

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2020

These notes are an integral part of EPPC's accounts for the financial year ended 31 March 2020. They have been prepared in accordance with the Audit Commission Act 1998 and the Accounts & Audit Regulations 2003 (SI 2003/533) as amended by the Accounts & Audit (Amendment) (England) Regulations 2006 (SI 2006/564) and subsequent amendments to regulatory requirements including the Accounts & Audit Regulations 2011. EPPC is required by law to:

- Prepare accounting statements for the year ended 31 March 2019 in the form required by proper practices (the AGAR 2019/2020)
- Approve the AGAR and accounting statements before 31 August 2020, and
- Publish or display the audited return by 30 November 2020.

As receipts and payments were both below £200,000, the accounts have been prepared on a Receipts & Payments basis. The progressive picture since the introduction of 'The Lighter Touch Audit Regime' in 2003 has been to encourage the move towards this method of accounting and both KALC and the Parish Councils Independent Internal Auditor have confirmed the acceptability of this accounting method.

2019/2020 ASSET REPORT

Acquisitions The following new asset acquisitions were made during the year ended 31 March 2019.

Bike Track	£2,500
Memorial Bench (gifted)	£0

Disposals During the year no assets were disposed of.

Asset holdings as at 31 March 2020	Insurance Schedule	Annual Return
❖ East Peckham Jubilee Hall	£848,119.72	
❖ Allotment Shed	£2,206.46	
Total Buildings Sum Insured	£850,326.18	
❖ General Contents	£14,008.81	
❖ Gates and Fences	£20,282.91	
❖ Surfaces	£2,704.38	
❖ Office Contents	£4,289.54	
❖ Outside Equipment	£47,581.20	
❖ Playground Equipment	£269,236.85	
❖ Sports Equipment	£2,855.42	
❖ Street Furniture	£183,522.36	
Total Risk Sum Insured	£543,981.47	
Combined total sum insured	£1,394,307.65	
❖ 15.73 acres of community land (Playing Fields)	No commercial value	
❖ Small area of amenity land at The Pound	No commercial value	
TOTAL	£1,330,766.60	£918,364

Notes:

- The assets listed above are valued and insured on a replacement basis. The insurance value is £1,394,307.65.
- Due to the change in Annual Return reporting arrangements, the value of assets to be reported in the 2019/2020 Annual return is based on the 2018/2019 Return (£915,864) value uplifted by the cost of new assets (£2,500). This gives an Annual Return asset value of £918,364.
- The Playing Fields are registered with Land Registry as a Queen Elizabeth 11 Jubilee Field and have added protection from future possible development.

INSURANCE

The Parish Councils Fidelity Guarantee Insurance is in line with the level recommended by Audit.

LEASES

There are no leases where the Parish Council is landlord.

TENANCIES

The Parish Council rents the allotment land adjacent to the playing fields for an annual rent of £30.

CREDITORS

1. **Creditors as at 31 March 2019:** The following payments totaling £6,319.30 (including VAT where appropriate) were made during 2019/2020 but related to 2018/2019
- | | | |
|-----------|-------------------------|--|
| £2,274.00 | Total Building Care | Jubilee Hall Building and Asset Maintenance |
| £116.98 | Brookside Garden Centre | 2019 Annual Parish Meeting Expenses |
| £3,928.32 | PSR Lighting & Signs | 2 x new streetlights (order placed March 2019) |

Creditors as at 31 March 2020: None

- 2 **Allotment Prepayment:** The allotment year runs from Micheltmas i.e. 29 September to 28 September therefore an apportionment needs to be made. The total income received by way of allotment rents during the financial year 2019/2020 was £940.50. The prepayment is therefore for 185 days and equates to \$455.39.

