

**HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL**

06-May-14

Statement of Accounts 2013/14

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HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

06-May-14

Statement of Accounts 2013/14 Income and Expenditure Account for the year ended 31 March 2014

	2013/14	2012/13	
	£	£	
Income			
Precept	168,000	174,425	
Parking Disc	1,617	1,421	
Investment	2,001	1,832	
Miscellaneous	110	2,151	
Property	9,703	8,269	
MSDC Tax Grant	9,705	0	
War Graves Commission	105	105	
Community Affairs:			
Artwork Project	0	6,100	
Services:			
Allotment rentals	1,899	1,476	
Cemetery/Burial ground fees	5,084	10,456	
s106 Play Equipment	981	0	
Seats Project	0	1,998	
Dog Bags	856	826	
Property	0	-3	
Planning:			
High Street Improvements (s106)	0	20,300	
TOTAL income	200,061	229,356	
Expenditure			
General administration	101,674	87,826	Note 1
Committee costs:			
Services	80,489	51,564	
Community Affairs (inc s137 payments)	18,120	17,212	Note 8
Planning & Environment	29,159	12,997	
Village Centre - interest cost	34,262	35,945	Note 3
TOTAL Expenditure	263,705	205,544	
Surplus/Deficit for the Year	-63,644	23,812	
Balance brought forward	177,634	153,822	
Balance carried forward	113,989	177,634	

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

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Statement of Accounts 2013/14

Balance Sheet as at 31 March 2014

		2014 £	2013 £
Long term assets			
Investments	Note 1	0	0
Current Assets			
Debtors (net of provision for doubtful debts)	Note 4	7,365	5,420
Cash in hand	Note 5	161,691	192,109
TOTAL Assets		169,056	197,529
Current Liabilities			
Creditors		55,067	16,738
Accruals		0	3,157
NET ASSETS		113,989	177,634
Represented by:			
Fund balance		79,394	127,034
Reserves			
Capital reserve			
Earmarked reserves	Note 7	34,595	50,600
		113,989	177,634

The above statement represents fairly the financial position of the authority as at 31 March 2014 and reflects its income and expenditure during theyear.

Approved by Council:2014

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Chairman

.....
Responsible Financial Officer

HURSTPIERPOINT & SAYERS COMMON

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Note 1: Expenditure: General administration

Due to timing of invoices, 13 payments for salary and payroll costs were made in the year to West Sussex County Council, the managers of the payroll.

Note 2: Leases

At 31 March 2014 the following leases were in operation:

Lessee	Purpose	Annual rent	Year of expiry
Hurstpierpoint Tennis Club	tennis court and clubhouse	1,500	2019
Hurstpierpoint Bowls Club	bowls green and pavilion	750	2013
(Note: a new lease is being negotiated to commence 1 April 2014)			
St Georges Millenium Garden Trust	public garden	peppercorn	2060
		(6,500 paid for 60 year lease)	
West Sussex County Council	Families and childrens centre	2,400	6-monthly licence

Lessor	Purpose	Annual rent	Year of expiry
West Sussex County Council	Families and childrens centre (WSSC) (formally the Parish Office)	nil	2039
		(20,000 paid for 60 year lease)	
West Sussex County Council	public garden	peppercorn	2999
		(6,500 paid for 999 year lease)	
West Sussex County Council	cemetery	peppercorn	2998
		(7,000 paid for 999 year lease)	
West Sussex County Council	Village Centre (as custodian trustee)	peppercorn	2054

Note 3: Borrowings

At 31 March 2014 a loan from the Public Works Loan Board had been cleared. The loan was repayable over a period of 10 years commencing April 2004.

Note 4: Debtors:

At 31 March 2014 debts of £ NIL were outstanding and due to the Council.

VAT at 31 March 2014 £7,365

Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£60,501
Imprest account (Cooperative Bank - Community Directplus account)	£100
Investment account - Nationwide (11422497)	£419
Investment account - Nationwide (11436684)	£50,398
CCLA investment account	£40,023
Petty cash	£200
National Savings Bank	£10,710
Less: Unpresented payments	-£660
TOTAL	£161,691

Note 6: Receipts in advance

Income in respect of Election expenses is precepted for and received each year, although the cost of elections only occurs every fourth year. The year to 31 March 2014 was not an election year. In previous years, following the advice of our auditors, the income has been treated as a receipt in advance, for three years and not recognised in the Income and Expenditure Account until an election year.

HURSTPIERPOINT & SAYERS COMMON

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Note 7: Earmarked Reserves:

Balance at 31 March 2014

<u>Item</u>	<u>2013</u>	<u>2013</u>
Gratuity Fund	10,541	10,541
Village seats legacy	0	222
Community Affairs - events	4,268	4,268
Community Bus	7,500	7,500 CA Committee 27/11/08
St Lawrence 700th anniversary	0	5,519
Maintenance van	2,250	2,250
High Street Improvements Scheme (s106)	10,036	20,300
Per Balance Sheet	£34,595	£50,600

The earmarked reserves represent the amount of money available within the Council's fund balance, which have been designated for specific purposes.

