

NOTES TO SUPPORT THE ACCOUNTS
FOR THE FINANCIAL YEAR ENDED 31 MARCH 2021

These notes are an integral part of EPPC's accounts for the financial year ended 31 March 2021. 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 2021 in the form required by proper practices (the AGAR 2020/2021)
- Approve the AGAR and accounting statements before 30 June 2020, and
- Publish or display the audited return by 30 September 2020.

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.

2020/2021 ASSET REPORT

Acquisitions No new assets were acquired during the year ended 31 March 2021.

Disposals During the year ended 31 March 2021, no assets were disposed of.

Asset holdings as at 31 March 2021	Insurance Schedule	Annual Return
❖ East Peckham Jubilee Hall	£882,044.51	
❖ Allotment Shed	£2,294.72	
Total Buildings Sum Insured	£884,339.23	
❖ General Contents	£21,248.76	
❖ Gates and Fences	£21,094.23	
❖ Surfaces	£13,212.56	
❖ Office Contents	£4,461.12	
❖ Outside Equipment	£49,484.45	
❖ Playground Equipment	£280,006.32	
❖ Sports Equipment	£2,449.64	
❖ Street Furniture	£190,863.25	
Total Risk Sum Insured	£582,820.33	
Combined total sum insured	£1,467,159.56	£918,364
❖ 15.73 acres of community land (Playing Fields)		No commercial value
❖ Small area of amenity land at The Pound		No commercial value

Notes:

- *The assets listed above are valued and insured on a replacement basis. The insurance value is £1,467,159.56.*

- *Due to the change in Annual Return reporting arrangements, the value of assets to be reported in the 2020/2021 Annual return is based on the 2019/2020 Return (£918,364) value uplifted by the cost of new assets (£0). 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.

INVESTMENTS

During the year 2020/2021, the Parish Council placed £85,000 in The Cambridge Building Society Council Saver account.

CREDITORS

- Creditors as at 31 March 2020:** None
Creditors as at 31 March 2021: None
- Allotment Prepayment:** The allotment year runs from Michelmas 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 2020/2021 was £968.75. The prepayment is therefore for 185 days and equates to £491.01.

DEBTORS

At 31 March 2020, the following debts totaling £2,435.00 were outstanding.

£625.00	Jubilee Hall income due as at 31 March 2021
£1,810.00	Reimbursement due from KCC in respect of urgent paving repairs carried out by EPPC to KCC owned land outside East Peckham Primary School

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

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

VAT on payments made during the year 2020/2021	£15,046.78
Total Recoverable VAT for 2020/2021	£15,046.78
Less refunds received during the year which relate to 2019/2020	£8,859.74
Balance	£6,187.04

Note: Refund claim submitted April 2021

JUBILEE HALL & PLAYING FIELDS

Statement for the financial year ended 31 March 2021

Fund carried forward from 2019/2020	£59,251
Plus 2020/2021 Receipts	*£13,671
Playing Field Maintenance Budget	£14,500
Building & Asset Maintenance Budget	£15,000
Jubilee Hall Upgrade Budget	£3,600
Car Park Maintenance Budget	£2,500
JH Staffing Budget	£11,500
Outdoor Equipment Repairs Budget	£7,500
Outdoor Equipment – New Activity Budget	£4,500
NDR Budget	£5,900
TOTAL BUDGET	£137,922

**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.*
- *A long-term user is experiencing financial difficulties, the Clerk is working with the user to ensure that the account is brought up to date as quickly as possible.*

LESS 2020/2021 EXPENDITURE

JH Running Costs	£10,014
Deposit refunds	£50
Playing Field Maintenance	£13,450
Building & Asset Maintenance	£25,465
Jubilee Hall Upgrade	£3,600
Car Park Maintenance	£13
JH Staff costs	£9,081
Outdoor Equipment Repairs	£1,347
Outdoor Equipment – New Activity	£0
NDR	£6,490
TOTAL EXPENDITURE	£69,510
BALANCE carried forward to 2020/2021	£68,412

SECTION 137

The Ministry of Housing, Communities and Local Government (MHCLG) notified us that the appropriate sum for Section 137 (4) (a) of the Local Government Act 1972 for Parish and Town Councils in England for 2020-2021 is **£8.32 per elector**. S137 allows the Parish Council to spend up to £21,548.80 based on an electorate of 2,590 electors as at 31 March 2021 for the benefit of people within East Peckham on activities or projects not specifically authorized by other powers. The following payments totaling £3,671.98 were made during 2020/2021:

Grants/Donations **£1,500.00**

Hospice in the Weald	£50.00
East Peckham Salvation Army	£500.00
Lockdown Bear Photo Magazine	£180.00
Royal British Legion	£250.00
Paddock Wood Community Advice Centre	£260.00
Kent Surrey Sussex Air Ambulance	£260.00

Litter Clearing **£2,050.00**

Youth Projects Bike Track **£121.98**

TOTAL **£3,671.98**

GENERAL POWER OF COMPETENCE

East Peckham Parish Council is currently made up of 3 elected members and 7 co-opted members with one vacancy. As two thirds of the membership of the council is unelected it is no longer eligible to use GPC.

