

**PITSTONE PARISH COUNCIL  
SEPTEMBER 2019 FINANCIAL SUMMARY**

**Expenditure from Unity authorised on 26 September 2019**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
E171-177	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST		£ 2,862.01	£ 2,862.01
E168	David Rollins	Youth Café	Café management for August 2019	£ -	£ 416.66	£ 416.66
E163	Pitstone Memorial Hall	Administration	Room hire in August	£ -	£ 143.40	£ 143.40
E178	L Eagling	Administration	Quarterly home office and expenses	£ 4.87	£ 94.04	£ 98.91
E179	R Haynes	Maintenance	Clean of 4 x bus shelters on 16/9/19	£ -	£ 60.00	£ 60.00
E160	Lamps & Tubes Illuminations	Street Lighting	Fix Cheddington Road light using client stock SOX	£ 33.00	£ 165.00	£ 198.00
E170	Sussex Fab Shop	Capital/projects	mvas ground screw socket & cap	£ -	£ 78.00	£ 78.00
E180	Came & Company	Administration	Year 1 of 3, long term agreement with Hiscox for insurance	£ -	£ 2,408.43	£ 2,408.43
<b>Sub total of standard bacs/cheques</b>				<b>£ 37.87</b>	<b>£ 6,227.54</b>	<b>£ 6,265.41</b>

**Grants & donations authorised on 26 September 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 26 September meeting**

				VAT	Net	Gross
	E164	Sage	Administration	£ 4.60	£ 23.00	£ 27.60
	E165	CNG	Sports & Leisure	£ 0.51	£ 10.20	£ 10.71
	E159	Eon	Lighting	£ 53.87	£ 269.37	£ 323.24
	E169	Opus	Sports & Leisure	£ 1.52	£ 30.46	£ 31.98
	E161	Wave	Allotments	£ -	£ 36.48	£ 36.48
	E162	Wave	Sports & Leisure	£ -	£ 75.99	£ 75.99
C/Card	E129	Sipgate	Administration	£ -	£ 10.00	£ 10.00
C/Card	E130	Sipgate	Administration	£ -	£ 10.00	£ 10.00
C/Card	E151	Amazon	Administration	£ 5.49	£ 27.48	£ 32.97
C/Card	E149&150	Amazon	Administration	£ 2.15	£ 10.74	£ 12.89
C/Card	E157	Leaflet Frog	Community Transport	£ -	£ 42.00	£ 42.00
C/Card	E158	Lloyds Bank	Administration	£ -	£ 3.00	£ 3.00
	E156	Unity Trust Bank	Administration	£ -	£ 11.00	£ 11.00
<b>Sub total of direct debits</b>				<b>£ 68.14</b>	<b>£ 559.72</b>	<b>£ 627.86</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 106.01</b>	<b>£ 6,787.26</b>	<b>£ 6,893.27</b>

**Insurance amendments** No amendments necessary

**Inter-account transfers** None

**Receipts received to 20 September 2019, paid into a NatWest account**

			VAT	Net	Gross
	NatWest	Financial		£ 0.78	£ 0.78
	NatWest	Financial		£ 10.43	£ 10.43
			<b>£ -</b>	<b>£ 11.21</b>	<b>£ 11.21</b>

**Receipts received to 20 September 2019, paid into Unity account**

Company	Cost Centre	Description	VAT	Net	Gross
Footworks	PPP	Advertising Issue 121-124	£ 8.87	£ 44.35	£ 53.22
Safran Electrical & Power UK Ltd	Sports & Leisure	Hire of car parking 11-13 July 2019.	£ 21.00	£ 105.00	£ 126.00
VAHT	Grants & donations received	Grant towards Pavilion Phase II	£ -	£ 10,000.00	£ 10,000.00
PJC/South Beds driver training	Sports & Leisure	Hire of car parking area for driving lessons in August	£ -	£ 40.00	£ 40.00
Beacon View Windows	PPP	Advertising Issue 121	£ 9.00	£ 45.00	£ 54.00
Marsworth Pre-School	PPP	Advertising Issue 121	£ 4.50	£ 22.50	£ 27.00
NM Counselling	PPP	Advertising Issue 121	£ 2.50	£ 12.50	£ 15.00
			<b>£29.87</b>	<b>£10,149.35</b>	<b>£10,179.22</b>
<b>TOTAL INCOMINGS</b>			<b>£29.87</b>	<b>£10,160.56</b>	<b>£10,190.43</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
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24/05/2019	overdue	The Blindman	PPP	Advertising issues 120-123. Cancelled future advertising until account cleared. Cancelled 5% prepayment discount as account not prepaid. Therefore credit note raised for £27, leaving £30	£	5.00	£	25.00	£	30.00	
05/08/2019	overdue	Greensleeves	PPP	Advertising Issue 121 2 x Reminders issued by telephone and email.	£	5.42	£	27.08	£	32.50	
07/08/2019	overdue	Taylor Wimpey	Litter & Dog Fouling	Supply & installation of additional dog bin by Local Wildlife Site off Westfield Road - issued 2 x reminders	£	62.63	£	313.14	£	375.77	
07/08/2019	overdue	P&IUCF	Sports & Leisure	Matches at pavilion x 3 in September - issued reminder	£	27.75	£	138.75	£	166.50	
09/09/2019	overdue	P&IUCF	Sports & Leisure	August, September, October bookings at pavilion - issued reminder	£	67.91	£	339.59	£	407.50	
<b>TOTAL INCOME PENDING</b>									<b>£228.45</b>	<b>£21,153.47</b>	<b>£21,381.92</b>

