

**PITSTONE PARISH COUNCIL
AUGUST 2019 FINANCIAL SUMMARY**

Expenditure from Unity authorised August 2019

	Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Approved electronically	E140-146	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 4,555.15	£ 4,555.15
Approved electronically	E135	David Rollins	Youth Café	Café management for July 2019	£ -	£ 249.46	£ 249.46
Approved electronically	E136	Pitstone Memorial Hall	Administration	Room hire in July	£ -	£ 160.66	£ 160.66
Approved electronically	E137	John Groom (Grounds Maintenance)	Sports & Leisure	Groundkeeping at pavilion site in July		£ 1,035.00	£ 1,035.00
Approved electronically	E152	R Haynes	Maintenance	Clean of 4 x bus shelters on 19/8/19	£ -	£ 60.00	£ 60.00
Approved electronically	E147	Reg Porter	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18a. PO20190206a.	£ 60.00	£ 300.00	£ 360.00
Approved electronically	E148	K L Supplies Ltd	Sports & Leisure	Bleach & toilet rolls for pavilion	£ 2.85	£ 14.25	£ 17.10
To be approved 5/9	E154	AVDC	Litter & dog fouling	Windsor Rd & Westfield Rd dog bin activity	£ 103.25	£ 516.21	£ 619.46
To be approved 5/9	E155	John Groom (Grounds Maintenance)	Sports & Leisure	Groundkeeping at pavilion site in August	£ -	£ 1,100.00	£ 1,100.00
Sub total of standard bacs/cheques					£ 166.10	£ 7,990.73	£ 8,156.83

Grants & donations from Unity noted at 5 September meeting

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
None	Grants & Donations	n/a		£ -	£ -
Sub total of grants and donations			£ -	£ -	£ -

Direct debits noted at 5 September meeting

	E139	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.60	£ 23.00	£ 27.60
	E138	CNG	Sports & Leisure	Gas at pavilion to 26/7/19	£ 0.31	£ 6.26	£ 6.57
	E134	Eon	Lighting	Unmetered electricity July	£ 53.87	£ 269.37	£ 323.24
	E153	Opus	Sports & Leisure	Elec at pavilion to 30/7/19	£ 1.27	£ 25.47	£ 26.74
C/Card		Sipgate	Administration	Telephony package/clerk - EB1834984	£ -	£ 10.00	£ 10.00
C/Card		Sipgate	Administration	Telephony package/assistant - EB1830894	£ -	£ 10.00	£ 10.00
C/Card		Currys	Sports & Leisure	Fridge for pavilion	£ 18.17	£ 90.83	£ 109.00
C/Card		Metcalfe	S106	2 x padlocks for Castlemead play area maintenance gates	£ 3.17	£ 15.83	£ 19.00
C/Card		Amazon	Sports & Leisure	Lock for groundkeeper	£ -	£ 7.99	£ 7.99
C/Card		Lloyds Bank	Administration	Monthly credit card fee	£ -	£ 3.00	£ 3.00
Sub total of direct debits					£ 81.39	£ 461.75	£ 543.14
TOTAL OUTGOINGS					£ 247.49	£ 8,452.48	£ 8,699.97

Insurance amendments No amendments necessary

Inter-account transfers None

Receipts received to 5 August 2019, paid into a NatWest account

			VAT	Net	Gross
	NatWest	Financial		£ 0.86	£ 0.86
	NatWest	Financial		£ 11.47	£ 11.47
			£ -	£ 12.33	£ 12.33

Receipts received to 5 September 2019, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
P&IUFC	Sports & Leisure	May pitch hire	£ 6.75	£ 33.75	£ 40.50
P&IUFC	Sports & Leisure	July and August pitch hire	£ 55.50	£ 277.50	£ 333.00

PJC Driver Training	Sports & Leisure	Hire of car park land in July for driving lessons	£	-	£	40.00	£	40.00
Windmill Pharmacy	PPP	Advertising Issue 121	£	5.42	£	27.08	£	32.50
Tring Yoga Studio	PPP	Advertising Issue 121	£	2.50	£	12.50	£	15.00
The Tyre Changers	PPP	Advertising Issue 121	£	2.50	£	12.50	£	15.00
CMC Golf Europe Ltd	PPP	Advertising Issue 121	£	4.50	£	22.50	£	27.00
Waterside Cafe	PPP	Advertising Issue 121	£	4.50	£	22.50	£	27.00
Technology Doctors	PPP	Advertising Issue 121	£	5.42	£	27.08	£	32.50
Grove Farm PYO	PPP	Advertising Issue 121	£	4.50	£	22.50	£	27.00
Travel Impressions	PPP	Advertising Issue 121	£	4.50	£	22.50	£	27.00
L Eagling	Administration	Transfer of funds from sale of old HP toner cartridges			£	86.41	£	86.41
Tring Market Auctions	PPP	Advertising Issue 121	£	9.00	£	45.00	£	54.00
Ashby's Chartered Accountants	PPP	Advertising Issue 121	£	4.50	£	22.50	£	27.00
ADM Admin & Book-keeping	PPP	Advertising Issue 121	£	2.50	£	12.50	£	15.00
Barry Cato Motor Repairs	PPP	Advertising Issue 121	£	2.50	£	12.50	£	15.00
			£62.25	£351.25		£413.50		
TOTAL INCOMINGS			£62.25	£363.58		£425.83		

