

**PITSTONE PARISH COUNCIL
DECEMBER 2019 FINANCIAL SUMMARY, FOR 9 JANUARY 2020 MEETING**

Expenditure from Unity authorised electronically by members in December & ratified/noted at 9/1/20 meeting

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST and expenses	£ 3.75	£ 2,957.63	£ 2,961.38
E260	Pitstone Memorial Hall	Administration	Hall hire during November. 4 quarters charge for wheelie bin use, minus £1 rent	£ -	£ 329.83	£ 329.83
E261	Dave Rollins	Youth Café	November café management	£ -	£ 144.26	£ 144.26
E265	Woods Hardwick	Pavilion project/S106	Architectural services for RIBA Stage 4, PO201909012a Min SL65/19c from 12/9/19 meeting. 1.1% of construction costs/£9,900 at £0.9m. Payment 1	£ 1,000.00	£ 5,000.00	£ 6,000.00
E266	J Hawkins	Allotments	JCB & driver hire. Approved 31/10/19, Min 226/19.	£ -	£ 290.00	£ 290.00
E267	John Groom (Ground Keeping)	Sport & Leisure	Groundkeeping at the pavilion in Nov	£ -	£ 320.00	£ 320.00
E268	Almar (Tring) Ltd	Administration	Printing of invitations to volunteer thank you event	£ 6.13	£ 30.67	£ 36.80
E289	Dave Rollins	Youth Café	December café management	£ -	£ 288.36	£ 288.36
E290	Lamps & Tubes Illuminations	Street Lighting	Repairs on Vic Rd and Ship Lane	£ 57.00	£ 285.00	£ 342.00
E291	Route One	Grant project expenditure	Scooters and Skateboards, funded by youth café LAF grant	£ 163.31	£ 816.57	£ 979.88
E292	R Haynes	Maintenance	Bus shelter cleaning on 16/12/19	£ -	£ 60.00	£ 60.00
E293	Woods Hardwick	Pavilion project/S106	Architectural services for RIBA Stage 4, PO201909012a Min SL65/19c from 12/9/19 meeting. 1.1% of construction costs/£9,900 at £0.9m. 1 x payment of £5k made 24/12/19. This is payment 2 of 2, for Stage 4.	£ 980.00	£ 4,900.00	£ 5,880.00
Sub total of standard bacs/cheques				£ 2,210.19	£ 15,422.32	£ 17,632.51

Expenditure from Unity authorised at 9/1/20 meeting

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E295	Vita Electrical Co	Sport & Leisure	Replacement emergency light at pavilion	£ 18.00	£ 90.00	£ 108.00
E296	Bannerman Consulting Engineers	Pavilion project/S106	M&E advise for Riba Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 meeting (£5k paid invoice 1, £3.5k paid invoice 2, £1,470 remaining)	£ 700.00	£ 3,500.00	£ 4,200.00
E298	J Leonard Ltd	Open Space	Repair fencing on recreation ground. PO20191114-SL96/19.1	£ -	£ 80.00	£ 80.00
E300	J Leonard Ltd	Sport & Leisure	Misc repairs at pavilion site	£ -	£ 210.00	£ 210.00
E299	J Leonard Ltd	Sport & Leisure	Purchase pack of 30 tiles for pavilion roof	£ -	£ 150.00	£ 150.00
E297	J Leonard Ltd	Sport & Leisure	Replace broken glass in pavilion door	£ -	£ 35.00	£ 35.00
E301	Sussex Fab Shop	Grant expenditure/capital project	Hinged post with bracket for 2nd mvas unit (Part funded from LAF grant £1,681/50%. PO258/19.4/28-11-19	£ -	£ 235.00	£ 235.00
E304	John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£ -	£ 900.00	£ 900.00
E305	John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2019/20.	£ -	£ 285.00	£ 285.00
Sub total of standard bacs/cheques				£ 718.00	£ 5,485.00	£ 6,203.00

