

**PITSTONE PARISH COUNCIL
OCTOBER 2018 FINANCIAL SUMMARY**

Expenditure from Unity 25 October 2018

Trans Ref/Chq No	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	E210-216	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£	3,312.92	£ 3,312.92
445663390	E199	John Groom (Grounds Maintenance)	Sports & Leisure	September groundkeeping at pavilion	£	380.00	£ 380.00
45887494	E200	Pitstone Memorial Hall	Administration	September hall hire (new rates)	£	114.18	£ 114.18
239880975	E201	Glasdon UK Limited	Capital Fund / Street Furniture	2 x new Stanford Seat with plaques for Local Green Space by The Crescent	£ 407.60	£ 2,038.02	£ 2,445.62
188275335	E202	David Rollins	Youth Café	September youth café management	£	192.36	£ 192.36
208055789	E206	Staples Advantage	Administration	Stationery	£ 6.95	£ 34.77	£ 41.72
736922072	E218	3C Environmental Technology	Sports & Leisure	Pavilion water testing, TMV servicing and calorifier flushing	£ 0.55	£ 275.00	£ 330.00
965438113	E219	CommuniCorp	Administration	Annual subscription to Local Councils Update (if resolve to renew)	£	75.00	£ 75.00
493545407	E221	BALC	Administration	GDPR training for all council members	£	350.00	£ 350.00
209464316	E222	Parrs	Sports & Leisure	No smoking signage for outside pavilion	£ 5.40	£ 27.00	£ 32.40
102204228	E223	Staples Advantage	Administration	Stationery (part order pending delivery)	£ 10.21	£ 51.04	£ 61.25
202693948	E224	Haynes Window Cleaning	Maintenance	Cleaning of 3 x bus shelters on 22/10/18	£	45.00	£ 45.00
519358176	E225	J Leonard Limited	Sports & Leisure	Supply and fit guard over heater in kitchen at pavilion	£	220.00	£ 220.00
371065009	E226	J Leonard Limited	Sports & Leisure S106	Installation of 2 x playground gates at Hever Close and Windsor Road	£	1,040.00	£ 1,040.00
669553850	E227	J Leonard Limited	Open Space	Supply all materials to replace wooden seat and make good metal work under seat of rocking rocket on recreation ground	£	300.00	£ 300.00
847251795	E228	J Leonard Limited	Street Furniture	Install 2 x benches on Local Green Space by The Crescent	£	600.00	£ 600.00
96583812	E229	J Leonard Limited	Devolved Services	Siding out of trees & shrubs along alleyway between Cheddington Road and Crispin Field	£	100.00	£ 100.00
974540816	E230	J Leonard Limited	Maintenance	Installation of silent soldier silhouette (NB 1 further silhouette to follow)	£	25.00	£ 25.00
106679942	E231	J Leonard Limited	Sports & Leisure S106	Concrete board along fence & tarmac trip hazard by roundabout at Hever Close	£	356.00	£ 356.00
Sub total of standard bacs/cheques					£ 430.71	£ 9,536.29	£ 10,021.45

Grants & donations 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
102032390	E204 AVALC Royal British Legion	Grants/Donations Grants/Donations	Annual donation to Aylesbury Vale Association of Local Councils Annual donation to Poppy Appeal in lieu of fresh wreath	£	25.00	£ 25.00
				£	150.00	£ 150.00
Sub total of grants and donations				£ -	£ 175.00	£ 175.00

Direct debits noted at 25 October 2018 meeting

dd	E205	Eon	Lighting	Unmetered electricity 1-30/9/18	£ 61.95	£ 309.77	£ 371.72
dd	E217	CNG	Sports & Leisure	Gas at pavilion to 27/9/18	£ 0.47	£ 9.35	£ 9.82
auto debit	E196	Unity Trust Bank	Administration	Service Charge	£	£ 34.95	£ 34.95
dd	E197	Opus	Sports & Leisure	Elec at pavilion 31/7-30/8/18	£ 1.76	£ 35.21	£ 36.97
dd	E220	Opus	Sports & Leisure	Elec at pavilion 31/8-29/9/18	£ 1.76	£ 35.16	£ 36.92
dd	E203	Sage	Administration	Accounting and payroll software for October 2018	£ 4.00	£ 20.00	£ 24.00
c/card dd	E207	Lloyds Bank/Sipgate	Administration	Monthly telephony package (EU reverse charge mechanism VAT)	£	£ 10.00	£ 10.00
c/card dd	E208	Lloyds Bank/Baggerly Group	Litter & Dog Fouling	Black sacks for litter pickers	£ 6.59	£ 31.59	£ 38.54
c/card dd	E209	Lloyds Bank	Administration	Monthly fee	£	£ 3.00	£ 3.00
Sub total of direct debits				£ 76.53	£ 489.03	£ 566.92	
TOTAL OUTGOINGS				£ 507.24	£ 10,200.32	£ 10,763.37	

