

**PITSTONE PARISH COUNCIL  
26 MARCH 2020 FINANCIAL SUMMARY**

**Expenditure from Unity authorised at 26/3/2020 meeting**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST, plus expenses	£ 8.14	£ 2,991.35	£ 2,999.49
E368	David Rollins	Youth Café	Management of youth café in February	£ -	£ 284.36	£ 284.36
E369	Almar (Tring) Ltd	Administration	Printing of AA agendas	£ -	£ 53.50	£ 53.50
E370	John Groom (Grounds Maintenance)	Sport & Leisure	Ground maintenance at the pavilion in February 2020	£ -	£ 135.00	£ 135.00
E372	Beacon Surveying Solutions	S106/pavilion project	QS services	£ 330.00	£ 1,650.00	£ 1,980.00
E373	Signs Realm	Project/highway signs	Produce 42 x A3/A2 corrugated temporary signs for display around village and presentation to winners. Supply cable ties. PO20200227/320/19.2	£ -	£ 374.88	£ 374.88
E374	J Leonard Limited	Youth Café Grant	Construct 2 x basketball hoops	£ -	£ 120.00	£ 120.00
E375	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)	£ 243.60	£ 1,218.00	£ 1,461.60
E376	Pitstone Memorial Hall	Administration	Hall hire during February	£ -	£ 168.00	£ 168.00
E377	J Leonard Ltd	Maintenance	Erection of temporary speed signs. PO20200227-351/19.2	£ -	£ 40.00	£ 40.00
E378	J Leonard Ltd	Sport & Leisure	Repair pavilion roof & purchase more tiles	£ -	£ 120.00	£ 120.00
E379	J Leonard Ltd	Open space	Remove tree stump from recreation ground	£ -	£ 45.00	£ 45.00
E384	Staples	Administration	Stationery	£ 12.04	£ 60.20	£ 72.24
E390	Brookmead School	Youth Café	hall hire for youth café. Spring term.	£ -	£ 350.00	£ 350.00
E391	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
E394	KLS Ltd	Administration	Consumables/disinfectant	£ 11.19	£ 55.95	£ 67.14
E404	Lamps & Tubes	Street Lighting	Repair of Crispin Field column	£ 29.00	£ 145.00	£ 174.00
E405	Neville Special Projects	Grant Expenditure/Pavilion Project	Deposit for materials. Invoice 1. To be reclaimed from AVDC New Homes Bonus Grant (£370,000 approved). BACS to be raised for 15/4/20 to allow time for NHB funding to be received.	£ 4,940.00	£ 24,700.00	£ 29,640.00
<b>Sub total of standard bacs/cheques</b>				<b>£ 5,573.97</b>	<b>£ 33,411.24</b>	<b>£ 38,985.21</b>

**Grants & donations authorised at 26 March 2020 meeting**

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
E393	Party in the Park	Grant/donations paid	£ -	£ -	£ -
Their bank account now live, so grant previously resolved to provide being actioned. NB This event has been postponed until 2021 due to Coronavirus. Therefore, grant no longer required this year.			£ -	£ -	£ -
<b>Sub total of grants and donations</b>			<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits/charges to 26 March 2020**

	E371	Sage	Administration	Accounting and payroll software subscription for March 2020	£ 4.60	£ 23.00	£ 27.60
	E380	Eon	Street Lighting	Street lighting unmetered electricity 1-29/2/2020	£ 50.40	£ 251.99	£ 302.39
	E381	CNG	Sports & Leisure	Gas at pavilion to 25/2/2020	£ 0.76	£ 15.25	£ 16.01
	E382	Wave	Allotments	Water at allotments	£ -	£ 44.64	£ 44.64
	E383	Wave	Sports & Leisure	Water at pavilion to 14/2/2020	£ -	£ 65.82	£ 65.82
C/Card	E344	Sipgate	Administration	Telephony package/clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E345	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E340	Wel Medical	Sport & Leisure	Replacement pads for defibrillator x 2	£ 13.18	£ 65.90	£ 79.08
C/Card	E352	Post Office	PPP/Guide	PPP postage	£ -	£ 10.79	£ 10.79
C/Card	E385	Clicksend	Administration	Car scheme texts - reverse charge VAT	£ -	£ 30.00	£ 30.00
C/Card	E386	Amazon	Administration	Copier paper	£ 4.00	£ 19.97	£ 23.97
C/Card	E387a	Amazon	Administration	Stationery	£ 1.17	£ 5.82	£ 6.99
C/Card	E387b	Amazon	Administration	Stationery	£ 3.20	£ 15.97	£ 19.17
C/Card	E388	Lloyds Bank	Finance	Credit Card monthly fee	£ -	£ 3.00	£ 3.00
	E392	Opus Energy	Sports & Leisure	Electricity at pavilion 31/1/20-28/2/2020	£ 2.01	£ 40.15	£ 42.16
<b>Sub total of direct debits</b>				<b>£ 79.32</b>	<b>£ 612.30</b>	<b>£ 691.62</b>	
<b>TOTAL OUTGOINGS</b>				<b>£ 5,653.29</b>	<b>£ 34,023.54</b>	<b>£ 39,676.83</b>	

**Insurance amendments**

No amendments required.