Grants & donations authorised at 9 January 2020 meeting

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

Direct debits/charges noted at 9 January 2020 meeting

E264	Sage	Administration	Monthly accounting and payroll software subscription (December 2019)	£ 4.60	£ 23.00	£ 27.60	
E270	Eon	Lighting	Unmetered electricity 1-30/11/19	£ 52.14	£ 260.69	£ 312.83	
E269	CNG	Sports & Leisure	Gas at pavilion to 26/11/19	£ 0.70	£ 14.09	£ 14.79	
E271	Opus	Sports & Leisure	Elec at pavilion to 29/11/19	£ 2.11	£ 42.11	£ 44.22	
C/Card	E231	Sipgate	Administration	Telephony package/Clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E232	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E272	Clark Contracting	Allotments	20 tonnes of MOT type 1 delivered. Delivery 2. 20tonnes x £22.50 per tonne. PO20191111b. Approved 31/10/19. Min 226/19.	£ 90.00	£ 450.00	£ 540.00
C/Card	E239	Hallmaster	Sports	Online booking system annual licence	£ 27.40	£ 137.00	£ 164.40
C/Card	E192	Chiltern Society	Administration	Annual membership. Approved 31/10/19 mtd Min 231/19	£ -	£ 30.00	£ 30.00
C/Card	E273	Amazon Business	Administration	Envelopes for invites	£ 0.88	£ 4.37	£ 5.25
C/Card	E274	Amazon Business	Administration	Card and pins	£ 1.82	£ 9.06	£ 10.88
C/Card	E275	Amazon Business	Administration	Paper for printer	£ 4.47	£ 22.34	£ 26.81
C/Card	E276	Lloyds Bank	Administration	Monthly credit card fee	£ -	£ 3.00	£ 3.00
C/Card	E262	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E263	Sipgate	Administration	Telephony package/clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E277	Home Leisure Depot	Grant expenditure/youth café	Outdoor table tennis table. Part funded from LAF grant (£2,080)	£ 125.67	£ 628.33	£ 754.00

C/Card	E278	Laptop Power Supply Shop	Administration	Replacement battery for laptop	£	10.83	£	54.16	£	64.99
C/Card	E279	Tesco	Administration	Christmas box for 4 x part time staff	£	6.08	£	30.42	£	36.50
C/Card	E280	Post Office	Administration	Postage for volunteer event invites (out of village)	£	-	£	7.32	£	7.32
C/Card	E301	Lloyds Bank	Administration	Monthly credit card fee	£	-	£	3.00	£	3.00
	E303	Sage	Administration	Monthly accounting and payroll software subscription (January 2020)	£	4.60	£	23.00	£	27.60
	E307	Eon	Lighting	Unmetered electricity 1-31/12/19	£	53.87	£	269.37	£	323.24
	E294a	Unity Bank	Administration	Manual credit handling charge	£	-	£	0.30	£	0.30
	E294b	Unity Bank	Administration	Service charge	£	-	£	35.25	£	35.25
Sub total of direct debits					£	385.17	£	2,086.81	£	2,471.98
TOTAL OUTGOINGS					£	3,313.36	£	22,994.13	£	26,307.49

Insurance amendments Outdoor table tennis table plus scooters/skateboards added to our insurance. Will need to add cover for 2nd mVAS and youth café equipment upon receipt

Inter-account transfers None

Receipts received to 31 December 2019, paid into a NatWest account

				VAT	Net	Gross
NatWest	Financial	Bank Interest - S106 account	£	-	£ 0.75	£ 0.75
NatWest	Financial	Bank Interest - reserve account	£	-	£ 10.08	£ 10.08
NatWest	Financial	Bank Interest - S106 account	£	-	£ 0.83	£ 0.83
NatWest	Financial	Bank Interest - reserve account	£	-	£ 11.13	£ 11.13
				£	-	£ 22.79
				£	-	£ 22.79

Receipts received to 3 January 2020, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
PJC driver training	Sports & Leisure	Hire of car parking area for driving lessons in November	£	-	£ 40.00
Ashby's	PPP	Advertising in edition 122	£	4.50	£ 22.50
BCC	Devolved Services	Extra VAHT grass cutting in 2019	£	-	£ 129.44
Travel Impressions	PPP	Advertising in edition 122	£	4.50	£ 22.50
FABS Exercise Classes	PPP	Advertising in edition 122	£	2.50	£ 12.50
Taylor Wimpey	Litter & Dog Fouling	Supply & installation of additional dog bin by Local Wildlife Site off Westfield Road	£	62.63	£ 313.14
ADM Admin & Book keeping	PPP	Advertising in edition 122	£	2.50	£ 12.50
P&I JFC	Sports & Leisure	November pitch hire	£	96.07	£ 480.36
Tring Market Auctions	PPP	Advertising in edition 122	£	9.00	£ 45.00
P&IUFC	Sports & Leisure	November and December pitch hire	£	41.92	£ 209.59
P&IUFC	Sports & Leisure	Extra bookings in Nov & Dec	£	16.33	£ 81.67
P&IUFC	Sports & Leisure	Jan 20 pitch hire	£	18.50	£ 92.50
Greensleeves	PPP	Advertising in edition 122	£	5.42	£ 27.08
Little IT Company	PPP	Advertising in editions 122-125	£	20.58	£ 102.90
P E Mead & Sons	PPP	Advertising in editions 122-125	£	8.87	£ 44.35
Barry Cato Motor Repairs	PPP	Advertising in edition 122	£	2.50	£ 12.50
Marsworth Pre School	PPP	Advertising in edition 122	£	4.50	£ 22.50
Beacon View Windows	PPP	Advertising in edition 122	£	9.00	£ 45.00
Windmill Pharmacy	PPP	Advertising in edition 122	£	5.42	£ 27.08
PJC driver training	Sports & Leisure	Hire of car parking area for driving lessons in December	£	-	£ 40.00
			£314.74	£1,783.11	£2,097.85
TOTAL INCOMINGS			£314.74	£1,805.90	£2,120.64

