KAA, Kent Youth)	4,045.11
4794.91	Parish Street Lighting, Street Furniture, CCTV and repairs	3,673.32
3,363.88	Caretaker wages, equipment & maintenance	1,933.88
6,135.00	Playscheme	4,827.59
187,714.88	Jubilee Sports Field & Sports Pavilion Project	341,374.26
962.50	Youth Club (inc. £250 donation to Youth Outreach project)	1,387.50
4,742.84	Surrenden Playing Field	2,683.69
4,719.40	Churchyard maintenance	5,483.94
2,144.75	Christmas Light Project	5,236.75
220.00	Staplehurst Partnership	350.00
282,976.03	<b>TOTAL EXPENDITURE</b>	430,888.61

50,459.43	Balance of Income over Expenditure	(103,855.73)
148,705.87	Balance brought forward from previous year	199,165.30
199,165.30		95,309.57

## Balance Sheet as at 31<sup>st</sup> March 2010

	<b>2008/2009</b>			<b>2009/2010</b>
	0.00	<b>LONG TERM ASSETS</b>		
		None (see supporting statement below)		0.00
		<b>CURRENT ASSETS</b>		
	13,135.48	VAT Recoverable		764.04
	189,479.75	Cash In Hand		118,603.15
	<u>202,615.23</u>			<u>119,367.19</u>
		<b>CURRENT LIABILITIES</b>		
		Accruals		(21,083.79)
	(3,449.93)	Creditors		(2,973.83)
	<u>(3,449.93)</u>			<u>(24,057.62)</u>
				<u>95,309.57</u>
		<b>REPRESENTED BY:-</b>		
	28,225.35	GENERAL FUND		29,032.85
		<u>Ongoing Project Budgets:-</u>		
		Allotment land purchase fund	20,000.00	
		Surrenden Playing Field pathway	9,830.00	
	7,500.00	Youth Forum/Detached Project	7,250.00	
	1,200.75	Staplehurst Partnership Grant	850.75	
	104,739.00	Jubilee Sports Pavilion Project	10,750.00	
	41,215.75	Balance of underspends c/fwd	<u>1,139.87</u>	
				49,820.62
		RESERVES		
	16,284.45	Village Centre Contingency		16,456.10
	<u>170,939.95</u>			
	<u>199,165.30</u>			<u>95,309.57</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 31.03.2010 the following assets were held:-

#### COMMUNITY ASSETS

Jubilee Field	Nil
Land north east of Bell Lane, Staplehurst	Nil
Lease purchase of Youth Club land from KCC	6,000

#### BUILDINGS

Jubilee Pavilion (insured replacement value)	500,000
Surrenden Pavilion (insured replacement value)	6,300

#### OTHER FIXED ASSETS

As listed on Fixed Asset Register 31.03.2010 held at The Parish Office	158,137
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**LEASES** - As at 31<sup>st</sup> March 2010 the following Leases were in operation:-

<b>Lessor</b>	<b>Purpose</b>	<b>Annual Rent</b>	<b>Year of Expiry</b>
Maidstone Borough Council	Surrenden Playing Field	65.00	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 anytime 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 2010 a total of £6,000 towards the purchase price had been paid.

**New 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. Completion of the legal paperwork at 31.03.2010 remained outstanding.

**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 £29,032.85 is held for any unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards two parish projects in the next or future years so has ear-marked funds towards these; the re-establishment of Allotment provision and the upgrade of pathways at Surrenden Playing field. The replacement of the children’s play equipment at Staple Drive Play Area will be funded from 2010/2011 precept.
- The Youth Forum/Detached Youth Project now stands at £7,250 following a donation of £250 made to support detached youth work in this parish and represents funds held by the Parish Council specifically for youth work within the parish. This funding is likely to be called upon during the next financial year 2010/2011.
- The Staplehurst Partnership funding of £850.75 represents the balance of a repayable grant received from KCC. This work will be published during the next financial year 2010/2011.
- Jubilee Sports Pavilion – Whilst the Sports Pavilion has now been completed the balance of £10,750 has been ear-marked for unforeseen expenditure during the next financial year.
- The Village Centre Contingency fund stood at £16,456.10 following receipt of £171.65 bank interest during the year. There were no other movements in this account.

**TENANCIES** – None.

**SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.15 per electorate for the benefit of people in the area, on activities or projects not specifically authorised by other powers. Electoral Roll total of 4466 resulted in a limit of £27,465.90 but no such expenditure was made.

**ADVERTISING AND PUBLICITY** – The Parish Council Website was maintained at a total cost of £1,185.16. Continuing improvements to the Website were carried out during the year giving more flexible access and updating of information to a wider number of nominated persons. Postings on the forum continue to be monitored by the Parish Office and Website Group.

The Parish Council continued to produce a Quarterly Newsletter throughout the year and distributed this to every household in the Parish. The fifth Annual Report of the Parish Council was also published and distributed to every household in the parish. The annual cost of these has been £1,460.50 for the printing plus some additional postage to outlying areas. The majority of Newsletters and Annual Reports were delivered by Councillors and volunteers foc.

**PENSIONS** - The Clerk joined the Kent County Council Local Government Pension Scheme on 1<sup>st</sup> January 1997 and the Assistant Clerk joined on 1<sup>st</sup> September 2008 and left on 21<sup>st</sup> August 2009. For the year ended 31<sup>st</sup> March 2010 the Employer’s contributions were 16.9% of the Clerk and Assistant Clerk’s salary.

Signed.....  
Chairman, Staplehurst Parish Council

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

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