

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2017

These notes are an integral part of EPPC's accounts for the financial year ended 31 March 2017. 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 2017 in the form required by proper practices (the Annual Return)
- Approve the Annual Return including the accounting statements before 30 June 2017, and
- Publish or display the audited return by 30 September 2017.

As receipts and payments were 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 a Receipts & Payments method of accounting. KALC and EPPC's Independent Internal Auditor have confirmed that the acceptability of this accounting method.

2016/2017 ASSET REPORT

Acquisitions There were no new acquisitions during the financial year ended 31 March 2017.

Disposals During the year no assets were disposed of.

Asset holdings as at 31 March 2017	Insurance Schedule	Annual Return
❖ East Peckham Jubilee Hall (Formerly known as East Peckham Sports Hall)	£768,759.17	
❖ Allotment Shed	£555.50	
Total Buildings Sum Insured	£769,314.67	
❖ Office contents	£3,888.16	
❖ General contents including stock	£12,697.97	
❖ Outside Equipment	£43,128.91	
❖ Street Furniture	£157,363.86	
❖ Gates & Fences	£18,384.99	
❖ Playground Equipment	£223,964.55	
❖ Sports Equipment	£1,228.59	
❖ Other Surfaces	£2,451.33	
Total Risk Sum Insured	£463,108.36	
Combined total sum insured	£1,232,423.00	
❖ 15.73 acres of community land (Playing Fields)	No commercial value	
❖ Small area of amenity land at The Pound	No commercial value	
TOTAL	£1,232,423.00	£903,614

Notes:

- *The assets listed above are valued and insured on a replacement basis.*
- *Due to the change in Annual Return reporting arrangements, the value of assets to be reported in the 2016/2017 Annual return is based on the 2015/2016 Return value uplifted by the cost of new assets. This gives an asset value of £1,232,423.00 for insurance purposes and an asset value of £905,614 for the Annual Return.*
- *During 2012/2013, the Playing Fields were registered with Land Registry as one of the Queen Elizabeth 11 Jubilee Fields. The playing fields therefore 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.
- The Council leases the vending machines located in the corridor at the Jubilee Hall and in the Meeting Room.

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 2016:** The following payments totaling £3,581.65 (including VAT where appropriate) were made during 2016/2017 and related to 2015/2016

£729.84	EDF Energy	Footway Lighting energy
£468.00	Kent Grassland Services	Playing Field Maintenance March 2015
£1,548.00	Total Building Care	Jubilee Hall Maintenance
£835.81	British Gas	Jubilee Hall energy

2. **Creditors**

- 2.1 **As at 31 March 2017** the following payments totaling £5,398.81 (including VAT where appropriate) will be made during 2017/2018 but relate to 2016/2017

£165.11	Flagmakers	2 x flags
£100.92	Kent County Council	Stationery
£699.53	PSR Lighting & Signs	Footway Lighting Maintenance
£22.88	Mr. M Barton	Refund of 50/50 Fundraising Auction Proceeds
£3,070.80	Total Building Care	Jubilee Hall, Playing Fields & Car Park maintenance
£612.00	Kent Grassland Services	Playing Field Maintenance March 2017
£630.57	British Gas	Jubilee Hall energy
£72.00	KALC	Conference Fee
£25.00	Ms. J Raggett	Jubilee Hall Refund of Deposit

- 2.2 **PWLB LOAN:** The balance of the PWLB loan is £2,847.73 and will be repaid in full during 2017/2018.

- 2.3 **Streetlight upgrade works:** During 2014/2015 the street lighting was upgraded at the cost of £12,526, in the long term savings will be made as the streetlights will cost less to run in terms of maintenance and energy costs. The work was paid over a period of three years and was fully paid for during 2016/2017.

- 2.4 **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 2016/2017 was £. The prepayment is therefore for 185 days and equates to £302.15.

DEBTORS

At 31 March 2017, the following debts (less than 3 months old) totaling £ were outstanding.

