DRAFT1 02-May-17

Statement of Accounts 2016/17

CONTENTS

	Page
Income and Expenditure Account	2
Balance Sheet	3
Supporting notes	4, 5
Expenditure against Budget	6, 7, 8
Assets	9, 10
Member allowances	11

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

02-May-17

Statement of Accounts 2016/17
Income and Expenditure Account
for the year ended 31 March 2017

RESTATED Note 14

	2016/17	2015/16	
Income	**£**	**£**	
Precept	184,191	179,000	
Parking Disc	1,787	1,690	
Investment	701	536	
Miscellaneous	-594	4,771	
Property	25,466	7,790	
MSDC Tax Grant			
War Graves Commission		305	
CCLA Shares sold		30,000	
Community Affairs:			
Finance + General Purposes:			
Allotment rentals	2,051	2,123	
Cemetery/Burial ground fees	9,557	6,534	
s106 Play Equipment			
Dog Bags	1,005	909	
Planning:			
High Street Improvements (s106)			
Capital items CAPEX			
Seat Income	595		
Boules pitch	0	1,805	
High Street Improvements (s106)	244	121,358	
PWLB Sayers Common Village hall loan		34,975	
Streetlight Replacement	164,942		
Other Projects	4,224		
South Avenue Play Area	99,943		
TOTAL income	**494,113**	**391,795**	
Expenditure			
General administration	139980	119,241	
Committee costs:			
Finance + General Purposes	39773	39,562	
Community Affairs (inc s137 payments)	28001	13,625	Note 8
Planning	1211	4,395	
Capital items CAPEX			
High Street Improvements	6,526	134,903	
Sayers Common Village Hall grant		35,000	
Pitt Road upgrade		8,081	
Other projects	10,446	26,276	
Streetlight Replacement	92,590		
South Avenue Play Area	102,692		
TOTAL Expenditure	**421,219**	**381,083**	
Surplus/Deficit for the Year	**72,894**	**10,712**	
Balance brought forward	95,941	85,228	
Balance carried forward	**168,834**	**95,941**	

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

02-May-17

Statement of Accounts 2016/17

Balance Sheet as at 31 March 2017

	Note 14	2017 £	2016 £
Long term assets			
Investments		0	0
Current Assets			
Debtors (net of provision for doubtful debts)	Note 4	5,802	3,538
Cash in hand	Note 5	288,161	108,769
TOTAL Assets		**293,963**	**112,307**
Current Liabilities			
Creditors		125,130	16,366
Accurals		0	0
NET ASSETS		**168,834**	**95,941**
Represented by:			
Fund balance		88,406	£ 82,173
Reserves			
Capital reserve			
Earmarked reserves	Note 7	80,428	13,768
		168,834	**95,941**

The above statement represents fairly the financial position of the authority as at 31 March 2017 and reflects its income and expenditure during the year.

Approved by Council: 2017

....

Chairman Responsible Financial Officer

Note 2: Leases

At 31 March 2017 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	1,000	2033
St Georges Millenium Garden Trust	public garden	peppercorn (6,500 paid for 60 year lease)	2060
West Sussex County Council	Families and childrens centre	2,400	6-monthly licence
Hurst Community Charity (Chantry Stables)	Charity shop	9,600	2019

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

Note 3: Borrowings

(1) In April 2015 a loan of £34,975 was drawn from Public Works Loan Board to enable a grant of £35,000 to be mad to Sayers Common Village Hall, for upgrading. The loan is repayable in half-yearly installments at an interest rate charge of 1.64%. At 31 March 2017 the outstanding loan was £XXXXXXXX

(2) In October 2016 a loan of £165,000 was drawn from the Public Works Loan Board to fund the replacement streetlighting project in the Parish. The loan is repayable in half-yearly installments at an interest rate charge of 2.16%. At 31 March 2017 the outstanding loan was £165,000.

Note 4: Debtors:

At 31 March 2017 debts of £XXXXXXXXXXXXX were outstanding and due to the	2017	2016
VAT at 31 March 2017	£ 3802	£ 3,538
Debtors	£ -	

Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£	235,057
Investment Account - Nationwide	£	52,140
CCLA investment account (stated in Assets Register)	£	-
Petty cash	£	200
National Savings Bank	£	-
Less: Unpresented payments	£	331
Plus: receipts not cleared	£	1,095
TOTAL	**£**	**288,161**

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 2017 was 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.