DEBTORS

At 31 March 2020, the following debts (less than 6 months old) totaling £2,902.50 were outstanding.
£2,902.50 Jubilee Hall income due as at 31 March 2019 (Users are invoiced monthly in arrears)

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2019

VAT on payments made during the year 2018/2019	£15,415.62
Total Recoverable VAT for 2018/2019	£15,415.62
Less refunds received during the year which relate to 2018/2019	£11,732.10
Balance	£3,683.52

Note: Claim submitted during April 2019

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

VAT on payments made during the year 2019/2020	£11,951.71
Total Recoverable VAT for 2019/2020	£11,951.71
Less refunds received during the year which relate to 2019/2020	£9,216.50
Balance	£2,735.21

Note: Claim submitted during April 2020

JUBILEE HALL & PLAYING FIELDS
Statement for the financial year ended 31 March 2020

Fund carried forward from 2018/2019	34,334
Plus 2019/2020 Receipts	*16,721
Playing Field Maintenance Budget	13,500
Building & Asset Maintenance Budget	15,000
Jubilee Hall Upgrade Budget	3,500
Car Park Maintenance Budget	5,000
JH Staffing Budget	11,500
Outdoor Equipment Repairs Budget	3,250
Outdoor Equipment – New Activity Budget	2,500
NNDR Budget	5,250
TOTAL BUDGET	110,555

*Notes:

- Not including value of PC approved subsidized use of the JH Complex and Playing Fields
- Not including use of office and meeting room by EPPC similar facilities on the open rental market would cost approximately £12,500 p.a.
- Two long term users are experiencing financial difficulties, the Clerk is working with the users to ensure that the accounts are brought up to date as quickly as possible.
- Includes energy refund of £1,417

LESS 2019/2020 EXPENDITURE

JH Running Costs	10,309
Deposit refunds	287
Playing Field Maintenance	13,295
Building & Asset Maintenance	8,404
Jubilee Hall Upgrade	1,895
Car Park Maintenance	0
JH Staff costs	9,037
Outdoor Equipment Repairs	0
Outdoor Equipment – New Activity	2,522
NNDR	5,555
TOTAL EXPENDITURE	51,304
BALANCE carried forward to 2020/2021	59,251

SECTION 137

S137 of the LGA 1972 allowed EPPC to spend up to £8.12 per elector for the benefit of people within East Peckham on activities or projects not specifically authorized by other powers. The limit of spending under S137 of the LGA 1972 in the year ended 31 March 2020 was £21,079.52 based on a registered electorate of 2,596 electors at March 2019. The following payments totaling £3,712.95 were made during 2019/2020:

Grants/Donations

East Peckham Scout Group - grant towards windows	£320.00
Royal British Legion	£150.00
Paddock Wood Community Advice Centre	£200.00
Table Tennis for Fun Club - Grant towards new table tennis table	£480.00
TOTAL	£1,150.00
Litter Clearing	£2,100.20

Youth Projects

Mini Medics	£278.49
Bike Track	£184.26

TOTAL

£462.75

COUNCILLORS ALLOWANCES

There has been no expenditure on Councillors Allowances. Members decide each January whether to claim allowances and as a collective body have decided not to. This collective decision not to claim Parish Basic Allowances represented a cost saving to EPPC of at least £8,500 for 2019/2020.

PROCEEDS FROM THE PUBLICATION 'BRIDGE OVER THE STREAM' BY MARGARET LAWRENCE

The author of 'Bridge over the Stream' written in 1994 to celebrate the centenary of East Peckham Parish Council wants all proceeds from the sale of the book to go to East Peckham Primary School for the benefit of children at the school. The fund balance at 31 March 2019 amounted to £50, during 2019/2020 there were no financial transactions and the closing balance at 31 March 2020 remained at £50.

CLERKS GRATUITY / PENSION

The Clerks contract of employment specifies that in lieu of a pension she can receive a gratuity in lieu of pension and appropriate provisions have been made. The maximum amount of gratuity / pension is 3/75 of the clerk's annual remuneration.

Accumulated Funds 1999/2000 – 2016/2017	£15,839
Plus 2017/2018 Fund Contribution	£1,134
Plus 2018/2019 Fund Contribution	£1,169
Plus 2018/2019 Salary underpayment	£205
Plus 2019/2020 Fund Contribution	£1,246.23
TOTAL	£19,593.23

Less Amount Paid 2014/2015	£7,757
Less Amount Paid 2016/2017	£7,017
Less Amount Paid 2017/2018	£1,916
Less Amount Paid 2018/2019	£1,517
Less Amount Paid 2019/2020	£1,332.31
FUND BALANCE	£53.92

AUTO ENROLMENT PENSION REQUIREMENTS

In order to fulfill EPPC's Auto Enrolment Pension requirements, EPPC has become a member of the Local Government Pension Scheme (Kent Pension Fund). The Clerk is the only eligible employee to join the Kent Pension Scheme.