**Inter-account transfers**

Move £63,400 from NatWest Reserve Account to Unity Trust Bank Account to assist with play space and pavilion payments and VAT in short term. Cheque 003643. £ 63,400.00

**Receipts received to 5 March 2020, paid into a NatWest account**

				VAT	Net	Gross	
NatWest	Financial	Reserve accrual account interest		£	-	£ 9.74	£ 9.74
NatWest	Financial	S106 account interest		£	-	£ 0.73	£ 0.73
				<b>£</b>	<b>-</b>	<b>£ 10.47</b>	<b>£ 10.47</b>

**Receipts received to 26 March 2020, paid into Unity account**

	Company	Cost Centre	Description	VAT	Net	Gross	
02/03/2020	PJC Driving School	Sports and Leisure	Hire of the pavilion car park for driving lessons in February	£	-	£ 40.00	£ 40.00
13/03/2020	Tring Market Auctions	PPP	PPP Issue 123	£	9.00	£ 45.00	£ 54.00
13/03/2020	Barry Cato Motor Repairs	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
10/03/2020	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
05/03/2020	Travel Impressions	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
04/03/2020	Mason's Stores (Premier)	PPP	PPP Issue 123-126	£	17.10	£ 85.50	£ 102.60
13/03/2020	Fine Antique Clocks & Barometers	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
13/03/2020	Beacon View Windows	PPP	PPP Issue 123	£	9.00	£ 45.00	£ 54.00
16/03/2020	Greensleeves	PPP	PPP Issue 123	£	5.42	£ 27.08	£ 32.50
16/03/2020	ADM Admin & Book-keeping	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
16/03/2020	T&S TREECARE	PPP	PPP Issue 123-126	£	9.50	£ 47.50	£ 57.00
19/03/2020	Plumm Property	PPP	PPP Issue 123-126	£	44.34	£ 221.69	£ 266.03
25/03/2020	NM Counselling	PPP	PPP Issue 123	£	2.50	£ 12.50	£ 15.00
25/03/2020	Sports Therapist	PPP	PPP 124-127	£	16.20	£ 81.00	£ 97.20
26/03/2020	Tring Yoga Studio	PPP	PPP 124	£	2.50	£ 12.50	£ 15.00
26/03/2020	Windmill Pharmacy	PPP	PPP 124	£	5.42	£ 27.08	£ 32.50
				<b>£219.02</b>	<b>£1,135.08</b>	<b>£1,354.10</b>	
<b>TOTAL INCOMINGS</b>				<b>£219.02</b>	<b>£1,145.55</b>	<b>£1,364.57</b>	

**Debtors Summary/Overdue Invoices/Income Pending:**

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
14/02/2020	Ashby's Chartered Accountants	PPP	PPP Issue 123	£	4.50	£ 22.50	£ 27.00
14/02/2020	Grooms Farm Shop	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
16/03/2020	BCC	Grants Received	Grant towards youth café equipment £2,080 (to be claimed retrospectively)	£	391.99	£ 2,080.00	£ 2,471.99
17/03/2020	P&JFC	Sports & Leisure	Pavilion hire in Feb & March 2020	£	98.99	£ 494.94	£ 593.93
24/03/2020	CMC Golf	PPP	PPP 124	£	4.50	£ 22.50	£ 27.00
24/03/2020	Travel Impressions	PPP	PPP 124	£	4.50	£ 22.50	£ 27.00
24/03/2020	Greensleeves	PPP	PPP 124	£	5.42	£ 27.08	£ 32.50
24/03/2020	Barry Cato	PPP	PPP 124	£	2.50	£ 12.50	£ 15.00
24/03/2020	Tyre Changers	PPP	PPP124-127	£	9.00	£ 45.00	£ 54.00
24/03/2020	ADM	PPP	PPP124	£	2.50	£ 12.50	£ 15.00
24/03/2020	Tring Market Auctions	PPP	PPP 124	£	9.00	£ 45.00	£ 54.00
24/03/2020	Beacon View Windows	PPP	PPP 124	£	9.00	£ 45.00	£ 54.00
24/03/2020	Wendover French Tuition	PPP	PPP 124-127	£	16.20	£ 81.00	£ 97.20
24/03/2020	Cheddington Pre School	PPP	PPP 124-127	£	16.20	£ 81.00	£ 97.20
24/03/2020	Ivinghoe Turf	PPP	PPP 124-127	£	9.00	£ 45.00	£ 54.00
24/03/2020	Handyman Dave	PPP	PPP 124-127	£	9.00	£ 45.00	£ 54.00
<b>TOTAL INCOME PENDING</b>				<b>£</b>	<b>1,339.32</b>	<b>£ 6,947.00</b>	<b>£ 8,286.32</b>

