

**PITSTONE PARISH COUNCIL  
OCTOBER 2019 FINANCIAL SUMMARY**

**Expenditure from Unity authorised on 31 October 2019**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ 1.28	£ 3,064.82	£ 3,066.10
E191	Honwood and James	S106 / Purchase of Leisure Land	Purchase of 2 x parcels of land from Pitstone Parish Charity (S106 approved. PO20190401a. Approved 28/3/19. Min: 394/19.4) including Harwood & James and S A Law legal costs minus £950 held on account by H&J. Payment was approved at 26/9/19 meeting and approved electronically by DN & BB on 27/9/19.	£ 389.00	£ 34,460.00	£ 34,849.00
E192	Chiltern Society	Administration	Annual membership. Payment will be made via credit card if resolved to approve.	£ -	£ 30.00	£ 30.00
E193	CommuniCorp	Administration	Annual subscription to Local Councils Update. (if resolve to approve)	£ -	£ 75.00	£ 75.00
E198	Pitstone Memorial Hall	Administration	Hall hire during September	£ -	£ 108.23	£ 108.23
E199	Dave Rollins	Youth Café	September café management	£ -	£ 275.26	£ 275.26
E200	John Groom (Ground Keeping)	Sport & Leisure	Groundkeeping at the pavilion in Sept	£ -	£ 355.00	£ 355.00
E207	Jack Hawkins	Allotments	JCB backhoe loader & operator. £290 full day. PO20190607. Minute 67/19.2 30/5/19	£ -	£ 290.00	£ 290.00
E208	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Cut 4. Min 31/9/18b. PO20190206b.	£ -	£ 525.00	£ 525.00
E209	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Cut 5 inc Yardley Ave & Glebe Close. Min 31/9/18b. PO20190206b.	£ -	£ 620.00	£ 620.00
E210	J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 31/9/18b. PO20190206b. Cut 1	£ -	£ 169.40	£ 169.40
E211	J Leonard Ltd	Devolved Services	Misc siding out etc 2019-20. Approved 31/1/19. Min 31/9/18b. PO20190206b. Siding out alley between Cheddington Road and Crispin Field, approved 5/9/19 min ref 162/19.	£ -	£ 180.00	£ 180.00
E212	J Leonard Ltd	Sports & Leisure	Repair broken fence at pavilion.	£ -	£ 150.00	£ 150.00
<b>Sub total of standard bacs/cheques</b>				<b>£ 390.28</b>	<b>£ 40,302.71</b>	<b>£ 40,692.99</b>

**Grants & donations authorised on 31 October 2019**

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
Royal British Legion	Grants & Donations	Annual donation in lieu of fresh wreath (amount of donation to be resolved at meeting)		£ -	£ -
<b>Sub total of grants and donations</b>			<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits noted at 31 October meeting**

E201	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.60	£ 23.00	£ 27.60
E204	CNG	Sports & Leisure	Gas at pavilion to 30/9/19	£ 0.22	£ 4.49	£ 4.71
E214	CNG	Sports & Leisure	Gas at pavilion to 30/9/19 (credit note to cancel E204)	-£ 0.22	-£ 4.49	-£ 4.71
E213	CNG	Sports & Leisure	Gas at pavilion to 30/9/19 (replaces E204)	£ 0.80	£ 15.96	£ 16.76
E203	Eon	Lighting	Unmetered electricity 1-30/9/19	£ 52.14	£ 260.69	£ 312.83
E205	Opus	Sports & Leisure	Elec at pavilion to 29/9/19	£ 1.53	£ 30.61	£ 32.14
C/Card	E166	Administration	Telephony package/Clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E167	Administration	Telephony package/assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E196	Administration	Leaflets for Design a Sign competition. Min 15/9/19.4b from 5/9/19 meeting.	£ -	£ 34.00	£ 34.00
C/Card	E197	Administration	Monthly credit card fee	£ -	£ 3.00	£ 3.00
	E194	Administration	Quarterly bank charges	£ -	£ 33.00	£ 33.00
<b>Sub total of direct debits</b>				<b>£ 59.07</b>	<b>£ 420.26</b>	<b>£ 479.33</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 449.35</b>	<b>£ 40,722.97</b>	<b>£ 41,172.32</b>

**Insurance amendments** Came and Company advised about the purchase of the parcel of Local Green Space

**Inter-account transfers** None

**Receipts received to 30 September 2019, paid into a NatWest account**

			VAT	Net	Gross
NatWest	Financial	Bank Interest - S106 account		£ 0.81	£ 0.81
NatWest	Financial	Bank Interest - reserve account		£ 10.78	£ 10.78
<b>Sub total</b>			<b>£ -</b>	<b>£ 11.59</b>	<b>£ 11.59</b>

