

**PITSTONE PARISH COUNCIL  
MARCH 2019 FINANCIAL SUMMARY**

**Expenditure from Unity to 28 March 2019**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E378-384	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ 4.65	£ 2,572.16	£ 2,576.81
E 355	John Groom (Grounds Maintenance)	Open Space	Quarterly groundkeeping of recreation ground (Jan-Mar 2019)	£	£ 850.00	£ 850.00
E 356	John Groom (Grounds Maintenance)	Sport & Leisure	February ground maintenance at pavilion	£	£ 430.00	£ 430.00
E357	Pitstone Memorial Hall	Administration	Room hire in February	£	£ 73.78	£ 73.78
E359	David Rollins	Youth Café	January youth café management	£	£ 259.26	£ 259.26
E360	David Rollins	Youth Café	February youth café management	£	£ 270.36	£ 270.36
E361	R Haynes	Maintenance	4 x Bus shelter clearing on 11/3/19	£	£ 60.00	£ 60.00
E362	Action4Youth	Youth Café	Annual membership	£	£ 100.00	£ 100.00
E363	SLCC	Administration	Managing Local Council Elections Webinar (price reduced from £60 to £30)	£ 6.00	£ 30.00	£ 36.00
E366	Lamps & Tubes Illuminations Ltd	Lighting	Xmas lights - check/install/removal/storage	£ 100.00	£ 500.00	£ 600.00
E367	Lamps & Tubes Illuminations Ltd	Lighting	2 x street light repairs (Crispin Field and Yardley Ave)(2 SOX used from stock, 12 left)	£ 64.00	£ 320.00	£ 384.00
E368	Staples Uk Limited	Administration	Toner and paper (cashback claim submitted, see below)	£ 107.33	£ 536.63	£ 643.96
E369	KLS Ltd	Administration	Cardboard cups	£ 5.30	£ 26.50	£ 31.80
E370	J Leonard Limited	Sport & Leisure	Pavilion roof tile repairs	£	£ 130.00	£ 130.00
E371	J Leonard Limited	S106	Windsor Road swinging plank repairs	£	£ 310.00	£ 310.00
E376	Pitstone Allotment Association	Allotments	Transfer of PAA subscription fees, collected from tenants at the same time as their tenancy fees, then transferred to PAA. 73 plots x 18 months subscription of £9.75 per plot = £711.75	£	£ 711.75	£ 711.75
E385	Pitstone Allotment Association	Allotments	Transfer of PAA subscription fees, collected from tenants at the same time as their tenancy fees, then transferred to PAA. Re new raised beds x 18 months subscription of £4.87 per 4 beds = £9.74	£	£ 9.74	£ 9.74
E386	John Groom (Grounds Maintenance)	Sport & Leisure	Grass seed for pavilion renovation	£	£ 1,040.00	£ 1,040.00
E387	David Rollins	Youth Café	March youth café management	£	£ 230.26	£ 230.26
<b>Sub total of standard bacs/cheques</b>				<b>£ 287.28</b>	<b>£ 8,460.44</b>	<b>£ 8,747.72</b>

**Grants & donations from Unity on 28 March 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 March 2019 meeting**

E364	CNG	Sports & Leisure	Gas at pavilion to 28/2/19	£ 0.79	£ 15.76	£ 16.55
E 358	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.00	£ 20.00	£ 24.00
E341	Eon	Lighting	Unmetered electricity 1-28/2/19	£ 54.03	£ 270.16	£ 324.19
E372	Siggate/Lloyds Bank	Administration	Monthly telephony package (paid by CC 1/2/19, CC bill dd 12/3/19)	EU	£ 10.00	£ 10.00
E373	Post Office/Lloyds Bank	PPP & Guide	PPP postage	£	£ 10.56	£ 10.56
E374	Lloyds Bank	Administration	Monthly fee	£ -	£ 3.00	£ 3.00
E375	Siggate/Lloyds Bank	Administration	Monthly telephony package (paid by CC 1/3/19, CC bill dd not until 12/4/19)	EU	£ 10.00	£ 10.00
E377	Opus	Sports & Leisure	Elec at pavilion 31/1/19-27/2/19	£ 3.17	£ 63.41	£ 66.58
<b>Sub total of direct debits</b>				<b>£ 61.99</b>	<b>£ 402.89</b>	<b>£ 464.88</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 349.27</b>	<b>£ 8,863.33</b>	<b>£ 9,212.60</b>

**Insurance amendments**

None required.