COUNCILLOR 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 approx. £9,000 for 2020/2021.

PROCEEDS FROM THE PUBLICATION 'BRIDGE OVER THE STREAM' BY MARGARET LAWRENCE (DECEASED)

The author of 'Bridge over the Stream' written in 1994 to celebrate the centenary of East Peckham Parish Council wanted all proceeds from the sale of the book to go to East Peckham Primary for the benefit of children at the school. The fund balance at 31 March 2020 amounted to £50, during 2020/2021 there were no financial transactions and the closing balance at 31 March 2021 remains £50.

CLERKS GRATUITY / PENSION

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

Accumulated Funds 1999/2000 – 2019/2020		£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	
Fund balance at 31 March 2020		£54.23
Plus, accumulated funds 2020/2021		£1,380.96
Less amount paid 2020/2021		£436.80
Fund balance at 31 March 2021		£998.39

AUTO ENROLMENT PENSION REQUIREMENTS

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.

2020/2021 PRECEPT

In January 2020, the precept for 2020/2021 was set at £146,000; this was an increase of £4,000 or 2.82% over the precept for 2019/2020 which was £142,000.

CASH HOLDINGS AS AT 31 March 2020

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.

CASH HOLDINGS AS AT 31 March 2021

The total of the Parish Councils cash holdings at 31 March 2021 amounted to £350,566.75 less transactions in progress the balance at 31 March 2021 was £348,864.86 and comprised of the following accounts:

*Nat West	£233,195.19
The Cambridge Building Society	£85,000.00
Unity Trust	£32,371.58
Cash Holdings	£0.00

*Note: In March 2021, the council RESOLVED that it would close one or more of the Nat West accounts, this is being progressed.

2020/2021 PAYMENTS AWAITING PROCESSING

At 31 March 2021, the following transactions totaling £1,701.89 were awaiting processing:

Unpresented cheques

301501	£416.76	PC Matters Ltd
301505	£102.00	KALC
301522	£282.00	PSR Lighting & Signs Ltd
301524	£52.44	PC Matters Ltd
301533	£43.69	TMBC
301532	£102.00	KALC
301534	£180.00	Splashleys Bathroom Creations
301535	£300.00	Mr M Revel
301536	£39.36	Mr C Jewhurst
301537	£26.00	Miss D Jenner
301538	£128.84	KCC
301539	£28.80	KCC

RESERVES

At 31 March 2021, the cash holdings held by the Parish Council were £348,865 after considering transactions which had not yet been processed. Considering the earmarked reserves of £212,021, the net reserves at 31 March 2021 were £136,844.

EARMARKED RESERVES

At 31 March 2021 there were earmarked reserves totaling £212,021 in respect of the following items:

£2,063	Village Planting	
	Reserves from Previous financial years	£969
	Balance of 2020/2021 Fund Provision	£1,094
£15,146	Village Enhancements	
	Reserves from Previous years	£11,587
	Balance of 2020/2021 Fund Provision	£3,559
£7,799	Minor Village Maintenance Fund	
	Reserves from Previous Years	£6,869
	Balance of 2019/2020 Fund Provision	£930
£4,078	Allotments	
	Provision from previous years towards land purchase	£2,250
	Reserves from previous years	£1,526
	2020/2021 Prepayment	£491
	- Overpayment from 2020/2021	-£189

£8,296	CCTV	
	Reserves from previous years	£7,156
	Balance of 2020/2021 fund Provision	£1,140
£5,882	Christmas Lighting	
	Reserves from Previous Years	£4,570
	Balance of 2020/2021 Fund Provision	£1,312
£68,412	Jubilee Hall and Playing Fields	
	Reserves from previous financial years	£59,251
	Balance of 2020/2021 Funding Provisions	£9,161
£1,450	War Memorials	
	Balance of 2020/2021 Funding Provision	£1,450
£50	Bridge over the Stream	
	Reserves from previous financial years	£50
£998	Clerks Gratuity	
	Reserves from previous years	£54
	Balance of 2020/2021 Funding Provision	£944
£65	Gardeners Association Deposit	
£2,783	Village Youth Projects	
	Reserves from Previous Years	£1,705
	Balance of 2020/2021 Provision	£1,078
£78,154	Community Enhancements (Formerly Retention of East Peckham Surgery S137 Fund)	
	Reserves from previous financial years (S137)	£68,154
	Earmarked provision from 2020/2021	£10,000
£7,553	Community Emergency Planning	
	Reserves from previous financial years	£7,457
	Balance of 2020/2021 Provision	£96
£4,258	125th Anniversary of EPPC	
	Reserves from previous financial years	£4,258

£5,034

Churchyard & Village Maintenance

Reserves from previous financial years

£2,289

Balance of 2020/2021 provision

£2,745