

**PITSTONE PARISH COUNCIL  
MAY 2019 FINANCIAL SUMMARY**

**Expenditure from Unity to 30 May 2019**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E58-64	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 3,930.91	£ 3,930.91
E31	Vita Electrical Co	Sports & Leisure	Annual fire test, annual emergency lighting test, pat test for pavilion and youth café equipment (37)	£ 57.40	£ 287.00	£ 344.40
E32	J Leonard Ltd	Sports & Leisure	Supply all materials and repair holes in fencing along hedge line on Marsworth Road/Recreation Ground.	£ -	£ 160.00	£ 160.00
E33	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Cut 1. Min 319/18b. PO20190206b. 20 tonnes of 50:50 sports mix top soil for pitch renovations. Approved 14/2/19 S&L. Min ref SL100/18. PO20190404a.	£ -	£ 500.00	£ 500.00
E36	Construction Materials Limited	Sports & Leisure	Room hire in April	£ 157.90	£ 789.52	£ 947.42
E37	Pitstone Memorial Hall	Administration	Architectural services (final payment)	£ -	£ 78.45	£ 78.45
E39	Woods Hardwick	Redevelopment of pavilion/S106	Café management for April 2019	£ 770.00	£ 3,850.00	£ 4,620.00
E40	David Rollins	Youth Café	April groundkeeping at pavilion site + 2 extra bags grass seed	£ -	£ 300.46	£ 300.46
E41	John Groom (Grounds Maintenance)	Sports & Leisure	Printing 2 x A3 signs for recreation ground	£ -	£ 575.00	£ 575.00
E42	Almar (Tring) Ltd	Administration	PPP printing PO20190515. Minute 21/19 25/4/19.	£ 0.80	£ 4.00	£ 4.80
E43	Almar (Tring) Ltd	PPP & Guide	Clean of 4 x bus shelters on 13/5/19	£ -	£ 855.00	£ 855.00
E44	R Haynes	Maintenance	Hall hire for summer term	£ -	£ 60.00	£ 60.00
E57	Brookmead School	Youth café	Roll out of LED x 14 lanterns	£ -	£ 325.00	£ 325.00
E65	Lamps & Tubes Illuminations Ltd	Street Lighting	Repair to Crispin Field street light	£ 1,400.00	£ 7,000.00	£ 8,400.00
E66	Lamps & Tubes Illuminations Ltd	Street Lighting		£ 21.00	£ 105.00	£ 126.00
<b>Sub total of standard bacs/cheques</b>				<b>£ 2,407.10</b>	<b>£ 18,820.34</b>	<b>£ 21,227.44</b>

**Grants & donations from Unity noted on 30 May 2019**

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		£ -	£ -
<b>Sub total of grants and donations</b>			<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits noted at 30 May 2019 meeting**

E35	CNG	Sports & Leisure	Gas at pavilion to 26/4/19	£ 0.34	£ 6.82	£ 7.16
E38	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.00	£ 20.00	£ 24.00
E34	Eon	Lighting	Unmetered electricity 1-30/4/19	£ 58.81	£ 294.06	£ 352.87
E55	Opus	Sports & Leisure	Elec at pavilion to 29/4/19	£ 1.46	£ 29.25	£ 30.71
c/card dd	E6	Dell	Laptop for new employee	£ 125.80	£ 629.00	£ 754.80
c/card dd	E12	Magnolia of Tring	Flowers for departing councillor	£ -	£ 41.00	£ 41.00
c/card dd	E16	Amazon Business	Keyboard for new employee	£ 1.77	£ 8.83	£ 10.60
c/card dd	E15	Amazon Business	Back up drives for new employee	£ 33.62	£ 168.03	£ 201.65
c/card dd	E7	Microsoft	Office 365 Business x 2 users (reverse charge VAT)	£ -	£ 189.60	£ 189.60
c/card dd	E11	1Password	Subscription to Teams service for 2 employees pro-rata for 9/4/19-9/5/19	£ -	£ 0.93	£ 0.93
c/card dd	E45	1Password	Additional user, pro rata	£ -	£ 2.84	£ 2.84
c/card dd	E46	Amazon Business	laptop sleeve for new employee	£ -	£ 11.48	£ 11.48
c/card dd	E47	Lloyds Bank	Monthly fee	£ -	£ 3.00	£ 3.00
E53	Wave	Allotments	Water at allotments. £42.16 bill. Remains £8.02 in credit on account.	£ -	£ -	£ -
E54	Wave	Sports & Leisure	Water at pavilion to 15/5/19. Was £5.09 in credit. Bill £57.61. dd therefore £52.52	£ -	£ 52.52	£ 52.52
<b>Sub total of direct debits</b>				<b>£ 225.80</b>	<b>£ 1,457.36</b>	<b>£ 1,683.16</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 2,632.90</b>	<b>£ 20,277.70</b>	<b>£ 22,910.60</b>