**Summary of those in credit with the parish council:** None

**Summary of accounts where the parish council is in credit:**

Horwood & James	Purchase of Leisure Land	Solicitor holding sum as guarantee to S A Law	£	950.00
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**Commitments 2019-20:**

David Rollins	Youth Café	Management fee August 2019-July 2020	£	4,583.26	
J Leonard Ltd	Devolved Services	Grass Cutting 2019-20. Est 7 cuts x £500 per cut. Min 319/18b. PO20190206b. (3 paid) (Increased to include areas of Yardley & Glebe)	£	2,380.00	
J Leonard Ltd	Devolved Services	Footpath strimming 2019-20. Approved 31/1/19. Min 319/18b. PO20190206b.	£	340.00	
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. PPC contributing £1877.14. To include the works in alley between Cheddington Road and Crispin Field, approved 5/9/19 min ref 162/19.	£	1,160.00	
Reg Porter	Open Space	Grass cutting 2019. Local Green Space by The Crescent. Approved 31/1/19. Min 323/18.2. PO20190206c. Est 6 cuts @ £88 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.	£	2,700.00	
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 & Ivinghoe 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	
Horwood 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	
Kirby & Diamond	S106 / Purchase of Leisure Land	Produce charity commission report re sale of land to parish council	£	1,500.00	
S A Law	S106 / Purchase of Leisure Land	Undertake legal work for Parish Charity re sale of land to parish council	£	800.00	
Parish Charity	S106 / Purchase of Leisure Land	Value of land being purchased	£	33,500.00	
C/Card	E166	Administration	Telephony package/Clerk - reverse charge VAT	£	10.00
C/Card	E167	Administration	Telephony package/assistant - reverse charge VAT	£	10.00
J Leonard Ltd	Open Space	Remove broken tree and put cage into storage until autumn. Carry out minor repairs at play spaces. Repair 2 x commemorative signs. Remove Rocking Rocket plaque. Replace roof tiles and repair broken fence at pavilion.	tbc		
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	
Jack Hawkins	Allotments	JCB backhoe loader & operator. £290 full day. £150 half day. PO20190607. Minute 67/19.2 30/5/19	£	290.00	
Tbc	Allotments	20 tonnes of MOT type 1 delivered. Price and supplier to be agreed & resolved closer to time.	£	450.00	
Wicksteed Leisure Ltd	S106	Repairs to Hever Close playground. PO20190716a. Minute SL54/19.3 from 11/7/19	£	293.49	
Wicksteed Leisure Ltd	S106	Repairs to Windsor Road playground. PO20190716b. Minute SL54/19.3 from 11/7/19	£	842.25	
3CET	Sports & Leisure	Annual water samples, TMV servicing etc. PO20190716c. Minute 53/19.6 from 11/7/19.	£	360.00	
Local Council Consultancy	Skate park project	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	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 xxxxxxx from 5/9/19 meeting.	£	363.00	
Barnard and Westwood	Administration	specialist binders and sheets	£	387.84	
				£	72,235.48

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

Description	Cost Centre	Name	Amount
AVDC	Precept	2019/20 precept (second installment)	£ 61,750.00
BCC	Devolved Services	Extra VAHT grass cutting (bacs anticipated 5/10/19)	£ 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:** No transactions this month.

**Summary of Recreation Ground Charity Transactions:** Horwood & James legal cost provision £700 yet to be incurred.