Note 8: Section 137 Payments

<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
Royal British Legion	Donation, wreath	18
Remembrance Day band donation	Donation	150
TOTAL		168

Note 9: Agency work

The Highways Agency work on behalf of West Sussex County Council for roadside maintenance activities and a concurrent arrangement with Burgess Hill Town Council, ceased on 31 March 2012 and was not renewed.

Note 10: Advertising and publicity

The following costs for advertising and publicity were incurred during the year:

Recruitment advertising	0
Newsletter, Village Voice	2,307
TOTAL	2,307

Note 11: Contingent liabilities

No contingent liabilities have been identified.

Note 12: Pensions:

No contributions were made to pensions. The Council maintains a Gratuity Fund for future retirement payments in accordance with NALC guidelines.

Note 13: VAT

VAT has been netted off VAT recoverable. The amount outstanding at the year end is shown debtors.

Approved by Council

Date:

.....
Chairman

.....
Responsible Financial Officer

**HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL**

06-May-14

Expenditure against Budget 2013/2014

Item	Budget 2013/14	Actual 2013/14	Budget 2014/15
Employment costs:			
Salaries	57,944	67,388	62,965
National Insurance	2,729	3,630	2,700
Salary adjustment	4,000	0	650
Expenses	1,000	551	600
Staff training	500	0	500
Pension fund	1,738	0	7,000
Payroll charge	330	351	350
TOTAL	68,241	71,920	74,765
Administration costs:			
Councillors expenses and training	4800	6,399	5600
Councillors courses	300	157	400
Office charge	5200	2,975	5200
Post, stationery and telecoms	2400	2,519	2200
IT and computer	1250	3,262	800
Room hire	750	910	750
Subscriptions	2450	2,218	1950
Insurance	4750	4,376	4700
Audit	1500	1,631	1800
Equipment	600	0	600
Contingencies	500	0	500
General Expenses	1000	-1,053	500
election expenses (see note 6)	0	0	0
Office modifications	0	0	0
Publicity	250	0	0
Asset expenses	750	2,101	750
Parking discs cost	1400	1,599	1400
Maintenance van running	2600	1,265	2270
Maintenance van purchase	0	0	0
Maintenance equipment purchase	600	0	600
Property maintenance	1600	1,394	1600
War graves	0	0	0
TOTAL	32,700	29,753	31,620
	100,941	101,674	106,385

Note: The 2013/14 Budget was revised by council 13 June 2013

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Committee operations:	Budget 2013/14	Actual 2013/14	Budget 2014/15
SERVICES			
Cemetery grounds	3,500	5,134	4,500
Cemetery repairs	500	48	300
Cemetery elect	60	0	75
Cemetery water	40	36	50
Cemetery rates	309	0	300
Cemetery misc	500	5	300
Grounds maint	7,300	9,039	4,950
Recs repairs	6,325	6,003	2,500
Village Garden	11,670	11,819	1,650
Dog bags + bins	6,000	3,169	5,800
Allotments gen	500	131	300
Allotments rep	250	8	200
Allotments uts and rates	480	289	500
Toilets	7,880	8,591	8,110
Lighting energy	4,950	4,960	5,200
Lighting maint	8,010	11,979	7,500
Lighting upgrades	12,000	10,200	0
Footpath maint +Highway	400	177	450
Shelters rep	500	49	500
Trees	3,500	7,405	1,200
Tree planting	1,000	0	1,000
Property maint	300	0	0
Seats	1,400	1,447	0
Services expenditure	77,374	80,489	45,385
COMM AFFS			
Newsletter	2,400	2,307	2,400
Website	500	0	400
grants	5,250	1,650	5,250
Hurst Festival grant	1,500	1,500	1,500
s137	500	168	750
Tourism + attract	4,550	6,473	3,400
St Lawrence 700	1,000	6,022	0
Community Affairs expenditure	15,700	18,120	13,700
Village Centre loan (capital and interest)	34,261	34,262	0
Planning and Environment			
High Street design	27300	10,264	0
Neighbourhood Plan	5,000	5,526	2,500
Planning Advice	10,000	13,369	10,000
Planning & Environment expenditure:	42,300	29,159	12,500
One-off* and capital items			
Noticeboards			2,400
Seats replace			1,800
Village Garden upgrade			5,000
Lighting replace			12,000
High Street traffic improvement scheme			153,800
Boules pitch			9,000
South Avenue Playground extension			20,000
One-off* and capital items expenditure:	0		204,000
TOTAL EXPENDITURE	270,576	263,705	381,970

Income			
Precept	168,000	168,000	171,360
Services, Community Affairs	23,255	8,820	9,270
MSDC Council Tax rebate grant	9,705	9,705	0
Investment, property	9,505	13,536	9,845
s106 funds	0		110,800
TOTAL INCOME	200,960	200,061	301,275
DEFICIT (reduction in reserves)	69,616	63,644	80,695

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HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Supporting notes for the 2013/2014 Statement of Accounts

(These notes provide supplementary information about the financial affairs of the Council at the end of the 2013/2014 financial year.)