£373.75	Jubilee Hall income due as at 31 March 2017 (Users are invoiced monthly in arrears)	
	Ms. N Sands - Zumba	£162.50
	Kayleigh James-Weaving	£55.00
	Mrs. R Du Toit – Mini Music Makers	£93.75
	Just 4 Keepers North Kent	£62.50

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

VAT on payments made during the year 2015/2016	£14,233
Less VAT refunds received during the year which relate to 2015/2016	£13,819*
Balance	£414

Notes

*In December 2015, an error was made by HMRC which resulted in EPPC receiving an overpayment. No further claims were submitted during 2015/2016 but a claim was submitted for the VAT balance of £414.

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2017

VAT on payments made during the year 2016/2017	£13,159.36
Less VAT on receipts	£26.09
Total Recoverable VAT for 2016/2017	£13,133.27
Less refunds received during the year which relate to 2016/2017	£11,805.71
Balance	£1,327.56

Note: Claim submitted during April 2017

JUBILEE HALL & PLAYING FIELDS

Statement for the financial year ended 31 March 2017

	£
Carried forward from 2015/2016 towards future building maintenance	£34,649
Plus 2015/2016 budgetary provisions	£27,950
Playing Field and outside equipment	£10,500
Building Maintenance	£13,250
NNDR Budget	£4,200
Plus 2016/2017 Receipts	£28,182
TOTAL	£90,781
Less expenditure	£55,259
Building and equipment Maintenance	£13,092
Jubilee Hall General Running Costs	£16,005
Jubilee Hall Clerks Salary	£10,688
NNDR	£4,162
Playing Field maintenance	£11,312
Earmarked Balance Carried forward to 2017/2018	£35,522

SECTION 137

EPPC was enabled by S137 of the LGA 1972 to spend up to £7.42 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 2017 was £19,188.12 based on a registered electorate of 2,586 electors at March 2017. The following payments were made during 2016/2017:

Youth Projects	£816
Litter Clearing	£1,865
Donations	£440
(Home Start £250.00, Royal British Legion £150.00 & Tonbridge Lions £40.00)	
Grants East Peckham Scout Group	£200
TOTAL	£3,321

SURGERY RESERVES (S137)

Towards the end of 2015, EPPC learned that the branch surgery faced closure owing to the fact that the premises did not meet NHS Regulatory Standards. EPPC then embarked on a campaign to resist the closure and is working with both the NHS and Woodlands Health Centre with the long term aim of doing all it can to retain this essential front line service for the village. EPPC is currently the only public body within the UK to have been successful in getting the NHS to reverse an original decision to close a branch surgery. Our work in this area was recognized by the recent recognition by NALC of a Council of the Week Award. Whilst EPPC has been successful for the time being in saving the surgery it is on the basis that EPPC continues to lead the project and raise appropriate funds to secure the future of the surgery. EPPC has been in discussions with KALC who advise that EPPC can use S137 provisions for this purpose and that at year end they can be earmarked within EPPC's reserves. £29,354 is available for the specific purpose of retaining the surgery in East Peckham. Having earmarked unspent S137 provisions for 2015/2016 of £15,764, EPPC was able to add £15,000 to this in 2016/2017; expenditure of £1,410 arose during 2017/2018.

GENERAL POWER OF COMPETENCE

In December 2016, having become eligible to use the General Power of Competence (GPC), EPPC adopted GPC, however no payments have yet been made using those powers.

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 £7,000 for 2016/2017.

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 2016 amounted to £247, during 2016/2017 there were no financial transactions therefore the fund balance at 31 March 2017 remained at £247.