Note 7: Earmarked Reserves:

Balance at 31 March 2017

Item	2017	2016	
Community Affairs	4,268	4,268	
Streetlighting replacement	72,410	0	loan from PWLB
Maintenance van	3750	3,000	
High Street Improvements Scheme	0	6,500	
Per Balance Sheet	**£ 80,428**	**£13,768**	

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

Payee	Purpose	Amount
Royal British Legion	Donation, wreath	18.50
Rememberance Day band donation	Donation	100.00
TOTAL		**118.50**

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	4,103
TOTAL	**4,103**

Note 11: Contingent liabilities

No contingent liabilities have been identified.

Note 12: Pensions:

The following costs for pensions were incurred during the year: **25,882**
This included the sum of £10,790 from the previous Gratuity Fund which was closed in 2015/16 and the sum transferred to Earmarked Reserves.

Note 13: VAT

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

Note 14: Restated

Last years figures have been restated to show the correction and movement of the CCLA Account funds.

Approved by Council **Date: .....**

....

Chairman **Responsible Financial Officer**

HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL

02-May-17

Expenditure against Budget 2016/2017

SUMMARY INCOME & EXPENDITURE

	Budget 2016/17	Actual 2016/17	Budget 2017/18
Expenditure			
General Administration	131,242	139,980	146,899
Finance and General Purposes	61,155	39,773	61,255
Community Affairs	23,830	28,001	27,330
Planning	3,050	1,211	0
Capex	86,400	212,255	86,400
TOTAL EXPENDITURE	**305,677**	**421,219**	**321,884**
Income			
Revenue	218,816	224,165	232,811
Capex	359,700	269,948	262,400
TOTAL INCOME	**578,516**	**494,113**	**495,211**
SURPLUS/ (DEFICIT) (reduction in reserves)	**272,839**	**72,894**	**173,327**

DETAILED INCOME & EXPENDITURE

	Budget 2016/17	Actual 2016/17	Budget 2017/18
GENERAL ADMINISTRATION			
Employment costs:			
Salaries	70,416	72,309	79,023
National Insurance	3,834	4,467	4,337
Salary adjustment	10,500	0	5,000
Expenses	600	475	500
Staff training	250	555	300
Courses	300		300
Pension fund	12,092	25,882	13,690
Payroll charge	350	439	350
TOTAL	**98,342**	**104,127**	**103,500**
Administration costs:			
Councillors expenses and training	5,600	6,281	5,200
Office charge	4,800	2,757	4,000
Post, stationery and telecoms	2,200	2,115	2,200
IT and computer	1,200	2,156	1,200
Room hire	750	1,492	900
Subscriptions	2,100	2,325	2,100
Insurance	2,250	2,459	2,500
Audit	1,800	4,521	2,200
Bank Charge	0	116	200
Equipment	500	0	500
Contingencies	500	0	300
General Expenses	1,000	750	500
election expenses (see note 6)	0	0	0
Parking discs cost	1,400	1,200	1,400
Property Mainteance	0	1,174	1,500
Maintenance van running	1,100	1,187	1,000
Maintenance van purchase	0	0	0
Maintenance equipment purchase	600	0	600
Sayers Common Hall PWLB loan repay	7,100	7,320	7,100
War Graves	0	0	0
Streetlight replacement PWLB repay	6,000	0	10000
TOTAL	**38,900**	**35,853**	**43,400**
Employment and Administration costs TOTAL	**137,242**	**139,980**	**146,900**

Committee operations:	Budget 2016/17	Actual 2016/17	Budget 2017/18
FINANCE +GENERAL PURPOSES COMMITTEE			
Cemetery grounds	5,000	5,176	4900
Cemetery repairs	0	8	0
Cemetery elect	75	0	75
Cemetery water	50	57	50
Cemetery rates	300	0	300
Cemetery misc	300	6	300
Grounds + Village garden maint	6,500	5,933	6800
Recs repairs + maintenance	3,250	1,273	500
Dog bags + bins	5,900	3,186	5800
New Parkland maintenance	1,500	0	12000
Holy Trinity Churchyard	500	125	500
Toilets	8,330	11,740	8330
Lighting energy	4,800	5,260	3000
Lighting maint	4,500	26	300
Footpath maint +Highway	150	469	150
Shelters rep	2,000	14	600
Trees	1,200	6,500	5000
Rights of way grants	150	0	150
Garden Trust	150	0	150
Chantry Stables	500	0	500
WSCC Parish Community Project	10,000	0	10000
Burgess Hill maitenance Team	0	0	1850
Finance & General Purposes Expenditure	**55,155**	**39,773**	**61,255**
COMMUNITY AFFAIRS COMMITTEE			
Newsletter	2,450	2,349	2450
Website	500	500	500
grants	4,000	3,072	6000
Hurst Community Charity grant	4,800	13,058	4800
Local community groups	0	0	3000
Hurst Festival grant	2,000	2,000	0
Tree planting programme	1,000	1,000	0
s137	250	119	150
Tourism + attract	3,500	4,292	6300
Allotments gen	700	44	700
Allotments rep	200	6	200
Allotments uts and rates	500	270	500
Older persons initiative	1,000	188	1000
Younger persons initiative	0	0	1000
Councillor surgeries	0	0	300
Snow clearence	180	10	180
Parish Plan promotion	2,500	1,083	0
General	250	11	250
Community Affairs expenditure	**23,830**	**28,002**	**27,330**
PLANNING COMMITTEE			
Neighbourhood Plan	0	0	0
Planning Advice	3,050	1,211	0
Planning & Environment expenditure:	**3,050**	**1,211**	**0**
TOTAL REVENUE EXPENDITURE	**219,277**	**208,966**	**235,485**

