

**PITSTONE PARISH COUNCIL
27 FEBRUARY 2020 FINANCIAL SUMMARY**

Expenditure from Unity authorised at 27/2/2020 meeting

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST, plus Oct-Dec overtime (reclaimed from S106)	£ -	£ 4,785.64	£ 4,785.64
E335	Pitstone Memorial Hall	Administration	Hall hire during January	£ -	£ 170.58	£ 170.58
E336	David Rollins	Youth Café	Management of youth café in January, 2 x volunteer safeguarding training, £23 raised by young people cake sale	£ -	£ 249.26	£ 249.26
E338	John Groom (Grounds Maintenance)	Sport & Leisure	Ground maintenance at the pavilion in January 2020	£ -	£ 340.00	£ 340.00
E339	Almar (Tring) Ltd	Administration	Printing of certificates for 6 x winners of kids sign competition	£ 0.97	£ 4.83	£ 5.80
E341	KLS supplies Ltd	Sport & Leisure	Bleach for pavilion	£ 1.10	£ 5.50	£ 6.60
E342	AVDC	Litter and dog fouling	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£ 290.82	£ 1,454.08	£ 1,744.90
E343	GES Water	Sport & Leisure	Potable water sample from kitchen tap at pavilion. POSL94/19/7-1-20.	£ 10.00	£ 50.00	£ 60.00
E361	Almar (Tring) Ltd	Administration	Printing of certificate for volunteer of year	£ 0.60	£ 3.00	£ 3.60
E362	L&T Illuminations	Lighting	Repair of street light	£ 35.00	£ 175.00	£ 210.00
E363	R Haynes	Maintenance	Cleaning of 4 bus shelters on 17/2/2020	£ -	£ 60.00	£ 60.00
E364	Reg Porter	Open Space/S106/Pitstone Hill	Grass cutting PO20190206c	£ 597.80	£ 2,989.00	£ 3,586.80
E365	Reg Porter	Open Space/S106/Allotments/ Sport & Leisure	Hedge cutting PO20190207a	£ 132.00	£ 660.00	£ 792.00
Sub total of standard bacs/cheques				£ 1,068.29	£ 10,946.89	£ 12,015.18

Grants & donations authorised at 27 February 2020 meeting

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
E353	Name to be revealed at Annual Assembly	Grant/donations paid	£ -	£ 50.00	£ 50.00
tbc	Pitstone Allotment Association	Grant/donations paid	£ -	tbc	tbc
Sub total of grants and donations			£ -	£ 50.00	£ 50.00

Direct debits/charges to 27 February 2020

E346	CNG	Sports & Leisure	Gas at pavilion to 28/1/2020	£ 0.48	£ 9.60	£ 10.08
E337	Sage	Administration	Accounting and payroll software subscription for February 2020	£ 4.60	£ 23.00	£ 27.60
E347	Eon	Street Lighting	Street lighting unmetered electricity 1-31/1/2020	£ 53.87	£ 269.37	£ 323.24
C/Card	E306	Sipgate	Administration	£ -	£ 10.00	£ 10.00
C/Card	E308	Metcalfes	Sport & Leisure	£ 5.00	£ 24.98	£ 29.98
C/Card	E310	Tring Brewery	Employment	£ 11.92	£ 59.58	£ 71.50
C/Card	E311	Tesco	Employment	£ 16.28	£ 81.38	£ 97.66
C/Card	E320	Big Game Hunters	Grant expenditure/youth café	£ 116.66	£ 583.32	£ 699.98
C/Card	E329	Amazon	Grant expenditure/youth café	£ 16.40	£ 81.92	£ 98.32
C/Card	E348	Lloyds Bank	Finance	£ -	£ 3.00	£ 3.00
C/Card	E349	Opus Energy	Sports & Leisure	£ 2.15	£ 42.95	£ 45.10
Sub total of direct debits				£ 227.36	£ 1,189.10	£ 1,416.46
TOTAL OUTGOINGS				£ 1,295.65	£ 12,185.99	£ 13,481.64

Insurance amendments No amendments required.

Inter-account transfers None

Receipts received to 31 January 2020, paid into a NatWest account

				VAT	Net	Gross	
	NatWest	Financial	Reserve accrual account interest	£	-	£ 10.78	£ 10.78
	NatWest	Financial	S106 account interest	£	-	£ 0.81	£ 0.81
				£	-	£ 11.59	£ 11.59

