

C4 44 (b)

**RYE TOWN COUNCIL**

**STATEMENTS OF ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2016**

Assisting Accountants  
*Gibbons Mannington & Phipps LLP*  
Chartered Accountants  
*Landgate Chambers*  
Rye  
TN31 7LJ

**Rye Town Council**

**Statements of Accounts**

**For the Year Ended 31 March 2016**

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**Rye Town Council**

**Council Information**

**For the Year Ended 31 March 2016**

**The Right Worshipful the Mayor of Rye**

Bernardine Fiddimore

**Other Councillors**

Mike Boyd

John Breeds

Jonathan Breeds (Deputy Mayor)

Cheryl Creaser

Justin Erswell

Rebekah Gilbert

Charlie Harkness

Pat Hughes

John Izod

Jo Kirkham

Ian Potter

Shaun Rogers

Andy Stuart

Ray Prewer

Andy Rivett

**Clerk to the Council**

Richard Farhall

**Auditors**

PKF Littlejohn LLP  
1 Westferry Circus  
Canary Wharf  
London  
E14 4HD

**Rye Town Council**

**Income & Expenditure Account**

**For the Year Ended 31 March 2016**

	<b>Notes</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>
<b>INCOME</b>			
Precept on District Council		108,767	107,775
Interest and Investment Income	<b>2</b>	2,136	1,913
Town Hall Cottage		604	8,865
Town Hall		22,948	21,504
Town Field		500	500
Establishment/General Administration		502	378
Heritage Centre		125,735	124,143
Mayors Allowance Receipts		-	1,332
Other Grants		8,249	5,677
Service Level Agreement	<b>4</b>	-	9,000
Speakership		-	-
Neighbourhood Planning		(500)	-
		<u>268,941</u>	<u>281,087</u>
<b>EXPENDITURE</b>			
Establishment/General Administration	<b>6, 7</b>	141,582	115,144
Heritage Centre management charge	<b>15</b>	2,080	5,070
Capital Expenditure	<b>10</b>	6,090	2,859
Election expenses		3,820	-
Operational Expenditure:			
Town Hall Cottage		23,638	-
Town Hall		3,954	3,222
Heritage Centre & TIC Running Costs		121,575	114,003
Grants	<b>3</b>	900	3,250
		<u>303,639</u>	<u>243,548</u>
General Fund at 1 April 2015		84,940	88,499
Add: Total Income		<u>268,941</u>	<u>281,087</u>
		353,881	369,586
Deduct: Total Expenditure		<u>303,639</u>	<u>243,548</u>
		50,242	126,038
Transfers from / (to) Other Reserves		142	(41,098)
General Reserve Balance as at 31 March 2016		<u>50,384</u>	<u>84,940</u>

*The notes on Pages 4 to 10 form part of these accounts.*

**Rye Town Council**

**Balance Sheet**

**As At 31 March 2016**

	Notes	2016		2015	
		£	£	£	£
<b>Current Assets</b>					
Stock	11	28,696		34,585	
Debtors and Prepayments	12	1,381		1,926	
Cash at Bank and In Hand		183,345		214,946	
		<u>213,422</u>		<u>251,457</u>	
<b>Current Liabilities</b>					
Creditors and Accrued Expenses	13	10,311		13,648	
<b>Net Current Assets</b>					
			<u>203,111</u>		<u>237,809</u>
<b>Capital and Reserves</b>					
Earmarked Reserves	14	152,727		152,869	
General Reserve		50,384		84,940	
		<u>203,111</u>		<u>237,809</u>	

The statements of accounts represent fairly the financial position of the Council as at 31 March 2016 and reflect its Income and Expenditure for the year.

These accounts have been approved by the Council

Cllr Jonathan Breeds  
**The Right Worshipful the Mayor of Rye**

Date: .....

Mr R A S Farhall  
**Responsible Financial Officer**

Date: .....

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

**1 Principal Accounting Policies**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounts and Audit (England) Regulations 2011, and with guidance from Governance and Accountability in Local Councils in England & Wales: A Practitioners' Guide 2014.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. The year end values are stated on the following basis:

Land, operational properties and other operational assets are reported in the notes to the accounts at their original cost. Where original cost is not known a proxy value such as insurance value will be used and this value will remain constant throughout the period of ownership and not be revised to reflect current insurance values.