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
24/05/2019	The Blindman	PPP - overdue	Advertising issues 120-123. Cancelled future advertising until account cleared. Cancelled 5% prepayment discount as account not prepaid. Therefore credit note raised for £27, leaving £30 overdue for 2 editions of advertising that have already been printed. Still no payment or contact.	£	5.00	£ 25.00
05/08/2019	Safran Electrical & Power UK Ltd	Sports & Leisure	Hire of car parking 11-13 July 2019. Sent remittance advice but funds not year appeared in account.	£	21.00	£ 105.00
05/08/2019	Beacon View Windows	PPP	Advertising Issue 121 Reminder issued, was due for payment by 4/9	£	9.00	£ 45.00
05/08/2019	Greensleeves	PPP	Advertising Issue 121 Reminder issued, was due for payment by 4/9	£	5.42	£ 27.08
05/08/2019	Marsworth Pre-School	PPP	Advertising Issue 121 Reminder issued, was due for payment by 4/9	£	4.50	£ 22.50
05/08/2019	NM Counselling	PPP	Advertising Issue 121 Reminder issued, was due for payment by 4/9	£	2.50	£ 12.50
05/08/2019	Footworks	PPP	Advertising Issue 121-124 Reminder issued, was due for payment by 4/9	£	8.87	£ 44.35
07/08/2019	Taylor Wimpey	Litter & Dog Fouling	Supply & installation of additional dog bin by Local Wildlife Site off Westfield Road	£	62.63	£ 313.14
07/08/2019	P&I/UCF	Sports & Leisure	Matches at pavilion x 3 in September	£	27.75	£ 138.75
TOTAL INCOME PENDING				£271.17	£1,448.15	£1,719.32

Summary of those in credit with the parish council:

None

Summary of accounts where the parish council is in credit:

Wave	Allotments	Water account for allotments £8.02 in credit	£	8.02
Horwood & James	Purchase of Leisure Land	Solicitor holding sum as guarantee to S A Law	£	950.00

Commitments 2019-20:

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£	416.66
J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (3 paid)	£	2,000.00
J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£	340.00
		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
J Leonard Ltd	Devolved Services	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	Open Space	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£	468.00
Reg Porter	Pitstone Hill	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	Open Space	Hedge cutting 2019 at Windsor Road playground. Approved 31/1/19. Min 323/18.3. PO20190207a.	£	90.00
Reg Porter	S106	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£	2,700.00
John Groom (Ground Keeping)	Open Space	Renovate 2 x noticeboards in 2019. 1st board Glebe Close £160 + VAT. Approved 28/2/19. Min 358/18. PO20190305a.	£	320.00
Abode Solutions	General Maintenance	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
BCC	Pitstone & livinghoe Safety Scheme	Draw up legal documents to purchase leisure land from Pitstone Parish Charity (S106 approved. PO20190401a. Approved 28/3/19. Min: 384/18.4)	£	800.00
Horwood and James	S106 / Purchase of Leisure Land			

	Kirkby & Diamond	S106 / Purchase of Leisure Land	Produce charity commission report re sale of land to parish council	£	1,500.00
	S A Law	S106 / Purchase of Leisure Land	Undertake legal work for Parish Charity re sale of land to parish council	£	800.00
	Parish Charity	S106 / Purchase of Leisure Land	Value of land being purchased	£	33,500.00
C/Card	Sipgate	Administration	Telephony package/Clerk - EB1871120	£	10.00
C/Card	Sipgate	Administration	Telephony package/assistant - EB1866809	£	10.00
C/Card	Amazon	Administration	popper wallets for correspondence, welcome packs, volunteer packs etc	£	27.48
C/Card	Amazon	Administration	lanyards & card wallets for car scheme drivers	£	10.74
C/Card	Leaflet Frog	Community Transport	leaflets for Community Bus survey	£	42.00
			Remove broken tree and put cage into storage until autumn. Carry out minor repairs at play spaces. Repair 2 x commemorative signs. Remove Rocking Rocket plaque. Replace roof tiles and repair broken fence at pavilion.	tbc	
	J Leonard Ltd	Open Space	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£	1,895.68
	AVDC	Litter and dog fouling	Printing of PPP x 4 editions (2 paid, 2 remaining). PO20190515. Minute 21/19 25/4/19.	£	1,710.00
	Almar (Tring) Ltd	PPP & Guide	JCB backhoe loader & operator. £290 full day. £150 half day. PO20190607. Minute 67/19.2 30/5/19	£	290.00
	Jack Hawkins	Allotments	20 tonnes of MOT type 1 delivered. Price and supplier to be agreed & resolved closer to time.	£	450.00
	Tbc	Allotments	Repairs to Hever Close playground. PO20190716a. Minute SL54/19.3 from 11/7/19	£	293.49
	Wicksteed Leisure Ltd	S106	Repairs to Windsor Road playground. PO20190716b. Minute SL54/19.3 from 11/7/19	£	842.25
	Wicksteed Leisure Ltd	S106	Annual water samples, TMV servicing etc. PO20190716c. Minute 53/19.6 from 11/7/19.	£	360.00
	3CET	Sports & Leisure	Procurement and project management assistance for skate park. PO20190716d. Minute SL51/19.2e&c from 11/7/19. Estimate £2,025/£250 per day + VAT. (£575 Stage 1, £1450 Stage 2)	£	2,025.00
	Local Council Consultancy	Skate park project	Procurement and project management assistance for pavilion phase II. PO20190716e. Minute SL51/19.d&c from 11/7/19. Estimate £2,700/£250 per day + VAT. (£700 Stage 1, £1,000 Stage 2, £1,000 Stage 3)	£	2,700.00
	Local Council Consultancy	Pavilion project		£	67,018.26

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept (second installment)	£ 61,750.00
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:

Cheque for £1,174.66 paid to SA Law re SA Law invoice 394658 and Landmark Chambers invoice 177295

Summary of Recreation Ground Charity Transactions:

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