**Inter-account transfers**

None required. NB a number of year-end reconciliation transfers will be required next month (April) re Accruals Account and S106 account.

**Receipts received to 28 February 2019, paid into a NatWest account**

			VAT	Net	Gross
NatWest	Financial	Bank Interest - S106 account		£ 1.22	£ 1.22
NatWest	Financial	Bank Interest - reserve account		£ 13.11	£ 13.11
				<b>£ -</b>	<b>£ 14.33</b>

**Receipts received to 28 March 2019, paid into Unity account**

Company	Cost Centre	Description	VAT	Net	Gross
Mr Moule & Miss Spragg	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50
Mr and Mrs Pearce	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 45.00	£ 45.00
Mr and Mrs Stack	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50
Mr & Mrs Gresty	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 67.50	£ 67.50
Mrs Hunter	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50
Mrs Crutchfield	Allotments	Allotment rental, March 2019 to September 2020	£ -	£ 22.50	£ 22.50

Mr Saintey	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Twitchell	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Allan	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr & Mrs Lee	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	67.50	£	67.50
Mr and Mrs Jones	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mrs Ridgley	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Brophy	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mrs Hickman	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	67.50	£	67.50
Mr & Mrs Anderson	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
F R Jeffery Coal Merchant	PPP	Advertising issues 119-122	£	9.50	£	47.50	£	57.00
ADM	PPP	Advertising issue 119	£	2.50	£	12.50	£	15.00
Tyre Changers	PPP	Advertising issue 119	£	2.50	£	12.50	£	15.00
Waterside Café	PPP	Advertising issue 119	£	4.50	£	22.50	£	27.00
Windmill Pharmacy	PPP	Advertising issue 119	£	5.42	£	27.08	£	32.50
PJC Driver Training	Sports & Leisure	Hire of car park in February for driving lessons			£	40.00	£	40.00
P&J JFC	Sports & Leisure	January pitch hire, minus credit held on account	£	51.88	£	259.40	£	311.28
PIE	Sports & Leisure	Application fee re PIE Summer Festival			£	25.00	£	25.00
Miss Rankin	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Ranger	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Barry Cato Motor Repair	PPP	Advertising issue 119	£	2.50	£	12.50	£	15.00
Mr & Mrs Lloyd	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr & Mrs Parkins	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
NM Counselling	PPP	Advertising issue 119	£	2.50	£	12.50	£	15.00
Mr Brooks	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Masons	PPP	Advertising issues 119-122	£	17.10	£	85.50	£	102.60
CMC Golf	PPP	Advertising issue 119	£	4.50	£	22.50	£	27.00
Mr Jacobs	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mrs Dent & Mr Bratt	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mr & Mrs Fynes-Clinton	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Brindle	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mrs Creasey	Allotments	Allotment rental, Plot 65, March 2019 to September 2020	£	-	£	22.50	£	22.50
Travel Impressions	PPP	Advertising issue 119	£	4.50	£	22.50	£	27.00
Ashbys	PPP	Advertising issue 119	£	4.50	£	22.50	£	27.00
T&S Tree Care	PPP	Advertising issues 119-122	£	9.50	£	47.50	£	57.00
Mr Richardson	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr and Mrs Nice	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Miss Woodhead	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Miss Woodhead	Allotments	Allotment rental, March 2019 to September 2020, 4 raised beds	£	-	£	11.25	£	11.25
Mr Saunders	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	90.00	£	90.00
Mr and Mrs Carter	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mrs Jones	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	67.50	£	67.50
Mr Turney	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Spiller	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mr Jones & Ms Oakley	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mrs Killick	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mr Tillett & Miss Jones	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Mr Lowe	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	90.00	£	90.00
Mrs Wills	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	90.00	£	90.00
Mrs Lambert	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mrs Burks	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Nails by Helen	PPP	Advertising issues 119-122 (cancelled future advertising, issue 123 onwards)	£	9.50	£	47.50	£	57.00
Mr Cox	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	45.00	£	45.00
Plum Property	PPP	Advertising issues 119-122	£	41.17	£	205.85	£	247.02
Mr Harris & Miss Goulde	Allotments	Allotment rental, March 2019 to September 2020	£	-	£	22.50	£	22.50
Mrs Gould	Allotments	Allotment rental, March 2019 to September 2020, 4 x raised beds	£	-	£	11.25	£	11.25
Mrs Leek	Allotments	Allotment rental, Plot 17, March 2019 to September 2020	£	-	£	22.50	£	22.50
Vision	PPP	Advertising issue 119	£	10.83	£	54.17	£	65.00
			<b>£182.90</b>	<b>£2,599.50</b>		<b>£2,782.40</b>		
<b>TOTAL INCOMINGS</b>			<b>£182.90</b>	<b>£2,613.83</b>		<b>£2,796.73</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
01/03/2019	Mr Davies	Allotments	Allotment rental, March 2019 to September 2020	£	-	£ 22.50	£ 22.50
26/03/2019	Mr Hutchinson	Allotments	Plot 28, Allotment rental, March 2019 to September 2020	£	-	£ 22.50	£ 22.50
05/03/2019	A J Groom (Farm Shop)	PPP	Advertising issues 119-122 (minus £26.78 held on account, leaves 30.22 outstanding)	£	9.50	£ 47.50	£ 57.00
05/03/2019	Little Cravings Catering	PPP	Advertising issues 119-122	£	9.50	£ 47.50	£ 57.00
05/03/2019	Fine Antique Clocks	PPP	Advertising issues 119-122	£	9.50	£ 47.50	£ 57.00
05/03/2019	Tring Market Auctions	PPP	Advertising issue 119	£	45.00	£ 9.00	£ 54.00
05/03/2019	Marsworth Pre-School	PPP	Advertising issue 119	£	4.50	£ 22.50	£ 27.00
05/03/2019	Hawthorne Gardening	PPP	Advertising issues 119-122	£	9.50	£ 47.50	£ 57.00