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
07/01/2020	P&I JFC	Sports and Leisure	Pitch hire during December 2019	£	78.33	£ 391.62
07/01/2020	P&I UFC	Sports and Leisure	Pitch hire - 1 x extra in Jan + 2 x estimated in Feb	£	27.75	£ 138.75
TOTAL INCOME PENDING				£106.08	£530.37	£636.45

Summary of those in credit with the parish council: None

Summary of accounts where the parish council is in credit:

None

Commitments 2019-20:

	David Rollins	Youth Café	Management fee August 2019-July 2020	£ 1,249.98
	David Rollins	Youth Café	2 x safeguarding training places for volunteers. Approved 26/9/19. PO20190930a	£ 80.00
	Brookmead School	Youth Café	hall hire for youth café. Spring term.	£ 350.00
	Reg Porter	Open Space	Grass cutting 2019. Local Green Space by The Crescent. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6	£ 528.00
	Reg Porter	Pitstone Hill	cuts @ £88 per cut.	£ 468.00
	Reg Porter	Open Space	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£ 440.00
	Reg Porter	S106	Hedge cutting 2019 at Recreation Ground, Local Green Space, allotments and pavilion. Approved 31/1/19. Min 323/18.3. PO20190207a.	£ 90.00
	John Groom (Ground Keeping)	Open Space	Hedge cutting 2019 at Windsor Road playground. Approved 31/1/19. Min 323/18.3. PO20190207a.	£ 900.00
	John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£ 8,944.52
C/Card	Sipgate	Administration	Ground-keeping at the pavilion 2019/20.	£ 10.00
	AVDC	Litter and dog fouling	Telephony package/clerk - reverse charge VAT	£ 1,895.68
	Almar (Tring) Ltd	PPP & Guide	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£ 855.00
	Lamps & Tubes Illuminations	Street Lighting	Printing of PPP x 4 editions (3 paid, 1 remaining). PO20190515. Minute 21/19 25/4/19.	tbc
	Buckland Landscapes	Open Space	Installation of Christmas lighting, then removal of lights post Christmas and storage until next year.	£ 170.00
	Swarco	Grant expenditure/capital project	Replacement tree for recreation ground to replace vandalised tree	£ 2,459.46
	GES Water	Sport & Leisure	2nd mvas unit. Part funded from LAF grant (£1,681/50%). PO258/19.4/28-11-19.	£ 50.00
C/Card	Metcalfes	Sport & Leisure	Potable water sample from kitchen tap at pavilion. POSL94/19/7-1-20.	£ 24.98
	Local Council Consultancy	Skate park project/S106	Replacement padlocks for pavilion grills. POSL94/19/7-1-20	£ 2,025.00
	Local Council Consultancy	Pavilion project/S106	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)	£ 2,000.00
	Woods Hardwick	Pavilion project/S106	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. (£1,000 Stage 2, £1,000 Stage 3)	£ 5,400.00
	Woods Hardwick	Pavilion project/S106	Architectural services for RIBA Stage 5, PO201909012a Min SL65/19.d from 12/9/19 meeting. 0.6% of construction costs/£5,400 at £0.9m. Whilst novated to D&B contractor. Payable via contractor.	£ 5,400.00
	Bannerman Consulting Engineers	Pavilion project/S106	Architectural services for RIBA Stage 6, PO201909012a Min SL65/19.d from 12/9/19 meeting. 0.6% of construction costs/£5,400 at £0.9m. Whilst novated to D&B contractor. Payable via contractor.	£ 1,470.00
	CDMPC	Pavilion project/S106	M&E advise for Riba Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 meeting (£5k paid invoice 1, £3.5k paid invoice 2, £1,470 remaining)	£ 3,200.00
	CDMPC	Play Space/S106	Principal Designer Services. RIBA stages 4-6. PO20190923a. Min 154/19.3e from 5/9/19 meeting. 0.4% of construction cost/£3,200 at £0.8m	£ 500.00
	Huck Tek Ltd	Play Space/S106	CDM Services for Huck Play Space Project. PO20190923b. Min SL154/19.4bii from 5/9/19 meeting. Review and update existing only.	£ 109,173.06

Commitments 2020-21:

	David Rollins	Youth Café	Management fee August 2019-July 2020 (April-July logged here)	£ 1,666.64
	John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2020/21. £950p. PO20191031-217/19.5A	£ 3,800.00
	John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa.	£ 10,000.00
	BCC	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111. TBC.	£ 4,750.00
				£ 167,900.32

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	
BCC	Grants Received	Grant towards 2nd mVAS 50%/£1681 (to be claimed retrospectively)	£ 1,681.00
BCC	Grants Received	Grant towards youth café equipment £2,080 (to be claimed retrospectively)	£ 2,080.00

Bank Reconciliation & S106 Summary:

See separate document

Pavilion Phase II Project Summary:

See separate document

Budget Monitor & 3 year budget forecast:

See separate document.