

**HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL**

v2

10-May-17

Statement of Accounts 2016/17

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HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

10-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	494,112	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	72,893	10,712	
Balance brought forward	95,941	85,228	
Balance carried forward	168,834	95,941	

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

10-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	5,801	3,538
Cash in hand	Note 5	288,162	108,769
TOTAL Assets		293,963	112,307
Current Liabilities			
Creditors		125,130	16,366
Accruals		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

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Chairman

.....
Responsible Financial Officer

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

10-May-17

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 (WSSCC) (formally the Parish Office)	nil	2039
West Sussex County Council	public garden	peppercorn (20,000 paid for 60 year lease) (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 made 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 £24,798.46

(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 £5,802 were outstanding and due to the Council.

	2017	2016
VAT at 31 March 2017	£ 3,802	£ 3,538
Debtors	£ 2,000	

Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£ 235,057	£ 58,325
Investment Account - Nationwide	£ 52,140	£ 51,419
CCLA investment account (stated in Assets Register)	£ -	£ -
Petty cash	£ 200	£ 200
National Savings Bank	£ -	£ -
Less: Unpresented payments	-£ 331	£ 3,477
Plus: receipts not cleared	£ 1,095	£ 2,302
TOTAL	£ 288,162	£ 108,769

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.

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

10-May-17

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	3,750	3,000
High Street Improvements Scheme	-	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	19
Remembrance Day band donation	Donation	100
TOTAL		119

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:
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.

25,882

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**

10-May-17

Expenditure against Budget 2016/2017

SUMMARY INCOME & EXPENDITURE

	Budget 2016/17	Actual 2016/17	Budget 2017/18
<u>Expenditure</u>			
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	182,200	212,255	86,400
TOTAL EXPENDITURE	401,477	421,219	321,884
<u>Income</u>			
Revenue	218,816	224,165	232,811
Capex	371,200	269,947	262,400
TOTAL INCOME	590,016	494,112	495,211
SURPLUS/ (DEFICIT) (reduction in reserves)	188,539	72,893	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 Maintenance	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	0	0	10000
TOTAL	32,900	35,853	43,400
Employment and Administration costs TOTAL	131,242	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	9,000	5,933	6800
Recs repairs + maintenance	750	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
Lighting Replacement Scheme	6,000	0	
WSSC Parish Community Project	10,000	0	10000
Burgess Hill maintenance Team	0	0	1850
Finance & General Purposes Expenditure	61,155	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 clearance	180	10	180
Parish Plan promotion	2,500	1,083	0
General	250	11	250
Community Affairs expenditure	23,830	28,001	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	208,965	235,485

	<u>Budget</u> <u>2016/17</u>	<u>Actual</u> <u>2016/17</u>	<u>Budget</u> <u>2017/18</u>
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
Little Park (Fund Deplete)	9,250	0	
Little Park (Fund Deplete)	2,250	0	
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:	182,200	212,255	86,400
TOTAL EXPENDITURE	401,477	421,219	321,885
Income - Revenue			
Precept	184,191	184,191	193,736
Services, Community Affairs	2,920	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	31,705	29,412	17,905
Income - CAPEX (Capital)			
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	0	0	-2,250
Little Park Parkland	213,500	0	213,500
Little Park fund deplete	0	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	595	1,400
Village Garden	500	0	0
Bus Shelter	0	4,223	0
TOTAL INCOME	590,016	494,112	495,211
TOTAL INCOME	590,016	494,112	495,211
TOTAL EXPENDITURE	401,477	421,219	321,885
SURPLUS/ (DEFICIT) (reduction in reserves)	188,539	72,893	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)	59	nominal
Streetlights	Various	92,589	cost
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

140,200

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	Office	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 £489,469

**HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL**

10-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:

<u>Member</u>	<u>Amount</u>
1. Stephen Hand (Chairman)	745.03
2. Allan Brown (Vice-Chairman)	501.71
3. Mrs Rosemary Burns	501.71
4. David Evans	501.71
5. Amanda Geel (Co-opted 5 July 2016)	
6. Rodney Jackson	501.71
7. Tony Lank	501.71
8. John Lowman	501.71
9. Martin Machan (Co-opted 26 November 2015)	
10. Pam Mitchell (Resigned 2 January 2017)	
11. Judith Marsh	501.71
12. Bob Sampson	501.71
13. Julia Shorrocks	501.71
14. Matthew Stokes (Resigned 28 July 2016)	228.05
15. John Wilkinson (resigned 5 April 2016)	7.60
16. Steve Whitehead	501.71
Total	5997.78

Members Expenses and Course fees:

Member	Amount
Rodney Jackson	71.55 Mileage
Amanda Geel	55.00 Training
Stephen Hand	65.00 Training
Bob Sampson	36.45 Mileage
Bob Sampson	55.00 Training
Total	<u>283.00</u>
 Total Members Expenses	 <u><u>6280.78</u></u>