	Budget 2016/17	Actual 2016/17	Budget 2017/18
CAPEX			
Noticeboards	0	0	0
Seats replace	3,200	2,234	1,400
Village Garden upgrade	500	0	0
High Street traffic improvement scheme	7,000	6,526	0
South Avenue Playground extension	0	102,692	0
Little Park Parkland	30,000	0	30,000
Highfield Drive Parkland	15,000	39	15,000
Streetlight Replacement Scheme (phase 1)	95,000	92,590	0
Business enterprise - High Street	5,000	0	0
Affordable housing scheme study	5,000	0	0
Young peoples council project	10,000	0	0
Cuckfield Road feasibility	0	0	5,000
Cycle route feasibility	0	0	5,000
Heritage Trail	0	0	10,000
Planning consultancy/N'hood Plan	0	0	20,000
Bus shelter	0	8,174	0
CAPEX expenditure:	**170,700**	**212,255**	**86,400**
TOTAL EXPENDITURE	**389,977**	**421,221**	**321,885**
Income - Revenue			
Precept	184,191	184,191	193,736
Services, Community Affairs	0	10,562	9,670
MSDC Council Tax rebate grant	0	0	0
Little Park Parkland maintenance fund	0	0	9,250
Highfield Parkland maintenance fund	0	0	2,250
Investment, property	34,625	29,413	17,905
Income - CAPEX (Captial)			
High Street improvements		244	0
s106 funds South Ave playground		99,943	0
Highfield Drive Parkland	49,000	0	49,000
Highfield Drive fund deplete	-2,250	0	-2,250
Little Park Parkland	213,500	0	213,500
Little Park fund deplete	-9,250	0	-9,250
Cuckfield Road feasibility	0	0	5,000
Cycle route feasibility	0	0	5,000
PWLB loan - Sayers Common Village Hall	0	0	0
PWLB loan - Streetlight Replacement Scheme (ph 1)	95,000	164,942	0
Young peoples council project	10,000	0	0
seats	3,200	596	1,400
Village Garden	500	0	0
Bus Shelter	0	4,224	0
TOTAL INCOME	**578,516**	**494,115**	**495,211**
TOTAL INCOME	578,516	494,115	495,211
TOTAL EXPENDITURE	389,977	421,221	321,885
SURPLUS/ (DEFICIT) (reduction in reserves)	**188,539**	**72,894**	**173,326**

HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL

Supporting notes for the 2016/2017 Statement of Accounts

(These notes provide supplementary information about the financial affairs of the Council at the end of the 2016/2017 financial year.)