**Debtors and Creditors**

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is that sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephone, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

**Stocks and Work In Progress**

Stocks of 'Ryennium', the Millennium Medal and the Jubilee Crockery held at the Town Hall are valued at cost. All other stocks have been treated as consumed because their value was not material.

Stock held at the Heritage Centre is at the lower of cost or net realisable value.

**Leases**

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

**1 Principal Accounting Policies Continued**

**Reserves**

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 14.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The last actuarial valuation was undertaken as at 31 March 2013 and the change in contribution rates as a result of that valuation took effect from 1 April 2014 with annual adjustments thereafter.

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

<b>2 Interest and Investment Income</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	2,136	1,913
	<u>2,136</u>	<u>1,913</u>
	<u><u>2,136</u></u>	<u><u>1,913</u></u>
<b>3 Grant Expenditure</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Pett Level Rescue	-	250
Rye Community Centre	-	1,000
Rye Boxing Club	-	1,000
Rye & District Sea Cadets	-	250
Rye Maritime Festival	500	-
Rye Bowls Club	400	-
Rye Arts Festival	-	500
Music Well	-	250
	<u>900</u>	<u>3,250</u>
	<u><u>900</u></u>	<u><u>3,250</u></u>

**4 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

A service level agreement was made in 2014/15 with Rother District Council. Rye Town Council has received £9,000 to distribute on its behalf for new events/festivals. £8,644 of this has been distributed during 2015/16.

**5 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/ Non Repairing</b>
		<b>£</b>	
A Clarke and K Clarke *	Town Hall Cottage	9,060	Non Repairing
Rye Rugby Football Club Limited	South Side of New Road, Rye	500	Repairing

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/ Non Repairing</b>
		<b>£</b>	
Rother District Council	Cricket Salts (Rye Skate Park)	20	Non Repairing

\*Tenancy ended April 2015



**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

**6 Publicity**

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Town Council Publicity	3,790	3,748
Heritage Centre Publicity	2,139	1,800
	<u>5,929</u>	<u>5,548</u>

**7 S.137 Expenditure**

During the year the Council exercised the Power of General Competence which may be used in place of the spending authority available under s.137 of the Local Government Act.

**8 Pensions**

For the year of account the Council's contributions equal 20.6% of the employees' pensionable pay.

These contributions will need to increase to 21.1% in 2016/17 so as to provide adequately for known liabilities.

Approved by:                      Hymans Robertson LLP  
(Actuaries to the Pensions Fund)

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

<b>9 Fixed Assets</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
As at 31 March 2016 the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Town Hall	350,000	350,000
Cottage	190,000	190,000
Heritage Centre	190,000	190,000
Skate Park	39,050	39,050
Rye Millennium Wall	1	-
	<u>769,051</u>	<u>769,050</u>
<b><u>Vehicles and Equipment</u></b>		
Office Furniture	1,511	1,511
Other Furniture	24,700	24,700
Equipment - Office and Other	26,487	20,398
Sundry	24,939	24,939
Vehicles	2,115	2,115
	<u>79,752</u>	<u>73,663</u>
<b><u>Infrastructure Assets</u></b>		
Street Furniture	10,463	10,463
	<u>10,463</u>	<u>10,463</u>
<b><u>Community Assets</u></b>		
Playing Field (977 year lease) - Subject to a sub tenancy of 25 years to Rye Rugby Football Club Limited in 2005	11,000	11,000
Town Model	40,000	40,000
Other Community Assets	360,702	360,702
	<u>411,702</u>	<u>411,702</u>
	<u><b>1,270,968</b></u>	<u><b>1,264,878</b></u>

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

<b>10 Fixed Assets - Additions and Disposals</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	1	-
Vehicles and Equipment	6,089	2,859
Infrastructure Assets	-	-
Community Assets	-	-
	<u>6,090</u>	<u>2,859</u>
During the year the following assets were disposed		
Operational Land and Buildings	-	-
Vehicles and Equipment	-	-
Infrastructure Assets	-	-
Community Assets	-	(572)
	<u>-</u>	<u>(572)</u>