Receipts received 27 February 2020, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross	
03/02/2020	PJC Driving School	Sports and Leisure	Hire of the pavilion car park for driving lessons in January	£	-	£ 40.00	£ 40.00
14/02/2020	National Trust	Compensation	For loss of rag pit. Anglian Water payment.	£	-	£ 200.00	£ 200.00
04/02/2020	AVDC	S106/Pavilion Project	Claim 1 submitted to point of issue of tender documents	£	-	£ 28,481.71	£ 28,481.71
14/02/2020	P&I/FC	Sports and Leisure	Hire of the pavilion pitches for estimated 2 matches in March + extra 3 booked for Feb	£	46.25	£ 231.25	£ 277.50
14/02/2020	The Tyre Changers	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	Windmill Pharmacy	PPP	PPP Issue 123	£	5.42	£ 27.08	£ 32.50
14/02/2020	Tring Yoga Studio	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	C&S Automotive	PPP	PPP Issue 123-126	£	34.20	£ 171.00	£ 205.20
17/02/2020	Marsworth Pre-School	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
18/02/2020	BCC	Grants Received	Grant towards 2nd mVAS 50%/£1347.23 (to be invoiced/claimed retrospectively)	£	245.95	£ 1,347.23	£ 1,593.18
18/02/2020	CMC Golf Europe Ltd	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
18/02/2020	MA Technology Services	PPP	PPP Issue 123-126	£	17.10	£ 85.50	£ 102.60
19/02/2020	F. R. Jeffery Coal Merchant	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
20/02/2020	FABS Exercise Classes	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
25/02/2020	P&I/FC	Sports and Leisure	Hire of the pavilion pitches during January 2020	£	63.49	£ 317.46	£ 380.95
				£438.41	£31,031.23	£31,469.64	
TOTAL INCOMINGS				£438.41	£31,042.82	£31,481.23	

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
16/01/2020	Network Rail Infrastructure Ltd	Sports and Leisure	Hire of the pavilion car park during December during rail replacement works.	£	150.00	£ 750.00	£ 900.00
14/02/2020	Barry Cato Motor Repairs	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	Tring Market Auctions	PPP	PPP Issue 123	£	9.00	£ 45.00	£ 54.00
14/02/2020	Ashby's Chartered Accountants	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
14/02/2020	Beacon View Windows	PPP	PPP Issue 123	£	9.00	£ 45.00	£ 54.00
14/02/2020	Travel Impressions	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
14/02/2020	ADM Admin & Book-keeping	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	NM Counselling	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	Technology Doctors	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
14/02/2020	Greensleeves	PPP	PPP Issue 123	£	5.42	£ 27.08	£ 32.50
14/02/2020	Mason's Stores (Premier)	PPP	PPP Issue 123-126	£	17.10	£ 85.50	£ 102.60
14/02/2020	Grooms Farm Shop	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
14/02/2020	Fine Antique Clocks & Barometers	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
14/02/2020	Plumm Property	PPP	PPP Issue 123-126	£	44.34	£ 221.69	£ 266.03
14/02/2020	T&S TREECARE	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
14/02/2020	Hawthorn Gardening	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
TOTAL INCOME PENDING				£ 1,607.09	£ 94,564.55	£ 96,171.64	

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	£ 833.32
Brookmead School	Youth Café	hall hire for youth café. Spring term.	£ 350.00
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

C/Card	John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2019/20.	£	-
C/Card	Sipgate	Administration	Telephony package/clerk - reverse charge VAT	£	10.00
C/Card	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£	10.00
C/Card	Wel Medical	Sport & Leisure	Replacement pads for defibrillator x 2	£	65.90
	Signs Realm	Project expenditure/highway signs	Produce 42 x A3/A2 corrugated temporary signs for display around village and presentation to winners.	£	374.88
	Post Office	Administration	Hole punched. Supply cable ties.	£	3.17
	Card Factory	Administration	Huck JCT Contract return.	£	1.32
	Wilko	Administration	Get well cards	£	5.62
C/Card	Post Office	PPP	A4 frame and card for volunteer of year	£	10.79
	Local Council Consultancy	Skate park project/S106	PPP postage	£	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
	Beacon Surveying Services	Pavilion project/S106	CDM Services for Huck Play Space Project. PO20190923b. Min SL154/19.4bii from 5/9/19 meeting. Review and update existing only.	£	1,650.00
	Beacon Surveying Services	Pavilion project/S106	QS services, pre-tender. PO253/19.2iv/9-1-20. Paid paid ref E328.	£	16,290.00
	Easy-Gate Ltd	Play Space/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£	730.00
	J Leonard Ltd	Play Space/S106	Replacement playground gate for Windsor Rd. PO SL125/19.2a/13-2-20.	£	520.00
			Installation of replacement playground gate for Windsor Road. PO SL125/19.2b/13-2-20.	£	520.00

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. £950pq. 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
Vita Electrical	Youth Café	PAT tests PO SL123/19.2a/13-2-2020.	£	60.00
Huck Tek Ltd	Play Space/S106	Remove old play equipment and install new play space on land by recreation ground. PO20191106a. Min 217/19/3a from 31/10/19.	£	109,173.06
tbc	Play Space	Huck play space post installation inspection	£	395.00
			£	171,594.70

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	
AVDC	Precept	To be paid in 2 halves, April and October	£ 139,920.00
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.