Assets

At 31 March 2017 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	1	cost, restated from 2014/15
Toilets, Trinity Road	Trinity Road, Hurstpierpoint	1	cost, restated from 2014/15
Hall (Chantry Stables)	High Street	137,452	insured, now proxy cost
Chapel	South Avenue	1,177	cost
		138,631	
Community Assets - Investments			
CCLA shares		**10,000**	
Community Assets - street items			
Bus shelters	High Street (South)	}	insured, now proxy cost
Bus Shelters	High Street (north)	}	insured, now proxy cost
Bus Shelters	Wickham Hill	}	insured, now proxy cost
Bus Shelters	Willow Way	}	insured, now proxy cost
Bus shelters	Sayers Common	}	insured, now proxy cost
		22,298	
Village Signs	High Street		insured, now proxy cost
Village Signs	Sayers Common		insured, now proxy cost
		1,342	
Lighting Columns	(various)	130	nominal
Dog Bins	Various (see note 2)	147	insured, now proxy cost
Dog Bin+ stand	Pitt Lane	112	insured, now proxy cost
Dog bin	Blackthorns	106	insured, now proxy cost
Dog bin	F/path nr Kemps	106	insured, now proxy cost
1 litter bin	S.Ave Playground	30	insured, now proxy cost
2 litter bins	Trinity Rd (sch+cpk)	61	insured, now proxy cost
5 litter b (wall mounted)	various	156	insured, now proxy cost
4 litter b (post mounted)	various	125	insured, now proxy cost
Seat	SA Cemetery		removed
Seat	Trinity Rd/Br Twins		removed
Seat	Berrylands Stores SC		removed
Seat	SA Childrens Plgnd	271	insured, now proxy cost
Seat	SA Rec nr Tennis	382	insured, now proxy cost
Seat	Health Ctre		removed
Dovecote	removed to store	0	

Notice Boards	St Georges Lane	1,425	cost
Notice Boards	Village Green	1,415	cost
Notice Boards	Sayers Common	1,240	cost
Notice Boards	wall o/s PC office	1,174	insured, now proxy cost
Gates & fences	various	3,822	insured, now proxy cost
flagstaff	village green	1,140	insured, now proxy cost
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
Seat	S Ave Rec	950	cost
Seat	S Ave Rec	950	cost
		47,682	

Furniture & Fittings

First Aid Equipment	Office		insured, now proxy cost
4 Desks, 5 Chairs	Office		insured, now proxy cost
6 Filing cabinets	Office		insured, now proxy cost
Safe	Office		insured, now proxy cost
Bookcase	Office		insured, now proxy cost
Table	Office		insured, now proxy cost
Telephones	Office		insured, now proxy cost
		7,725	
Brother 515 fax	Office	30	cost
Hoover	Office		insured, now proxy cost
Old Computer Equip	Office		insured, now proxy cost
Computer Equipment	Office	1,452	insured, now proxy cost
Gazebo	Cem Store	25	cost
Photocopier (leased)	Office	4,210	insured, now proxy cost
Projector + Screen	Ofice	420	cost
2 x computers (Inspiron 3000)	Office	1,650	cost
1 x computer (Inspiron 3000)	Office	358	cost
		15,870	

Recreation Ground Equipment

Play Equipment	South Avenue, roundabout	7,366	cost
Play Equipment	South Avenue	99,943	cost
Play Equipment	Reeds Lane	0	removed
Play equipment	Reeds Lane, Rec, south	17,278	cost
		124,587	

Equipment - general

3 oak noticeboards	Vill Ctre	2,100	cost
Signs	Vill Ctre	808	cost
Mowers & Cem Equip	South Avenue	3,078	insured, now proxy cost
Parish Map	Library, Trinity Rd	5,150	insured, now proxy cost
Badge of Office	Chairman of Council	324	insured, now proxy cost
Trailer	Cemetery	875	cost
Projector (Samsung SP-L200V	Office	420	cost
Van - Vauxhall Combo reg: VU 57 NGO		6,000	cost
		18,755	

TOTAL	**£396,951**

HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL

02-May-17

Supporting note for the 2016/2017 Statement of Accounts

(This note provides supplementary information about the financial affairs of the Council at the end of the 2016/2017 financial year.)

Members Allowances:

	Member	Amount
1.	Stephen Hand (Chairman)	
2.	Allan Brown (Vice-Chairman)	
3.	Mrs Rosemary Burns	
4.	David Evans	
5.	Amanda Geel (Co-opted 5 July 2016)	
6.	Rodney Jackson	
7.	Tony Lank	
8.	John Lowman	
9.	Martin Machan (Co-opted 26 November 2015)	
10.	Pam Mitchell (Resigned 2 January 2017)	
11.	Judith Marsh	
12.	Bob Sampson	
13.	Julia Shorrocks	
14.	Matthew Stokes (Resigned 28 July 2016)	
15.	John Wilkinson (resigned 5 April 2016)	
16.	Steve Whitehead	
	Total	0

Members Expenses and Course fees:

Member	Amount	
Rodney Jackson		Mileage
Ceri O'Connell		Training
Pam Mitchell		Training
Steve Whitehead		Training
Allan Brown		Chair Briefing
Stephen Hand		Networking
Martin Machan		Mileage
Martin Machan		Training
Bob Sampson		**Chairman Training**
Total		

Total Members Expenses