2018/2019 PRECEPT

In January 2019, the precept for 2019/2020 was set at £142,000; this was an increase of £2,000 or 1.43% over the precept for 2018/2019 which was £140,000.

CASH HOLDINGS AS AT 31.03.19

The total of the Parish Councils cash holdings at 31 March 2019 amounted to £303,331.53 less transactions in progress the balance at 31 March 2019 was £299,864.65.

CASH HOLDINGS AS AT 31.03.20

The total of the Parish Councils cash holdings at 31 March 2020 amounted to £340,784.71 less transactions in progress the balance at 31 March 2020 was £330,981.06

2019/2020 PAYMENTS AWAITING PROCESSING

At 31 March 2020 the following transactions totaling £9,803.65 were awaiting processing:

Unpresented cheques	301174	£20.00	301187	£282.00	301236	£164.86	301239	£61.08	301241	£16.49	
			301248	£216.00	301255	£33.24	301256	£12.00	301252	£78.00	
		£57.48			301254	£96.59	301259	£33.20	301260	£18.45	
		301262	£35.34						301259	£112.40	
				301263	£4,824.00	301268	£576.00	301269	£424.74	301271	£806.40
						301272	£241.08				
						301275	£282.00	301276	£660.00		

Direct Debit Payments Castle Water £256.51 Haven Power £495.79

RESERVES

At 31 March 2020 the cash holdings held by the Parish Council were £330,981.06 after taking into account transactions which had not yet been processed. Taking into account the earmarked reserves of £178,210, the net reserves at 31 March 2019 were £152,771.

EARMARKED RESERVES

At 31 March 2020 there were earmarked reserves totaling £178,210 in respect of the following items:

£969	Village Planting	
	Reserves from Previous financial years	£741
	Balance of 2019/2020 Fund Provision	£228
£11,587	Village Enhancements	
	Reserves from Previous years	£17,077
	Balance of 2019/2020 Fund Provision	£1,839
	- New streetlights	£4,491
	- Work to memorial	£2,838
£6,869	Minor Village Maintenance Fund	
	Reserves from Previous Years	£5,711
	Balance of 2019/2020 Fund Provision	£1,158
£3,776	Allotments	
	Provision from previous years towards land purchase	£2,250
	Reserves from previous years	£1,040
	2019/2020 Prepayment	£475
	Balance from 2019/2020	£11
£7,156	CCTV	
	Reserves from previous years	£6,008
	Balance of 2019/2020 fund Provision	£1,148
£4,570	Christmas Lighting	
	Reserves from Previous Years	£1,693
	Balance of 2019/2020 Fund Provision	£2,877

£59,251	Jubilee Hall and Playing Fields	
	Reserves from previous financial years	£34,334
	Balance of 2019/2020 Funding Provisions	£24,917
£0	War Memorials	
	Reserves from previous years	£1,272
	- 2019/2020 Expenditure	£1,272
£50	Bridge over the Stream	
	Reserves from previous financial years	£50
£54	Clerks Gratuity	
	Reserves from previous years	£140
	- Payments in 2019/2020	-£86
£0	Expenditure relating to previous financial years	£6,319
	- Payments in 2019/2020	-£6,319
£0	Grants to Groups and Organizations	
	Reserves from previous financial years	£260
	- 2019/2020 grant	-£260
£65	Gardeners Association Deposit	
£1,705	Village Youth Projects	
	Reserves from Previous Years	£1,168
	Balance of 2019/2020 Provision	£537
£68,154	EPPC Infrastructure Fund (Formerly Retention of East Peckham Surgery S137 Fund)	
	Reserves from previous financial years (S137)	£58,154
	Earmarked provision from 2019/2020	£10,000
£7,457	Community Emergency Planning	
	Reserves from previous financial years	£5,261
	Balance of 2019/2020 Provision	£2,196
£4,258	125th Anniversary of EPPC	
	Reserves from 2018/2019	£2,954
	Balance of 2019/2020 provision	£1,304
£2,289	Churchyard Maintenance	
	Reserves from previous financial years	£2,108

Balance of 2019/2020 provision

£181