

STAPLEHURST PARISH COUNCIL

STATEMENT OF ACCOUNTS

for the year ending
31st MARCH 2025

(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 2025

2023/2024		2024/2025
INCOME		
224,317.00	Parish Precept	262,247.00
13,671.36	MBC Parish Services Grant	14,835.62
0.00	KCC Community Projects Grant (Disabled Toilet)	1,729.00
61,329.66	MBC S106/CIL Grant (CIL Various)	2,381.47
525.00	MBC Noticeboard Grant	0.00
0.00	Allotment Rental	1,160.00
0.00	Jubilee Field Pitch Hire Rental	14,296.52
0.00	Youth Club Donations	842.00
9,904.00	Other Grants & Donations (NDP)	2,067.00
380.00	Other Income (Car Park Electricity, Merit Award, Kathie Lamb Rent, YC Ins refund)	650.21
6,389.20	Interest on investments	9,393.43
<u>316,516.22</u>	TOTAL INCOME	<u>309,602.25</u>
EXPENDITURE		
128,997.28	General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, publicity & website, Village Update, stationery, postage, council tax, rent)	139,447.31
0.00	Office Equipment	0.00
16,800.00	Donations (RBL, KSSAA, CCDA, Kenward Trust, WI, Men's Shed, SEHT, Wealden FR, Parish Magazine)	2,940.00
25,350.45	Street light energy & repairs, Defibrillator parts, tree survey, planters, CCTV & Caretaker & equipment	21,887.85
1,690.77	Playscheme	2,174.33
14,305.64	Jubilee Sports Field Maintenance (Maintenance of land & building, Utilities, 3G Pitch Pre-planning Advice, Football Foundation Application)	48,940.21
16,572.28	Youth Club (Maintenance of land & building, Equipment, KCC Lease/Purchase)	11,414.91
21,492.15	Surrenden Playing Field Maintenance Repairs & CCTV	4,357.26
6,841.67	Churchyard maintenance	10,945.43
3,485.51	Christmas Lights	4,779.39
11,159.37	Professional Consultant Fees (Kingsfords Solicitors re Guides Lease & JF 3G grant review, Worknest HR support)	10,396.80
12,420.49	Public Convenience maintenance & repairs	15,453.74
6,002.04	Projects	0.00
5,094.08	Wimpey Field Maintenance (Mowing, strimming, MVCP Maintenance, Utilities)	4,040.03
0.00	Allotment Maintenance (Water trough installation)	981.46
0.00	SEHT (Virtual telephone no. & insurance costs contribution)	500.00
90.00	Third Party Expenditure (Memory Cafe)	310.00
<u>270,301.73</u>	TOTAL EXPENDITURE	<u>278,568.72</u>
46,214.49	Balance of Income/Expenditure	31,033.53
191,063.14	Balance brought forward from previous year	237,277.63
<u>237,277.63</u>		<u>268,311.16</u>

Balance Sheet as at 31st March 2025

31/03/2024

31/03/2025

LONG TERM ASSETS			
0.00	None (see supporting statement below)	0.00	
CURRENT ASSETS			
3,470.03	VAT Recoverable	3,874.20	
408.14	Prepayments	0.00	
235,983.20	Cash in Hand	268,649.52	
239,861.37			272,523.72
CURRENT LIABILITIES			
	Accruals		
(320.00)	Installation of Noticeboard	(0.00)	
(37.88)	Outstanding invoice for plants	(628.84)	
(195.00)	Caretaker equipment	(0.00)	
(144.00)	Outstanding Electricity invoice	(0.00)	
(0.00)	Jubilee Pavilion Cleaning invoice	(20.00)	
(0.00)	Castle Water Jubilee Field Pavilion	(90.36)	
(0.00)	Staff pay awards	(1,435.40)	
(1,886.86)	Creditors (PAYE)	(2,037.96)	
(2,583.74)			(4,212.56)
237,277.63			268,311.16
REPRESENTED BY:-			
145,891.67	GENERAL FUND		141,601.15
	<u>Ongoing Parish Project Reserves:-</u>		
4,000.00	Allotment Fund	0.00	
26,500.00	Surrenden Playing Field Project	27,500.00	
1,000.00	Wimpey Field Open Space	2,000.00	
15,000.00	Jubilee Field	15,000.00	
200.00	Greener Staplehurst Project	200.00	
1,000.00	Neighbourhood Development Plan	2,000.00	
1,399.26	Youth Club Activities & Equipment	1,338.52	
12,485.10	Youth Club Building	13,485.10	
0.00	Community Infrastructure Levy Funds	55,551.79	
29,491.60	Balance c/fwd. for future budget	9,634.60	
91,075.96			126,710.01
	RESERVES held on behalf of others		
310.00	Rural Warden Dementia Café	0.00	
0.00	SEHT Covid-19 Fund	0.00	
310.00			0.00
237,277.63			268,311.16

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 31.03.2025 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	15,000.00
BUILDINGS (purchase value)	
Jubilee Pavilion	500,000.00
Youth Club Building	0
Surrenden Pavillion	6,300.00
Bell Lane Toilets (leasehold)	0
OTHER ASSETS	
As listed on the Asset Register 31.03.2025 held at the Parish Office	261,506.48

LEASES - As at 31st March 2025 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
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 2025 a total of £15,000 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 31.03.2025 remained outstanding so the existing terms of the lease run on.

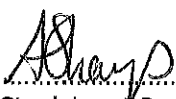
EARMARKED RESERVES & ONGOING PROJECT BUDGETS

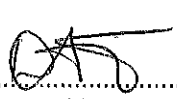
- General Fund – Parish Councils are unable to borrow money without Government approval, which can be time-consuming to obtain. The General Fund reduced by the sum of £4,290.52 making a new total of £141,601.15 to be held for any budgeted and unbudgeted or unforeseen emergencies that may require funds to be urgently applied.
- Parish Projects – The Council has set aside funding towards seven projects in the parish: 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 £9,634.60 has been carried forward towards settling committed funds for Greener Staplehurst Group bulbs and shrubs for planting in and around the village; cleaning of the pavilion and a utility invoice at Jubilee Field Pavilion and an increase in two members of staff salaries backdated to April 2024.
- Rural Warden Dementia Cafe – A donation of £310.00 was made to the McCabe Memory Café from the Rural Community Warden's fund. No further funds are held on behalf of the Community Warden.

SECTION 137 PAYMENTS - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £10.81 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 5,860, thereby resulting in a limit of £63,346.60. The Council spent £1,250.00 on donations and £1,690.00 on grants.

ADVERTISING AND PUBLICITY – The Parish Council published three Village Updates and the 2023-24 Annual Report of the Parish Council; these were distributed to every household in the parish. The total cost of these was £3,474.00 for printing, plus some additional costs for postage to outlying areas amounting to £832.15 and a small amount for stationary.

PENSIONS - The Employer's contribution for eligible staff into a Workplace Pension Scheme (NEST) was 8% of payroll for 3 members.

Signed.....
Chairman, Staplehurst Parish Council

Signed.....
Responsible Financial Officer

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