

**PITSTONE PARISH COUNCIL  
AUGUST 2018 FINANCIAL SUMMARY**

**Expenditure from Unity approved electronically 24 August 2018**

Trans Ref/Chq No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E161-166	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 2,546.50	£ 2,546.50
636857076	E130	John Groom (Grounds Maintenance)	Sports & Leisure	July groundskeeping		£ 330.00	£ 330.00
49587417	E131	Pitstone Memorial Hall	Administration	July hall hire		£ 109.00	£ 109.00
656065987	E133	David Rollins	Youth Café	June youth café		£ 92.26	£ 92.26
594918484	E134	David Rollins	Youth Café	July youth café		£ 224.46	£ 224.46
795461994	E135	David Rollins	Youth Café	Auqust youth café management		£ 416.66	£ 416.66
589117722	E136	Almar (Tring) Ltd	PPP & Guide	Printing for issue 117		£ 826.50	£ 826.50
126936341	E138	J Leonard Limited	Sports & Leisure	cut back bushes in pavilion car park and pedestrian entrance		£ 375.00	£ 375.00
648577201	E139	J Leonard Limited	Devolved Services	Grass verge cutting no. 4		£ 500.00	£ 500.00
673927845	E140	J Leonard Limited	Sports & Leisure	Repairs to WI picnic bench		£ 25.00	£ 25.00
943529485	E141	J Leonard Limited	Sports & Leisure	Remove backing board from basketball hoop		£ 15.00	£ 15.00
911041926	E142	J Leonard Limited	Sports & Leisure/S106	Clean play equip/remove weeds/cut back brambles x 3 sites		£ 850.00	£ 850.00
144989632	E143	J Leonard Limited	Sports & Leisure/S106	Paint various items of equipment in Hever Close and Windsor Road		£ 430.00	£ 430.00
248571564	E144	J Leonard Limited	Sports & Leisure	Replace pavilion roof tiles		£ 63.59	£ 63.59
851407969	E145	J Leonard Limited	Sports & Leisure	Repair damaged tree plaque & repair broken waste pipe		£ 75.00	£ 75.00
131083327	E146	Patrick Stilman Ltd	Allotments	Tree risk assessment for allotment trees	£ 76.00	£ 380.00	£ 456.00
809888170	E147	Lamps & Tubes Illuminations	Street Lighting	Repair of Col 7 Rushendon Furlong	£ 44.85	£ 224.23	£ 269.08
111488119	E148	Wicksteed	Sports & Leisure S106	Repair of wet pour at snowdon climber & spiro whirl in Hever Close	£ 58.75	£ 293.77	£ 352.52
462410996	E159	Lamps & Tubes Illuminations	Street Lighting	Repair of 37 Albion Rd	£ 44.85	£ 224.23	£ 269.08
284243061	E167	Easy-Gate	Sports & Leisure S106	2 x playground gates. 1 x 1m for Hever Close and 1 x 1.2m for Windsor Road.	£ 292.00	£ 1,460.00	£ 1,752.00

**Expenditure from Unity approved at 6 September 2018 meeting**

621975303	E168	Came & Company Insurance	Administration	Annual insurance renewal		£ 2,892.44	£ 2,892.44
831214647	E175	PKF Littlejohn	Administration	External audit fee	£ 160.00	£ 800.00	£ 960.00
<b>Sub total of standard bacs/cheques</b>					<b>£ 676.45</b>	<b>£ 13,153.64</b>	<b>£ 13,830.09</b>

**Grants & donations approved from Unity**

Trans Ref/Chq No	Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross	
None requested							
<b>Sub total of grants and donations</b>					<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits noted at 6 September 2018 meeting**

