

**PITSTONE PARISH COUNCIL
30 JANUARY 2020 FINANCIAL SUMMARY**

Expenditure from Unity authorised at 30/1/20 meeting

| Code | Beneficiary | Cost Centre | Description | VAT | Net | Gross |
|---|---------------------------|-----------------------------------|--|-------------------|-------------------|--------------------|
| Various | Various | Employment | Confidential salary/wage payments, plus HMRC PAYE & NI and NEST and expenses | £ 15.02 | £ 3,188.34 | £ 3,203.36 |
| E316 | Pitstone Memorial Hall | Administration | Hall hire during December | £ - | £ 26.75 | £ 26.75 |
| E315 | R Haynes | Maintenance | Bus shelter cleaning on 13/1/2020 | £ - | £ 60.00 | £ 60.00 |
| E317 | L&T Illuminations | Street Lighting | To test, install, turn on/off. remove and store xmas tree lights. | £ 100.00 | £ 500.00 | £ 600.00 |
| E319 | Parrs | Litter and dog fouling | Hi-vis protective clothing for litter picker. PO254/19b.9-1-20. | £ 9.00 | £ 45.00 | £ 54.00 |
| E318 | Parrs | Sport & Leisure | 2 x replacement brooms for pavilion. PO20190114. | £ 13.20 | £ 66.00 | £ 79.20 |
| E328 | Beacon Surveying Services | Pavilion Project/S106 | QS services. PO253/19.2iv/9-1-20 | £ 400.00 | £ 2,000.00 | £ 2,400.00 |
| E330 | Almar (Tring) Ltd | PPP & Guide | Printing of PPP x 4 editions (last edition this financial year). PO20190515. Minute 21/19 25/4/19. | £ - | £ 825.00 | £ 825.00 |
| E331 | Buckland Landscapes | Open Space | Replacement trees for recreation ground to replace vandalised trees (x 2) | £ 76.00 | £ 380.00 | £ 456.00 |
| E332 | Swarco | Grant expenditure/capital project | 2nd mvas unit. Part funded from LAF grant (£1,681/50%). PO258/19.4/28-11-19. | £ 491.89 | £ 2,459.46 | £ 2,951.35 |
| E333 | J Leonard Limited | Sport & Leisure | Clear pedestrian pathway at pavilion | £ - | £ 120.00 | £ 120.00 |
| Sub total of standard bacs/cheques | | | | £ 1,105.11 | £ 9,670.55 | £ 10,775.66 |

Grants & donations for autorisation at 30 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 |
|--|-------------------|---|------------|-------------------|-------------------|
| tbc | Party in the Park | Grant/donations paid | £ - | £ 1,600.00 | £ 1,600.00 |
| Sub total of grants and donations | | | £ - | £ 1,600.00 | £ 1,600.00 |

Direct debits/charges 9-30 January 2020

| | | | | | | |
|-----------------------------------|-------------|------------------|--|-------------------|--------------------|--------------------|
| E313 | CNG | Sports & Leisure | Gas at pavilion to 27/12/19 | £ 0.76 | £ 15.20 | £ 15.96 |
| E334 | Opus Energy | Sports & Leisure | Electricity at pavilion 30/11-30/12/2019 | £ 2.09 | £ 41.85 | £ 43.94 |
| Sub total of direct debits | | | | £ 2.85 | £ 57.05 | £ 59.90 |
| TOTAL OUTGOINGS | | | | £ 1,107.96 | £ 11,327.60 | £ 12,435.56 |

Insurance amendments Added cover for 2nd mVAS and basketball hoops to insurance policy

Inter-account transfers None

Receipts received to 23 January 2019, paid into a NatWest account

| | | | |
|---|------------|------------|------------|
| No additional income, all noted at 9/1/2020 meeting | VAT | Net | Gross |
| | £ - | £ - | £ - |
| | £ - | £ - | £ - |

Receipts received 9-30 January 2020, paid into Unity account

| Company | Cost Centre | Description | VAT | Net | Gross |
|---------|-------------|-------------|-----|-----|-------|
|---------|-------------|-------------|-----|-----|-------|

| | | | | | | | | | |
|------------------------|---------|--------------------|--|---|------------------|---|----------------|---|----------------|
| 07/01/2020 | P&I JFC | Sports and Leisure | Pitch hire during December 2019 | £ | 78.33 | £ | 391.62 | £ | 469.95 |
| n/a | HMRC | VAT | Quarter 3 VAT Return. Amount to be refunded to the parish council. | £ | 5,398.87 | £ | - | £ | - |
| 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 | £ | 166.50 |
| | | | | | £5,504.95 | | £530.37 | | £636.45 |
| TOTAL INCOMINGS | | | | | £5,504.95 | | £530.37 | | £636.45 |

Debtors Summary/Overdue Invoices/Income Pending:

| Date of Invoice | Name | Cost Centre | Invoice/Description | VAT | Net | Gross |
|-----------------------------|---------------------------------|-----------------------|--|-----|-------------------|-------------------|
| 16/01/2020 | National Trust | Compensation | For loss of rag pit. Anglian Water payment. | £ | - | £ 200.00 |
| 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 |
| n/a | AVDC | S106/Pavilion Project | Claim 1 submitted | £ | - | £ 28,481.71 |
| TOTAL INCOME PENDING | | | | | £16,664.85 | £31,022.82 |
| | | | | | | £31,491.06 |

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 | Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c. | £ | 900.00 |
| | John Groom (Ground Keeping) | Sport & Leisure | Ground-keeping at the pavilion 2019/20. | £ | 1,530.48 |
| C/Card | Sipgate | Administration | Telephony package/clerk - reverse charge VAT | £ | 10.00 |
| | AVDC | Litter and dog fouling | Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3 | £ | 1,895.68 |
| | GES Water | Sport & Leisure | Potable water sample from kitchen tap at pavilion. POSL94/19/7-1-20. | £ | 50.00 |
| C/Card | Metcalles | Sport & Leisure | Replacement padlocks for pavilion grills. POSL94/19/7-1-20 | £ | 24.98 |
| C/Card | Tring Brewery | Employment | Beer for volunteer thank you event on 16/1/20. | £ | 59.58 |
| C/Card | Tesco | Employment | Refreshments for volunteer thank you event on 16/1/20 | £ | 81.38 |
| C/Card | Big Game Hunters | Grant expenditure/youth café | 2 x basketball hoops | £ | 583.32 |
| C/Card | Amazon | Grant expenditure/youth café | basketballs, table tennis bats & balls | £ | 81.92 |
| | Post Office | Play Space/S106 | Huck JCT Contract return. | £ | 3.17 |
| | Local Council Consultancy | Skate park 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) | £ | 2,025.00 |
| | Local Council Consultancy | 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) | £ | 2,000.00 |
| | 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 |
| | Woods Hardwick | 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. | £ | 5,400.00 |
| | 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) | £ | 1,470.00 |
| | CDMPC | Pavilion project/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 | £ | 3,200.00 |
| | CDMPC | 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. | £ | 500.00 |

| | | | |
|---------------------------|-----------------------|--|--------------|
| Beacon Surveying Services | Pavilion project/S106 | QS services, pre-tender. PO253/19.2iv/9-1-20. Paid paid ref E328. | £ 1,650.00 |
| Beacon Surveying Services | Pavilion project/S106 | QS services, post-tender. PO253/19.2iv/9-1-20. | £ 16,290.00 |
| 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 |

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 |
| | | | <u>£ 175,751.19</u> |

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 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.