**Insurance amendments** £956.45 added to office equipment section & confirmed by Came & Co.

**Inter-account transfers for year-end reconciliations**

Completed	From NatWest Business Reserve Account holding S106 funds, via letter of instruction, to NatWest Current Account	£3,213.27
Received into Unity 9/5/19	cheque from NatWest Current Account, to Unity Trust Bank Account re S106 account year end reconciliation	£3,213.27

**Receipts received to 3 May 2019, paid into a NatWest account**

NatWest	Financial	Bank Interest - S106 account
NatWest	Financial	Bank Interest - reserve account

VAT	Net	Gross
	£ 1.39	£ 1.39
	£ 14.99	£ 14.99
<b>£ -</b>	<b>£ 16.38</b>	<b>£ 16.38</b>

**Receipts received to 23 May 2019, paid into Unity account**

Company	Cost Centre	Description
Hawthorne Gardening	PPP	Advertising issues 119-122
AVDC	Precept	First half payment
HMRC	VAT	Quarter 4 VAT return
PJC Driver Training	Sports & Leisure	Hire of car park land in April for driving lessons
P&IJFC	Sports & Leisure	Pitch hire during March
AVDC	S106	Release of S106 re pavilion project, up to point of grant of planning
Wendover French Tuition	SI-594	PPP (part payment of extended invoice)
Windmill Pharmacy	PPP	Advertising issue 120
Sports Therapist	PPP	Advertising issues 120-123
Relationship Counsellor	PPP	Advertising issue 120
Waterside Café	PPP	Advertising issue 120

VAT	Net	Gross
£ 9.50	£ 47.50	£ 57.00
£ -	£ 61,750.00	£ 61,750.00
£ 1,033.93	£ -	£ -
£ -	£ 40.00	£ 40.00
£ 13.50	£ 67.50	£ 81.00
£ -	£ 12,926.76	£ 12,926.76
£ 4.50	£ 22.50	£ 27.00
£ 5.42	£ 27.08	£ 32.50
£ 17.10	£ 85.50	£ 102.60
£ 2.50	£ 12.50	£ 15.00
£ 4.50	£ 22.50	£ 27.00
<b>£1,056.93</b>	<b>£61,905.00</b>	<b>£61,928.00</b>
<b>£1,056.93</b>	<b>£61,921.38</b>	<b>£61,944.38</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
14/05/2019	P&IJFC	Sports & Leisure	April pitch hire	£ 70.13	£ 350.66	£ 420.79
24/05/2019	The Blindman	PPP	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
24/05/2019	Martin Keable	PPP	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
24/05/2019	Barry Cato Motor Repairs	PPP	Advertising issues 120	£ 2.50	£ 12.50	£ 15.00
24/05/2019	Ivinghoe Turf	PPP	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
24/05/2019	Ridgeways	PPP	Advertising issues 120 - cancelled future advertising	£ 2.50	£ 12.50	£ 15.00
24/05/2019	Tring Market Auctions	PPP	Advertising issue 120	£ 9.00	£ 45.00	£ 54.00
24/05/2019	Cheddington Pre-School	PPP	Advertising issues 120-123	£ 17.10	£ 85.50	£ 102.60
24/05/2019	Marsworth Pre-School	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
24/05/2019	Handyman Dave	PPP	Advertising issues 120-123	£ 9.50	£ 47.50	£ 57.00
24/05/2019	Grove Farm Pick your Own	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
24/05/2019	Ashbys	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
24/05/2019	CMC Golf	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
24/05/2019	Greensleeves	PPP	Advertising issue 120	£ 5.42	£ 27.08	£ 32.50
24/05/2019	Tyre Changers	PPP	Advertising issue 120	£ 2.50	£ 12.50	£ 15.00
24/05/2019	Travel Impressions	PPP	Advertising issue 120	£ 4.50	£ 22.50	£ 27.00
24/05/2019	ADM	PPP	Advertising issue 120	£ 2.50	£ 12.50	£ 15.00
24/05/2019	NM Counselling	PPP	Advertising issue 120	£ 2.50	£ 12.50	£ 15.00
24/05/2019	French Tuition	PPP	Advertising issue 120-123 (extended out to cover 4 editions. Original amount paid. Balance outstanding 75.60)	£ 4.50	£ 22.50	£ 27.00
<b>TOTAL INCOME PENDING</b>				<b>£2,340.53</b>	<b>£137,886.46</b>	<b>£138,159.13</b>

