

**PITSTONE PARISH COUNCIL  
FEBRUARY 2019 FINANCIAL SUMMARY**

**Expenditure from Unity to 28 February 2019**

Trans Ref/Chq No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E347-352	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 2,748.33	£ 2,748.33
481701071	E 327	John Groom (Grounds Maintenance)	Sports & Leisure	January groundkeeping at pavilion		£ 335.00	£ 335.00
971802053	E326	R Haynes	Maintenance	4 x Bus shelter cleaning on 11/2/19		£ 60.00	£ 60.00
4599556	E328	Brookmead School	Youth Café	Hall hire for autumn 2018 and spring 2019 terms		£ 675.00	£ 675.00
678607647	E329	Pitstone Memorial Hall	Administration	Room hire in January 2019		£ 198.55	£ 198.55
23059500	E340	Lamps & Tubes Illuminations Ltd	Lighting	20 x sox bulbs plus light repairs	£ 351.41	£ 1,757.07	£ 2,108.48
<b>Sub total of standard bacs/cheques</b>					<b>£ 351.41</b>	<b>£ 5,773.95</b>	<b>£ 6,125.36</b>

**Grants & donations from Unity on 28 February 2019**

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						
<b>Sub total of grants and donations</b>				<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits noted at 28 February 2019 meeting**

dd	E342	CNG	Sports & Leisure	Gas at pavilion to 28/2/19	£ 0.53	£ 10.66	£ 11.19
dd	E 326	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.00	£ 20.00	£ 24.00
dd	E341	Eon	Lighting	Unmetered electricity 1-31/1/19 (£341.06 on dd and £17.87 from held on account)	£ 59.82	£ 299.11	£ 358.93
c/card dd	E330	Siggate/Lloyds Bank	Administration	Monthly telephony package	£ -	£ 10.00	£ 10.00
c/card	E303	Currys	Grant expenditure	PS4 with Fifa plus controller	£ 45.83	£ 229.15	£ 274.98
c/card	E304	Currys	Grant expenditure	PS4 with Fifa plus controller	£ 45.83	£ 229.15	£ 274.98
c/card	E305	Amazon	Grant expenditure	Frisbees	£ 5.10	£ 25.44	£ 30.54
c/card	E306	Araos	Grant expenditure	Basketballs, radio controlled cars, football goals	£ 45.14	£ 225.78	£ 270.92
c/card	E307	Sports Direct	Grant expenditure	Volleyballs & footballs	£ 8.08	£ 40.39	£ 48.47
c/card	E331	Magnolia	Employment	Flowers for departing PPP Editor	£ -	£ 31.00	£ 31.00
C/Card	E332	Baggery Group	Litter & Dog Fouling	2 boxes strong black sacks for litter pickers	£ 6.59	£ 32.95	£ 39.54
C/Card	E333	Tring Brewery	Administration	Annual volunteer event refreshments (January 2019)	£ 5.95	£ 29.75	£ 35.70
C/Card	E334	Tesco	Administration	Annual volunteer event refreshments (January 2019)	£ 9.91	£ 49.54	£ 59.45
C/Card	E335	Metcalf & Sons	Administration	Annual volunteer event consumables eg tumblers (January 2019)	£ 1.73	£ 8.66	£ 10.39
C/Card	E336	Amazon	Youth Café	Super Mario Bros for Nintendo Switch	£ 7.17	£ 35.82	£ 42.99
C/Card	E337	Amazon	Youth Café/Grant expenditure	Nintendo Switch	£ 44.70	£ 223.50	£ 268.20
C/Card	E338	Baggery Group	Litter & Dog Fouling	4 boxes strong black sacks for litter pickers	£ 11.59	£ 57.95	£ 69.54
c/card dd	E339	Lloyds Bank	Administration	Monthly fee	£ -	£ 3.00	£ 3.00
dd	E343/344/345	Wave	Allotments	Water. Invoice and credit note. Now £50.18 held on account.	£ -	£ -	£ -
dd	E346	Opus	Sports & Leisure	Elec at pavilion 31/12/18-15/2/19	£ 2.93	£ 58.62	£ 61.55
dd	E353	Wave	Sports & Leisure	Water at pavilion 16/11-15/2/19. Then Wave withdrew invoice on E354.	£ -	£ 453.63	£ 453.63
dd	E354	Wave	Sports & Leisure	Water at pavilion 16/8-15/11 & 16/11-15/2/19. Withdraws previous 2 invoices (£761.80). Re-invoices £303.08. Leaves account £5.09 in credit.	£ -	£ -	£ -
<b>Sub total of direct debits</b>					<b>£ 304.90</b>	<b>£ 2,074.10</b>	<b>£ 2,379.00</b>
<b>TOTAL OUTGOINGS</b>					<b>£ 656.31</b>	<b>£ 7,848.05</b>	<b>£ 8,504.36</b>