**Receipts received to 24 October 2019, paid into Unity account**

Company	Cost Centre	Description	VAT	Net	Gross
P&I/FC	Sports & Leisure	August, September, October bookings at pavilion (arrears)	£ 67.91	£ 339.59	£ 407.50
PJC driver training	Sports & Leisure	Hire of car parking area for driving lessons in September	£ -	£ 40.00	£ 40.00
P&I/FC	Sports & Leisure	pavilion pitch hire during September	£ 141.65	£ 708.24	£ 849.89
PIE	Events	Hire of pavilion grounds for fireworks event	£ -	£ 187.55	£ 187.55
HMRC	VAT	Quarter 2 VAT return. £1,517.42 refunded by HMRC	£ 1,517.42	£ -	£ -
P&I/FC	Sports & Leisure	Matches at pavilion x 3 in September (arrears)	£ 27.75	£ 138.75	£ 166.50
AVDC	S106	Claim for S106 grant funding re purchase of leisure land	£ -	£ 37,090.00	£ 37,090.00
The Blindman	PPP	Advertising issues 120-123 (arrears)	£ 5.00	£ 25.00	£ 30.00
<b>Sub total</b>			<b>£1,759.73</b>	<b>£38,529.13</b>	<b>£38,771.44</b>
<b>TOTAL INCOMINGS</b>			<b>£1,759.73</b>	<b>£38,540.72</b>	<b>£38,783.03</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
07/08/2019 09/10/2019	overdue. Apologies. Now passed for payment. Taylor Wimpey P&IUFC	Litter & Dog Fouling Sports & Leisure	Supply & installation of additional dog bin by Local Wildlife Site off Westfield Road - issued 2 x reminders 1 x training at pavilion 3/10. Estimated 3 x matches at pavilion in November. Due by 31/10/19.	£ 62.63 £ 34.83	£ 313.14 £ 174.17	£ 375.77 £ 209.00
<b>TOTAL INCOME PENDING</b>				<b>£3,616.92</b>	<b>£77,557.16</b>	<b>£78,139.24</b>

**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	£ 4,166.60		
	David Rollins	Youth Café	2 x safeguarding training places for volunteers. Approved 26/9/19. PO20190930a Min xxxxx	£ 80.00		
	J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (5 paid) (Increased to include areas of Yardley & Glebe)	£ 1,240.00		
	J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£ 170.60		
	J Leonard Ltd	Devolved Services	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.	£ 980.00		
	Reg Porter	Open Space	PPC contributing £1877.14.			
	Reg Porter	Open Space	Grass cutting 2019. Local Green Space by The Crescent. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £288 per cut.	£ 528.00		
	Reg Porter	Pitstone Hill	Grass cutting of picnic area. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 @ £78 per cut.	£ 468.00		
	Reg Porter	Open Space	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	S106	Hedge cutting 2019 at Windsor Road playground. 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.	£ 1,800.00		
	BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96) (NB: LAF due to invoice upon receipt of the bill from TfB)	£ 11,288.96		
C/Card	Chiltern Society	Administration	1 x place on Heritage Stadium tour for Cllr Mitra	£ 7.00		
C/card	Baggerly	Litter and dog fouling	4 x boxes black sacks for litter pickers	£ 59.54		
	AVDC	Litter and dog fouling	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£ 1,895.68		
	Almar (Tring) Ltd	PPP & Guide	Printing of PPP x 4 editions (2 paid, 2 remaining). PO20190515. Minute 21/19 25/4/19.	£ 1,710.00		
C/Card. Waiting for invoice.	Clark Contracting	Allotments	20 tonnes of MOT type 1 delivered. PO20190927a. Approved 26/9/19. 20tonnes x £22.50 per tonne.	£ 450.00		
	Local Council Consultancy	Skate park project/S106	Procurement and project management assistance for skate park. PO20190716d. Minute SL51/19.2a&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. (£700 Stage 1, £1,000 Stage 2, £1,000 Stage 3)	£ 2,700.00		
	Sign Sense	Highways	Installation of mVAS ground-screw on Westfield Road. PO20190905a. Minute 159/19.3a from 5/9/19 meeting.	£ 363.00		
	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	£ 9,900.00		
	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.	£ 9,970.00		
	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		
				<b>£ 64,832.38</b>		

**Amounts not yet due to the parish council:**

Description	Cost Centre	Name	Amount
BCC	Devolved Services	Extra VAHT grass cutting (baes anticipated 5/10/19) (chased 18/10/19)	£ 129.44
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:** £33,398 income from SA Law re sale of leisure land

**Summary of Recreation Ground Charity Transactions:**  
 Horwood & James legal cost provision £700 yet to be billed.  
 £60 received from P&IUFC to cover June and July pitch hire  
 £18.00 service charge incurred  
 £150 invoiced to P&IUFC to cover September and October pitch hire, due by 31/10/19  
 £60 invoiced to P&IUFC to cover November pitch hire, due by 31/10/19  
 £90 invoiced to P&IUFC to cover September pitch hire