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

<b>11 Stocks</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Heritage Centre	25,521	31,410
Town Hall	3,175	3,175
	<u>28,696</u>	<u>34,585</u>

<b>12 Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade Debtors	188	1,897
VAT receivable	1,193	-
Prepayments	-	29
	<u>1,381</u>	<u>1,926</u>

<b>13 Creditors and Accrued Expenses</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade Creditors	2,731	1,521
Rent in advance	-	604
Other payments in advance	4,500	3,875
Accruals	1,000	860
Heritage Centre management charge	2,080	5,070
Rental Deposits	-	865
VAT Payable	-	853
	<u>10,311</u>	<u>13,648</u>

<b>14 Earmarked Reserves</b>	<b>Balance at</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance at</b>
	<b>01/04/2015</b>	<b>to reserve</b>	<b>from reserve</b>	<b>31/03/2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Asset Renewal Reserves	62,764	18,050	(15,818)	64,996
Other Earmarked Reserves	90,105	15,726	(18,100)	87,731
<b>Total Earmarked Reserves</b>	<u>152,869</u>	<u>33,776</u>	<u>(33,918)</u>	<u>152,727</u>

The Asset Renewal Reserves are maintained to fund the maintenance of certain assets and the periodic replacement of certain equipment. They are credited normally with amounts equivalent to the notional depreciation charges on such assets.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the Council.

The Earmarked Reserves at 31 March 2016 are set out in Appendix A.

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

**15 Management Agreement**

Having been remunerated previously on the basis of a 50% share of the Heritage Centre profits only, from 1 April 2013 the Heritage Centre manager Peter Cosstick received a basic salary plus 50% of profits.

**16 Contingent Liabilities**

The Council is not aware of any contingent liabilities at the date of these accounts.

**Rye Town Council**  
**Notes to the Accounts**  
**For the Year Ended 31 March 2016**

**Appendix A**

**Earmarked Reserves**

	Balance at 01/04/2015 £	Provided £	Used £	Balance at 31/03/2016 £
<b>Asset Renewal Reserves</b>				
Capital Fund Heritage Centre	8,700	1,300	410	9,590
Capital Fund Town Model	20,000	-	-	20,000
Heritage Centre Office Equipment	1,000	-	-	1,000
Capital Town Hall Fund	17,507	12,000	3,954	25,553
Capital Fund Cottage	9,140	1,000	10,140	-
Town Hall Office Equipment	176	150	326	-
Robes and Regalia	2,704	250	403	2,551
Black and Gold Finger Posts	472	100	-	572
Skate Park	1,415	1,500	85	2,830
Street Furniture	1,400	1,500	-	2,900
Freda Gardham Playing Field	250	250	500	-
	<u>62,764</u>	<u>18,050</u>	<u>15,818</u>	<u>64,996</u>
<b>Other Earmarked Reserves</b>				
Computer Software and Training	565	-	185	380
Asset Valuations	570	1,000	-	1,570
Elections	9,000	2,000	3,820	7,180
Alarm Upgrade	921	-	-	921
Local Action Plan(PRGP 9.6.08)	1,000	-	-	1,000
Devolved services negotiation	2,000	-	-	2,000
Training	871	250	452	669
Quality Council LAA Grant	766	-	-	766
Ceremonies Licence	550	550	-	1,100
Rye Environment Bequest	11,723	-	-	11,723
Marketing/Economic Development	15,000	-	-	15,000
Website	436	1,750	150	2,036
Winter Maintenance	1,036	-	-	1,036
Council Tax Scheme Support Grant	6,356	4,826	-	11,182
Highways Fund	8,000	1,000	2,247	6,753
Neighbourhood Planning	12,561	-	1,202	11,359
Grounds Maintenance	-	500	500	-
Public Conveniences	5,000	-	-	5,000
Emergency Planning	500	100	-	600
Grants - General	4,250	3,750	900	7,100
Grants - New Events Fund	9,000	-	8,644	356
	<u>90,105</u>	<u>15,726</u>	<u>18,100</u>	<u>87,731</u>
<b>Total Earmarked Reserves</b>	<u>152,869</u>	<u>33,776</u>	<u>33,918</u>	<u>152,727</u>
Transfer to/from reserves			<u>- 142</u>	