Assets

At 31 March 2014 the following assets were held:

		Value £	Basis of valuation
Community Assets - land			
Recreation Ground	South Avenue	2,550	cost
Recreation Ground	Reeds Lane	1	nominal
Village Garden	High Street	4,250	cost
Cemetery & Chapel-land	South Avenue	800	cost
Memorial Garden	High Street	1	nominal
Land N Old Tel Exchg	Cuckfield Rd	1	nominal
New Cemetery	St. Georges Lane	7,000	cost
Millennium Garden	St Georges Lane	6,500	cost
Parish Council office	Trinity Road	20,000	cost
Footpath	Btw Chstnt Gr/Cckf Rd	1	nominal
Old Churchyard	HolyTrinity Church	100	cost
Pit Road	Pit Rd	1	nominal
South Lane	South Lane	1	nominal
Allotments	Albourne Road	220	cost
		41,426	
Community Assets - buildings			
Toilets, Pitt Road	Pitt Road, Hurstpierpoint	60,000	nominal
Toilets, Trinity Road	Trinity Road, Hurstpierpoint	60,000	nominal
Hall (Chantry Stables)	High Street	123,687	insured
Chapel	South Avenue	1,177	cost
		244,864	
Community Assets - street items			
Bus shelters	High Street (South)		insured
Bus Shelters	High Street (north)		insured
Bus Shelters	Wickham Hill		insured
Bus Shelters	Willow Way		insured
Bus shelters	Sayers Common		insured
		20,065	
Village Signs	High Street		insured
Village Signs	Sayers Common		insured
		1,208	
Lighting Columns	(various)	130	nominal
Dog Bins	Various (see note 2)	147	insured
Dog Bin+ stand	Pitt Lane	112	insured
Dog bin	Blackthorns	106	insured
Dog bin	F/path nr Kemps	106	insured
1 litter bin	S.Ave Playground	30	insured
2 litter bins	Trinity Rd (sch+cpk)	61	insured
5 litter b (wall mounted)	various	156	insured
4 litter b (post mounted)	various	125	insured
Seat	SA Cemetery		
Seat	Trinity Rd/Br Twins		
Seat	Berrylands Stores SC		
Seat	SA Childrens Plgnd		
Seat	SA Rec nr Tennis		
Seat	Health Ctre		
		1,736	insured
Dovecote	removed to store	0	

Notice Boards	St Georges Lane	1,425 cost
Notice Boards	Village Green	100 insured
Notice Boards	Sayers Common	1,240 cost
Notice Boards	wall o/s PC office	1,056 insured
Gates & fences	various	3,440 insured
flagstaff	village green	1,027 insured
St Lawrence Sculture	Village Green	6,500 cost
Seat	Brown Twins Road	950 cost
Seat	St Lawrence Sch/Trinity Road	950 cost
Seat	Orchard Way	950 cost
Seat	S Ave Rec	950 cost
		42,570

Furniture & Fittings

First Aid Equipment	Office	insured
4 Desks, 5 Chairs	Office	insured
6 Filing cabinets	Office	insured
Safe	Office	insured
Bookcase	Office	insured
Table	Office	insured
Telephones	Office	insured
		5,218
Brother 515 fax	Office	30 cost
Hoover	Office	insured
Old Computer Equip	Office	insured
Computer Equipment	Office	1,452 insured
Gazebo	Cem Store	25 cost
Photocopier (leased)	Office	4,000 insured
Projector + Screen	Office	420 cost
2 x computers	Office	1,650 cost
		12,795

Recreation Ground Equipment

Play Equipment	South Avenue	44,793 insured
Play Equipment	Reeds Lane	8,025 insured
Play equipment	Reeds Lane, Rec, south	17,278 cost
		70,096

Equipment - general

3 oak noticeboards	Vill Ctre	2,100 cost
Signs	Vill Ctre	808 cost
Mowers & Cem Equip	South Avenue	2,792 insured
Parish Map	Library, Trinity Rd	5,583 insured
Badge of Office	Chairman of Council	294 insured
Trailer	Cemetery	875 cost
Projector (Samsung SP-L200v)	Office	420 cost
Van - Vauxhall Combo reg: VU 57 NGO		6,000 cost
		18,872

TOTAL	£430,623
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