05/03/2019  
11/03/2019

Greensleeves  
P&J JFC

PPP  
Sports & Leisure

Advertising issue 119  
Pitch hire during February

£ 5.42 £ 27.08 £ 32.50  
£ 37.25 £ 186.24 £ 223.49

**TOTAL INCOME PENDING**

**£138.25 £520.24 £658.49**

**Summary of those in credit:** None

**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
			<b>£ 3,850.00</b>

**Commitments 2019-20:**

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July) 2 x play around parishes sessions for Summer 2019 (to be invoiced April 2019). Approved 27/9/18. Min 192/19.	£ 1,666.64
AVDC	Open Space	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
Lamps & Tubes Illuminations Ltd	Lighting	Vicarage Road collision damage requiring replacement lantern.	£ 598.78
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. (Grass seed purchased. Top soil outstanding)	£ 1,385.00
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. PO20199226F.	£ 1,863.00
Abode Solutions	General Maintenance	Renovate 2 x noticeboards in 2019. 1st board Glebe Close £160 + VAT. Approved 28/2/19. Min 358/18. PO20190305a.	£ 320.00
BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96) (NB: LAF now agreed to invoice upon completion and therefore won't be invoiced until eta July 2019)	£ 11,288.96
			<b>£ 33,281.38</b>

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

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept	£ 123,500.00
HP	Administration	Toner cashback promotion, claim 2 of 2 (submitted 13/3/19)	£ 75.00
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:** None

**Summary of Recreation Ground Charity Transactions:** Horwood & James legal cost provision £700 yet to be incurred.