2016/2017 TRANSACTIONS AWAITING PROCESSING

At 31 March 2017 the following transactions totaling £521.25 were awaiting processing:

Unpresented cheques 300414 £58.75 300420 £72.00 300433 £175.00 300437 £216.002

CLERKS GRATUITY

The Clerks contract of employment specifies that in lieu of a pension she can receive a gratuity and appropriate provisions have been made within EPPC's earmarked reserves for that gratuity which will be paid either on leaving the employment of EPPC or subject to an agreement between the Clerk and EPPC, paid at any time during her employment. The maximum amount of gratuity is either 3/80 of the clerk's annual remuneration for each year of service or the prescribed maximum which is the same as for the death in service gratuity. At 01 April 2014 the fund balance was £12,506, during that year of account the Clerk received a gratuity payment of £7,757, the fund contribution for that year was £1,029 and the balance at 31 March 2015 was £5,778. The 2015/2016 fund contribution was £1,058 and the fund balance at 31 March 2016 was £6,836. The 2016/2017 fund contribution was £1,123. During the year the Clerk received a gratuity payment of £7,017 leaving a fund balance of £

Accumulated Funds 1999/2000 – 2015/2016	£14,593
Plus 2016/2017 Fund Contribution	£1,246
TOTAL	£15,839
Less Amount Paid 2014/2015	£7,757
Less Amount Paid 2016/2017	£7,017
FUND BALANCE	£1,065

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 and is likely to opt into the scheme during 2017/2018. In future years pension contributions will be paid by the Clerk and EPPC.

PRECEPT

In January 2016, the precept for 2016/2017 was set at £112,951; this was an increase of £2,677 or 2.43% over the precept for the financial year 01 April 2015 to 31 March 2016 which was £110,274.

CASH HOLDINGS AS AT 31.03.16

The total of the Parish Councils cash holdings at 31 March 2016 amounted to £255,935 less transactions in progress the balance at 31 March 2017 was £255,112.

CASH HOLDINGS AS AT 31.03.17

The total of the Parish Councils cash holdings at 31 March 2017 amounted to £269,664 less transactions in progress the balance at 31 March 2015 was £269,143.

RESERVES

At 31 March 2017 the cash holdings held by the Parish Council were £269,143 after taking into account transactions which had not yet been processed. Taking into account the earmarked reserves of £116,525, the net reserves at 31 March 2017 were £152,618.

EARMARKED RESERVES

At 31 March 2017 there were earmarked reserves totaling £116,525 in respect of the following items:

£475	Village Planting	
	Bal of 2015/2016 Fund Provision	£430
	Bal of 2016/2017 Fund Provision	£45
£12,944	Village Enhancements	
	Reserves from Previous years	£9,944
	Balance of 2016/2017 Fund Provision	£3,000
£5,143	Minor Village Maintenance Fund	
	Reserves from Previous Years	£3,173
	Balance of 2016/2017 Provision	£1,970
£4,346	Allotments	
	Provision from previous years towards land purchase	£2,250
	Reserves from previous years	£1,020
	2016 Allotment prepayment	£302
	2016 Insurance settlement re shed	£524
	2016/2017 Donation towards replacement shed	£250
£3,816	CCTV	
	Reserves from previous years	£1,829
	Balance of 2016/2017 fund Provision	£1,987

£1,647	Christmas Lighting	
	Reserves from Previous Years	£544
	Balance of 2016/2017 Fund Provision	£1,103
£35,522	Jubilee Hall and Playing Fields	
	Reserves from previous financial years	£33,124
	Balance of 2016/2017 Fund Provision	£873
	2013/2014 Provision towards Kitchen Equipment	£1,000
	Jubilee Hall Key Deposits	£525
£7,041	Phase 2 Village War Memorial Renovations	
	Reserves from previous years	£7,041
£247	Bridge over the Stream	
£1,065	Clerks Gratuity	
	Balance of 2016/2017 Fund Contribution	£1,065
£5,399	miscellaneous payments which relate to 2016/2017 which will be paid during 2017/20187	
£710	Grants to Groups and Organizations	
	2016/2017 Grant to East Peckham Salvation Army	£500
	Balance of 2016/2017 Fund Provision	£210
£65	Gardeners Association Deposit	
£6,676	Village Youth Projects	
	Reserves from Previous Years	£436
	Balance of 2016/2017 Fund Provision	£84
	2016/17 unspent provision for Safety Surface Repairs	£4,400
	2016/2017 unspent provision for new activity	£1,700
	Skatepark Fundraising	£56
£29,354	Retention of East Peckham Surgery	
	Balance of 2015/2016 provision (S137)	£15,764
	Balance of 2016/2017 Fund Provision (S137)	£13,590
£2,075	Community Emergency Planning	
	Balance of 2016/2017 Fund Provision	£2,075