Summary of those in credit: None

**Commitments 2019-20:**

David Rollins	Youth Café	Management fee August 2018-July 2019 (April to July)	£ 1,249.98
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	Reg Porter	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18a. PO20190206a.	£	300.00
	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (1 paid)	£	3,000.00
	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	Hall hire, setting up, break down & supply/serve refreshments at Annual Assembly. Approved 31/1/19. Min 325/18.5. PO20190207b.	£	85.00
	Pitstone Memorial Hall	Administration	Internal Audit fee. Approved 31/1/19. Min 332/18. PO20190207d.	£	350.00
	IAC	Administration			
	John Groom (Ground Keeping)	Open Space	Renovation of the Recreation Ground (patch/seed/scarify). Approved 14/2/19. Min SL100/18.2. PO20190226b.	tbc	
	John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2019/20. Approved 14/2/19. Min SL100/18.3. PO20190226c.	£	3,600.00
	John Groom (Ground Keeping)	Sports & Leisure	Renovation of the pavilion pitches (1 x 20 tonne top soil/15 bags grass seed/fertiliser). Approved 14/2/19. Min SL100/18.4. PO20190226d. (Labour outstanding)	£	1,385.00
	Abode Solutions	General Maintenance	Renovate 2 x noticeboards in 2019. 1st board Glebe Close £160 + VAT. Approved 28/2/19. Min 358/18. PO20190305a.	£	320.00
	BCC	Pitstone & livinghoe Safety Scheme	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
	Honwood and James	S106 / Purchase of Leisure Land	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
C/Card	1Password	Administration	Subscription to Teams service for 2 employees per annum (note \$) (due May 2019)	\$	114.91
C/Card	Sipgate	Administration	Telephony package/clerk	£	10.00
C/Card	Sipgate	Administration	Telephony package/assistant	£	10.00
C/Card	Amazon Business	Administration	lanyards for car scheme drivers	£	9.36
C/Card	Amazon Business	Administration	badge holders for car scheme drivers	£	5.12
C/Card	Metcalfes	Sports & Leisure	Combi padlock & cable ties	£	17.92
C/Card	Post Office	PPP & Guide	PPP postage	£	8.40
	J Leonard Ltd	S106 / Play Space	Initial ground and clearing works + access	£	13,800.00
	AVDC	Litter and dog fouling	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£	1,895.68
	AVDC	Litter and dog fouling	Relocate Windsor Road bin. PO20190513b. Minute 24/19.2	£	134.68
	AVDC	Litter and dog fouling	Additional dog bin for Westfield Road Local Wildlife Site. PO20190513c. Minute 24/19.4. (Hope to recover installation cost from Taylor Wimpey, and PPC will need to meet emptying costs pro rata £118.48 per annum)	£	313.34
	Almar (Tring) Ltd	PPP & Guide	Printing of PPP x 4 editions (1 paid, 3 remaining). PO20190515. Minute 21/19 25/4/19.	£	2,565.00
				£	44,289.35

#### 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:

£500.10 received for PIE Summer Festival.

#### Summary of Recreation Ground Charity Transactions:

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