**Insurance amendments** Youth café equipment already added

**Inter-account transfers** None required

**Receipts received to 31 January 2019, paid into a NatWest account**

bacs	NatWest	Financial	Bank Interest - S106 account	VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - reserve account		£ 1.35	£ 1.35
					£ 14.51	£ 14.51
				<b>£ -</b>	<b>£ 15.86</b>	<b>£ 15.86</b>

**Receipts received to 22 February 2019, paid into Unity account**

Paving in reference	Company	Cost Centre	Description	VAT	Net	Gross
bacs	Streamline Paving & Builders	PPP	Advertising issue 118 arrears	£ 4.50	£ 22.50	£ 27.00
bacs	P&JUCF	Sport & Leisure	Pitch hire in February 2019	£ 17.67	£ 88.34	£ 106.01
dd	PJC Driving Training	Sport & Leisure	Hire of the pavilion car park for driving lessons in January 2019	£ -	£ 40.00	£ 40.00
				<b>£22.17</b>	<b>£150.84</b>	<b>£173.01</b>
<b>TOTAL INCOMINGS</b>				<b>£22.17</b>	<b>£166.70</b>	<b>£188.87</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
21/11/2018	Roos	PPP	PPP advertising. Overdue. Invoice re-issued to reflect just the one advert already printed (and remove other 3 adverts & 10% pre-payment discount) plus advertising suspended until account up-to-date. Clerk continues to chase.	£ 8.08	£ 40.42	£ 48.50

25/02/2019	P&J JFC	Sports & Leisure	January pitch hire, minus credit held on account	£	51.88	£	259.40	£	311.28
<b>TOTAL INCOME PENDING</b>					<b>£59.96</b>		<b>£299.82</b>		<b>£359.78</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 2018-19:**

Woods Hardwick	Redevelopment of pavilion/S106	Architectural services	£	3,850.00
John Groom (Ground keeping)	Open Space	Maintenance of the recreation ground April 2018-March 2019, £850 per quarter	£	850.00
Community Impact Bucks	Administration	10 x DBS checks for community car volunteers	£	150.00
J Leonard Limited	Devolved Services	Grass cutting and siding out etc. anticipated cost over year	£	169.88
BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96) (to be invoiced March 2019)	£	11,288.96
David Rollins	Youth Café	Management fee August 2018-July 2019 (Jan-Mar)	£	833.32
J Leonard Limited	Maintenance	Installation of second silent soldier silhouette	£	25.00
J Leonard Limited	Sport & Leisure	Replace roof tiles at pavilion	tbc	
J Leonard Limited	Devolved Services	Repair/remove bent/broken signage from Queen Street	tbc	
Lamps & Tubes Illuminations Ltd	Lighting	Test & install Christmas illuminations, then remove post season & store	£	500.00
Lamps & Tubes Illuminations Ltd	Lighting	February repairs x 3 (1 x Yardley, 1 x Crispin, & Vicarage Road collision damage £598.78)	£	700.00
SLCC	Administration	Managing Local Council Elections including purdah webinar 20/3/19 (now reduced to £30)	£	30.00
Staples Advantage	Administration	Toner and paper	£	536.63
				<b>£ 18,933.79</b>