Summary of those in credit with the parish council: None

Summary of accounts where the parish council is in credit: None

**Commitments:**

	David Rollins	Youth Café	Management fee August 2019-July 2020	£	416.66	
	John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2019/20.	£	1,190.48	
C/Card	Sipgate	Administration	Telephony package/clerk - reverse charge VAT	£	10.00	
C/Card	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£	10.00	
	Post Office	Administration	Huck JCT Contract return.	£	3.17	
	Card Factory	Administration	Get well cards	£	1.32	
	Wilko	Administration	A4 frame and card for volunteer of year	£	5.62	
C/Card	Post Office	Administration	AA agenda postage	£	8.40	
	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 3)	£	1,000.00
	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, post-tender. PO253/19.2iv/9-1-20.	£	16,290.00
	Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO20200326-388/19.4d. Additional works	£	2,530.00
	Easy-Gate Ltd	Play Space/S106	Replacement playground gate for Windsor Rd. PO SL125/19.2a/13-2-20.	£	730.00
	J Leonard Ltd	Play Space/S106	Installation of replacement playground gate for Windsor Road. PO SL125/19.2b/13-2-20.	£	520.00
	J Leonard Ltd	Sport & Leisure	Dispose of youth shelter to scrap metal merchants. PO20200227-346/19.7b	tbc	
C/Card	Clark Contracting	Allotments	1 x 20 tonne delivery of type 1 stone to complete the allotment track works. PO20200227-363/19.1	£	450.00
	J Hawkins	Allotments	JCB & driver hire for 1 day to complete allotment track works. PO20200227-363/19.1	£	290.00
	David Rollins	Youth Café	Management fee August 2019-July 2020 (April-July logged here)	£	2,083.30
	John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2020/21. £950pa. 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
	John Groom (Ground Keeping)	Sport & Leisure	Extra £1k approved for additional summer pitch renovation following over-use by permitting 5 teams to play. PO20200227-315/19.2	£	1,000.00
	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
	RoSPA	Play Space	Huck play space post installation inspection PO2020-03-12/139/19.4b	£	395.00
	Camiers	Pavilion project/S106	12-yard skip hire re pavilion & container clear out. PO20200227-346/19.6	£	366.00
	J Leonard Ltd	Pavilion project/S106	Labour to assist with pavilion & container clear out. PO20200227-346/19.7	tbc	
	Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.	tbc	
	Beacon Surveying Services	Skate Park project/S106	QS services, pre-tender. PO20200227-346/19.10b.3	£	2,850.00
	Beacon Surveying Services	Skate Park project/S106	QS services, post-tender. PO20200227-346/19.10b.3	£	3,735.00
	Ross Lawry Agricultural Services	Devolved Services	Right of Way maintenance footpath 1 & 6 PO20200227-354/19.3a Price fixed for 2 years from 20/21, £250pa	£	250.00
	Ross Lawry Agricultural Services	Devolved Services	Hedge cutting PO20200227-354/19.3b To be confirmed if & when necessary. Price fixed for 2 years from 20/21, £270pa	£	270.00
	Ross Lawry Agricultural Services	Open Space	Grass cutting for parish council open space. PO20200227-354/19.3d. Max £475 per cut. Est 6 cuts. Price fixed for 2 years from 20/21	£	2,850.00
	Ross Lawry Agricultural Services	Open Space	Hedge cutting PO20200227-354/19.3c for the parish council. Price fixed for 2 years from 20/21, £530pa	£	530.00
	Ross Lawry Agricultural Services	Open Space	Grass cutting along 40mph Marsworth Road. PO20200227-354/19.e. £110 per cut x est 6 cuts. Price fixed for 2 years from 20/21	£	660.00
	IAC Audit & Consultancy Ltd	Administration	Internal Audit. 3 year contract from 2020/21. £365.75pa (£385 with 5% disc). PO20200227-331/19.	£	365.75
	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
	Laser Life	Administration	3 x sets toner cartridge	£	2.49
C/Card	Amazon	Administration	Cable ties	£	2.49
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Construction of extended and refurbished pavilion. PO20200324-374/19.d	£	915,225.00
				£	1,099,816.25

#### 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
AVDC	New Homes Bonus Grant	£370,000 for pavilion project. Payable in arrears following presentation of invoices. Invoice No 1 for £24,700 submitted 25/3/20	£ 370,000.00

#### Bank Reconciliation & S106 Summary:

See separate document

#### Pavilion Phase II Project Summary:

See separate document

#### Budget Monitor & 3 year budget forecast:

See separate document.