MOVEMENTS IN RESERVES FOR THE FINANCIAL YEAR 2016/2017

ITEM	OPENING BALANCE	TRANSFER TO RESERVE (+)	TRANSFER FROM RESERVE (-)	CLOSING BALANCE
General Fund	156,444			
2016/17 transfer from general fund			(18,457)	
Plus Earmarked Reserves		34,239		
+/- Transfer to/from Reserves			(17,533)	
Closing Balance				154,693
Village Planting	430	45	0	475
Village enhancements	13,154	0	210	12,944
Village Minor Maintenance Fund	3,173	1,970	0	5,143
Allotments	3,470	1,076	200	4,346
CCTV	1,829	1,987	0	3,816
Christmas Lighting	544	1,103	0	1,647
Jubilee Hall Fund surplus	34,649	873	0	35,522
Phase 2 War Memorial Renovations	13,989	0	6,948	7,041
Bridge over the Stream Proceeds	247	0	0	247
Clerks Gratuity	6,836	1,246	7,017	1,065
Expenditure relating to prior F/Y's	3,582	5,399	3,582	5,399
Grants to Groups & Orgs	500	710	500	710
Gardeners Association Deposit	65	0	0	65
Youth Projects	436	6,240	0	6,676
Retention of EP Surgery (S137)	15,764	13,590	0	29,354
TOTALS	255,112			269,143

East Peckham Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Balance at Bank	255,934.89	
Audit Fees		810.00
Chairmans Allowance		271.06
Members Expenses		587.87
Office & IT Equipment		2,078.47
Misc Admin Expenses	149.89	1,318.42
Reference Books		277.57
Newsletters & Annual Report		1,183.44
Subscriptions	280.00	1,703.62
Website & App		2,060.50
Training		925.70
Insurance		603.80
Staff Costs (PC)		22,542.85
NNDR (JH)		4,162.40
Community Emergency Planning		425.45
Village Planting		2,454.82
Garden Competition		100.00
Phase 4 JH Upgrade		3,000.00
Phase 4 Environmental		3,380.00
Minor Village Maintenance Fund		530.00
Churchyard Maintenance (HT & St M)		3,299.96
Village Grasscutting		1,135.04
Garden of Remembrance		200.00
War Memorial (Cleaning)		300.00
Allotments	1,368.67	199.96
Footway Lighting		9,613.90
CCTV		512.66
Christmas Lighting	3,242.71	7,139.35
JH Running Costs (offset by income)	28,181.94	16,005.33
JH Building & Asset Maintenance		13,091.74
PWLB Loan Repayments		5,860.42
Playing Fields & Outdoor Equipment		11,312.39
Litter Clearing		1,865.00
Village Youth Projects	166.10	816.20
Community Grants		640.00
Miscellaneous Provision		2,360.00
TMBC CTSG Grant	8,669.00	
TMBC S136 Grant	9,513.00	
Precept	112,951.00	
Misc Income	144.43	
Expenditure from Earmarked		17,089.45
Refund of VAT	12,219.71	
JH Staff Costs		10,688.04
VAT	26.09	13,159.36
	176,912.54	163,704.77
Closing Balances:		
Balances in Bank Account		269,142.66
TOTAL	432,847.43	432,847.43

The above statement represents fairly the financial position of the council as at 31 Mar 2017

Signed _____
Responsible Financial Officer

Date _____