dd	E132	Sage	Administration	Accounting and payroll software monthly fee	£ 4.00	£ 20.00	£ 24.00
dd	E137	CNG	Sports & Leisure	Gas at pavilion to 26/7/18	£ 0.16	£ 3.12	£ 3.28
dd	E149	Eon	Lighting	Unmetered electricity 1-31/7/18	£ 66.37	£ 331.84	£ 398.21
N/A	E170/Credit Note for E149	Eon	Lighting	Credit note issued re updated UMS Certificate backdating to July. New invoice to be raised.	-£ 66.37	-£ 331.84	-£ 398.21
c/card dd	E150	Lloyds bank/HMRC	Planning	Land Registry Title Register re 6 Campbell Lane		£ 3.00	£ 3.00
c/card dd	E151	Lloyds Bank/Sipgate	Administration	Monthly telephony package		£ 10.00	£ 10.00
c/card dd	E152	Lloyds bank/avdc	S106	Planning pre-application meeting re pavilion redevelopment	£ 95.50	£ 477.50	£ 573.00
c/card dd	E153	Lloyds bank/Wholesale Ribbon	Sports & Leisure	Red ribbon for official opening of ball stop netting etc	£ 0.75	£ 3.74	£ 4.49
c/card dd	E154	Lloyds Bank/Baggery Limited	Litter & Dog Fouling	Black sacks for litter pickers	£ 6.59	£ 32.95	£ 39.54
c/card dd	E155	Lloyds Bank/Curiositea	Administration	Working lunch with BCC & HCC re cycle path to Tring		£ 107.00	£ 107.00
c/card dd	E156	Lloyds Bank	Administration	Monthly fee		£ 3.00	£ 3.00
dd	E157	Opus Energy	Sports & Leisure	Electricity at pavilion 30/6/18-30/7/18	£ 1.47	£ 29.34	£ 30.81
dd	E158	Wave	Sports & Leisure	Water at pavilion 22/5-15/8/18	£ -	£ 573.36	£ 573.36
dd	E160	Wave	Allotments	Water at allotments 15/8-21/5/18	£ -	£ 111.49	£ 111.49
dd	E169	Wave	Allotments	Water at allotments 22/5-15/8/18	£ -	£ 130.44	£ 130.44
c/card dd	E171	Lloyds Bank/Post Office Counters	Administration	Postage of PPP		£ 6.96	£ 6.96
c/card dd	E172	Lloyds Bank/Sipgate	Administration	Monthly telephony package		£ 10.00	£ 10.00
c/card dd	E173	Lloyds Bank	Administration	Monthly fee		£ 3.00	£ 3.00
dd	E174	Sage	Administration	Accounting and payroll software monthly fee	£ 4.00	£ 20.00	£ 24.00
<b>Sub total of direct debits</b>					<b>£ 112.47</b>	<b>£ 1,544.90</b>	<b>£ 1,657.37</b>
<b>TOTAL OUTGOINGS</b>					<b>£ 788.92</b>	<b>£ 14,698.54</b>	<b>£ 15,487.46</b>

**Insurance amendments**

None required							
						£	-

**Inter-account transfers**

None required							
						£	-

**Receipts received to 3 August 2018, paid into a NatWest account**

				VAT	Net	Gross	
bacs	NatWest	Financial	Bank Interest - S106 account		£ 0.35	£ 0.35	
bacs	NatWest	Financial	Bank Interest - reserve account		£ 3.74	£ 3.74	
					<b>£ -</b>	<b>£ 4.09</b>	<b>£ 4.09</b>

**Receipts received to 6 September 2018, paid into Unity account**

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
dd	Driver Training	Sports & Leisure	Hire of car park area for driving lessons in July		£ 40.00	£ 40.00

bacs	HMRC	VAT	Q1 VAT refund	£	3,983.09				
bacs	National Trust	Compensation/Pitstone Hill	Annual compensation payment re Down Farm/Pitstone Hill			£	548.00	£	548.00
bacs	Waterside Cafe	PPP & Guide	Advertising Issue 117	£	4.50	£	22.50	£	27.00
bacs	CMC Golf Europe Ltd	PPP & Guide	Advertising Issue 117	£	4.50	£	22.50	£	27.00
bacs	NM Counselling	PPP & Guide	Advertising Issue 117	£	2.50	£	12.50	£	15.00
bacs	P&IUCF	Sports & Leisure	July & August hire (4 matches), minus £12 credit note	£	27.40	£	172.62	£	200.02
bacs	P&IUCF	Sports & Leisure	September hire (increased to 4 matches)	£	35.34	£	176.68	£	212.02
slip 000/175	Barry Cato Motor Repairs	PPP & Guide	Advertising Issue 117	£	2.50	£	12.50	£	15.00
bacs	Windmill Pharmacy	PPP & Guide	Advertising Issue 117	£	5.42	£	27.08	£	32.50
bacs	Ashby's Chartered Accountants	PPP & Guide	Advertising Issue 117	£	4.50	£	22.50	£	27.00
bacs	Footworks	PPP & Guide	Advertising Issue 117-120	£	8.87	£	44.35	£	53.22
dd	Driver Training	Sports & Leisure	Hire of car park area for driving lessons in August			£	40.00		£40.00
					<b>£4,078.62</b>		<b>£1,141.23</b>		<b>£1,236.76</b>
<b>TOTAL INCOMINGS</b>					<b>£ 4,078.62</b>		<b>£ 1,145.32</b>		<b>£ 1,240.85</b>

#### Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
20/08/2018	Tring Market Auctions	PPP & Guide	Advertising Issue 117	£	9.00	£ 45.00	
20/08/2018	Marsworth Pre-School	PPP & Guide	Advertising Issue 117	£	4.50	£ 22.50	
20/08/2018	Beacon View Windows	PPP & Guide	Advertising Issue 117	£	9.00	£ 45.00	
20/08/2018	Miramar Design	PPP & Guide	Advertising Issue 117	£	4.50	£ 22.50	
20/08/2018	Tring Showstoppers (Performing Arts)	PPP & Guide	Advertising Issue 117	£	2.50	£ 12.50	
20/08/2018	The Dog Runner	PPP & Guide	Advertising Issue 117	£	2.50	£ 12.50	
20/08/2018	Greensleeves	PPP & Guide	Advertising Issue 117	£	5.42	£ 27.08	
20/08/2018	The Tyre Changers	PPP & Guide	Advertising Issue 117	£	2.50	£ 12.50	
20/08/2018	Travel Impressions	PPP & Guide	Advertising Issue 117	£	4.50	£ 22.50	
20/08/2018	ADM Admin & Book-keeping	PPP & Guide	Advertising Issue 117	£	2.50	£ 12.50	
20/08/2018	your own home care	PPP & Guide	Advertising Issue 117	£	9.00	£ 45.00	
05/09/2018	P&IUCF	Sport & Leisure	October pitch hire	£	31.17	£ 155.84	
05/09/2018	P&IUCF FC	Sport & Leisure	26/8/18 pitch hire	£	8.83	£ 44.17	
06/09/2018	P&IUCF	Sport & Leisure	August pitch hire	£	9.87	£ 49.33	
<b>TOTAL INCOME PENDING</b>					<b>£8,263.04</b>	<b>£2,815.46</b>	<b>£3,112.32</b>

#### Summary of those in credit:

A J Groom & Son (Farm Shop)	PPP	Credit on account		£	26.78
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#### Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

Woods Hardwick	Redevelopment of pavilion	Architectural services	£	5,156.25
Horwood & James	Administration	Legal fees for Recreation Ground Charity lease to Memorial Hall Charity	£	700.00
A J Groom Limited	Open Space/Sport & Leisure	Maintenance of the recreation ground April 2018-March 2019, £850+VAT per quarter	£	2,550.00
R Porter	Devolved Services	Footpath streming during 2018	£	290.00
R Porter	Open Space/Sport & Leisure	Grass cutting and leaf clearing 2018, agreed per cut, price here assumes 7 during year	£	3,358.00
R Porter	Open Space/Sport & Leisure	hedge cutting in 2018	£	700.00
Eon	Street Lighting	36m contract April 2018-21 for unmetered electricity	£	11,307.00
Community Impact Bucks	Training	Half day training re community car scheme	£	290.00
Community Impact Bucks	Employment	10 x DBS checks for community car volunteers	£	150.00
Opus Energy	Sports & Leisure	Electricity at pavilion 1/5/18-30/4/21	£	1,439.10
AVDC	Litter & Dog Fouling	Dog waste collection service April 18-March 19, 78 empties x 16 bins x £88.58 per bin = £1417.28 to be invoiced	£	1,417.28
CNG	Sports & Leisure	Dec 18	£	445.00
J Leonard Limited	Devolved Services	Gas supply at pavilion 3/9/18-2/9/21 (approx £150pa)	£	2,000.00
tb	Miscellaneous	Grass cutting and siding out etc, anticipated cost over year	£	2,000.00
J Leonard Limited	Sports & Leisure S106	Daffodi bulbs - cf to August to organise purchase and planting	£	356.00
J Leonard Limited	Sports & Leisure S106	Concrete board along fence & tarmac trip hazard by roundabout at Hever Close	£	1,040.00
First Environment	Sports & Leisure	Installation of 2 x playground gates at Hever Close and Windsor Road	£	295.00
BCC	Pitstone & Ivinghoe Safety Scheme	Bi-annual legionella risk assessment for pavilion	£	10,000.00
J Leonard Limited	Sports & Leisure	PID re Feasibility / Project Design (£17,217.15-£7,500 both figures approximate)	£	220.00
David Rollins	Youth Cafe	Supply and fit guard over heater in kitchen at pavilion	£	4,583.26
Staples Advantage	Administration	Management fee August 2018-July 2019	£	419.17
C/Card	Baggery Group	Colour & black toner, staples	£	32.95
		Litter & Dog Fouling	£	32.95
				<b>£ 46,749.01</b>

#### Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	Precept	Second installment 2018-19	£ 47,505.00
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	
National Trust	Compensation/Pitstone Hill	Compensation payment re Anclian Water. Due Jan 2019. PO 85145991	£ 200.00

#### Bank Reconciliation & S106 Summary:

See separate document

#### Budget Monitor:

See separate document.

#### Summary of Parish Charity Transactions:

None

#### Summary of Recreation Ground Charity Transactions:

Invoice P&IUCF £120.00 paid 16/8/18