**Commitments 2019-20:**

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£	1,666.64
AVDC	Open Space	2 x play around parishes sessions for Summer 2019 (to be invoiced April 2019). Approved 27/9/18. Min 192/19. PO20181002c.	£	700.00
Pitstone & Ivinghoe Entertainments	Grants & Donations	Grant towards 2019 Fireworks Display. Approved 31/1/19. Min 309/18. Payable w/c 1/4/19	£	2,000.00
Reg Porter	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18a. PO20190206a.	£	300.00
J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b.	£	3,500.00
J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£	340.00
J Leonard Ltd	Devolved Services	Misc siding out etc 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b. NB this is the remainder of the budgeted £5,300 expenditure when take account of grass cutting & footpath strimming. BCC payment only £3,422.86. PPC contributing £1877.14.	£	1,160.00
Reg Porter	Open Space	Grass cutting 2019. Local Green Space by The Crescent. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £88 per cut.	£	528.00
Reg Porter	S106	Grass cutting 2019. Castlemead playgrounds. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £93 per cut.	£	558.00
Reg Porter	Open Space	Grass cutting 2019. Outer recreation ground. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £115 per cut.	£	690.00
Reg Porter	Open Space	Grass cutting 2019. Recreation Ground playground. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £105 per cut.	£	630.00
Reg Porter	Open Space	Leaf clearing from Recreation Ground playground. Approved 31/1/19. Min 323/18.2. PO20190206c. One, if required.	£	115.00
Reg Porter	Pitstone Hill	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£	468.00
Reg Porter	Open Space	Hedge cutting 2019 at Recreation Ground, Local Green Space, allotments and pavilion. Approved 31/1/19. Min 323/18.3. PO20190207a.	£	440.00
Reg Porter	S106	Hedge cutting 2019 at Windsor Road playground. Approved 31/1/19. Min 323/18.3. PO20190207a.	£	90.00
Almar	Administration	Printing of Annual Assembly agenda. Approved 31/1/19. Min 325/18.5. PO20190207b.	£	40.00
Pitstone Memorial Hall	Administration	Hall hire, setting up, break down & supply/serve refreshments at Annual Assembly. Approved 31/1/19. Min 325/18.5. PO20190207b.	£	85.00
IAC	Administration	Internal Audit fee. Approved 31/1/19. Min 332/18. PO20190207d.	£	350.00
Name to be revealed at Annual Assembly	Volunteer of the Year	Cheque for winner of Volunteer of the Year. Approved 31/1/19. Min 336/18. PO20190213a. Raise April.	£	50.00
Tbc	Volunteer of the Year	A4 frame and card. Approved 31/1/19. Min 336/18. PO20190213b.	£	15.00
John Groom (Ground Keeping)	Open Space	Renovation of the Recreation Ground (patch/seed/scarify). Approved 14/2/19. Min SL100/18.2. PO20190226b.	tbc	
John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£	3,600.00
John Groom (Ground Keeping)	Sports & Leisure	Renovation of the pavilion pitches (1 x 20 tonne top soil/15 bags grass seed/fertiliser). Approved 14/2/19. Min SL100/18.4. PO20190226d.	£	2,425.00
Vita Electricals	Sports & Leisure	Fire alarm & emergency lighting testing at pavilion + PAT tests of pavilion and youth café equipment. Approved 14/2/19. Min SL101/18.2. PO20190226e.	£	500.00
The Boiler Blokes/ACS	Sports & Leisure	Remedial plumbing at pavilion. Approved 14/2/19. Min SL101/18.3. PO20190226f.	£	1,863.00
John Groom (Ground Keeping)	Open Space	Remove kicking goal matting. Approved 14/2/19. Min SL102/18.2. PO20190226g.	tbc	
				<b>£ 22,113.64</b>

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

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept	£ 123,500.00
BCC	Devolved Services	Agreement payment 1/4/19-31/3/20. Payable 1/4/19.	£ 3,422.86
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	

**Bank Reconciliation & S106 Summary:**

See separate document

**Budget Monitor & 3 year budget forecast:**

See separate document.

**Summary of Parish Charity Transactions:**

Cheque issued for payment of hedge cutting invoice £156.00.

**Summary of Recreation Ground Charity Transactions:**

Horwood & James legal cost provision £700 yet to be incurred.