Insurance amendments

2 x Glasdon benches added to the asset register and insurance policy

£ -

Inter-account transfers

None required

£ -

Receipts received to 28 September 2018, paid into a NatWest account

bacs	NatWest	Financial	Bank Interest - S106 account	VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - reserve account	£	0.30	£ 0.30
				£	3.28	£ 3.28
				£ -	£ 3.58	£ 3.58

Receipts received to 25 October 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
slip 000177	Tring Market Auctions	PPP & Guide	Advertising Issue 117	£ 9.00	£ 45.00	£ 54.00
bacs	your own home care	PPP & Guide	Advertising Issue 117	£ 9.00	£ 45.00	£ 54.00
bacs	P&UFC	Sport & Leisure	October pitch hire	£ 31.17	£ 155.84	£ 187.01
bacs	P&JFC	Sport & Leisure	August pitch hire	£ 9.87	£ 49.33	£ 59.20
bacs	PJC Driver Training	Sport & Leisure	September hire of pavilion car park for driving lessons	£	£ 40.00	£ 40.00
bacs	HMRC	VAT	Quarterly VAT Return	£ 2,140.75		

20/08/2018	Marsworth Pre-School	PPP & Guide	Advertising Issue 117 - arrears	£	4.50	£	22.50	£	27.00
					£2,204.29		£357.67		£421.21
TOTAL INCOMINGS				£	2,204.29	£	361.25	£	424.79

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
05/09/2018	P&ICU FC	Sport & Leisure	26/8/18 pitch hire - overdue, chased 9/10/18 and 23/10/18	£	8.83	£ 44.17
09/10/2018	P&IJFC	Sport & Leisure	September pitch hire	£	255.07	£ 1,275.35
09/10/2018	P&IUFC	Sport & Leisure	September pitch hire	£	31.17	£ 155.84
TOTAL INCOME PENDING					£6,848.90	£2,216.78
						£2,643.43

Summary of those in credit:

A J Groom & Son (Farm Shop)	PPP	Credit on account		£	26.78
-----------------------------	-----	-------------------	--	---	-------

Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

Woods Hardwick	Redevelopment of pavilion/S106	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	£	1,700.00
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	£	580.00
Eon	Street Lighting	36m contract April 2018-21 for unmetered electricity	£	1,550.00
Community Impact Bucks	Administration	Half day training re community car scheme	£	290.00
Community Impact Bucks	Administration	10 x DBS checks for community car volunteers	£	150.00
Opus Energy	Sports & Leisure	Electricity at pavilion 1/5/18-30/4/21	£	228.00
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	£	62.50
J Leonard Limited	Devolved Services	Gas supply at pavilion 3/9/18-2/9/21 (approx £150pa)	£	1,500.00
tb	Miscellaneous	Grass cutting and siding out etc, anticipated cost over year	£	1,500.00
	Pitstone & Ivinghoe Safety Scheme	Daffodil bulbs - c/1 to August to organise purchase and planting		
BCC	Youth Café	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96)	£	11,288.96
David Rollins		Management fee August 2018-July 2019	£	4,166.60
J Leonard Limited	Maintenance & Open Space	Supply all materials & repair fencing between local green space & horse field; replace broken/rotted wooden slats; supply & install disability kissing gate on local green space by Crescent	£	900.00
J Leonard Limited	Sport and Leisure	Replace broken roof tiles and fix leaking section of gutter		
Lamps & Tubes Illuminations Ltd	Street Lighting	9 x LED lanterns for Yardley Avenue (1 x back-shield £580 potentially to be added at later date if required)	£	4,788.00
J Leonard Limited	Maintenance & Open Space	Remove all mini acacia trees that have sprouted on the recreation ground		
J Leonard Limited	Maintenance	Installation of second silent soldier silhouette	£	25.00
AVDC	Sport & Leisure	2 x play around parishes sessions for Summer 2019	£	700.00
Lamps & Tubes Illuminations Ltd	Lighting	Test & install Christmas illuminations, then remove post season & store	£	500.00
C/Card	Chiltern Society	Annual membership	£	30.00
C/Card	BALC	*Agendas & Minutes* & "Risk Management" Training for Cllr Mitra	£	76.64
C/Card	Shred Station	Administration	£	75.00
C/Card	Tesco/brewery	GDPR	£	150.00
	Administration	Annual volunteer event refreshments (January 2019)	£	150.00
Signs Realm	Sports & Leisure	extra no smoking sign	£	4.00
AVDC	Sports & Leisure	No golf clubs sign for Recreation Ground	£	135.00
Staples Advantage	Pavilion redevelopment/S106	Planning application (£1386 then 50% discount)	£	709.67
J Leonard Limited	Administration	Stationery (part order pending delivery)	£	4.18
	Devolved Services	Cut back brambles overgrowing BOAT	£	-
				£ 40,245.08

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	
National Trust	Compensation/Pitstone Hill	Compensation payment re Anglian 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:

Hedge cutting commissioned (presuming sale does not complete prior to this). £130.00.

Summary of Recreation Ground Charity Transactions:

Unity Trust Bank charge £18. Invoice raised for P&IUFC 3 x Sept matches = £90.00.