

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

Expenditure from Unity - 30 April 2020 meeting

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£	-	
E1	Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO20200326-388/19.4d. Additional works	£	506.00	£ 2,530.00
E2	Vitesse Plc	Administration	3 x sets of toner for printer (due to Covid-19 close down)	£	240.00	£ 1,200.00
E3	R Haynes	Maintenance	Bus shelter cleaning 23/3/20	£	-	£ 60.00
E4	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, £750 paid invoice 3, £750 remaining)	£	150.00	£ 750.00
E5	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)	£	200.00	£ 1,000.00
E6	Pitstone Memorial Hall	Administration	Hall hire during March	£	-	£ 157.41
E8	Groom Grounds Maintenance	Sport & Leisure	Ground keeping in March plus grass seed for renovation. Inc £45 Hever Close (S106)	£	-	£ 1,705.00
E11	S Davies	Administration	Quarterly home office	£	-	£ 54.00
E12	BALC	Administration	Annual membership to BMKALC/NALC/LCR	£	-	£ 553.25
E13	SLCC	Administration	Annual membership to SLCC	£	-	£ 202.00
E17	Almar (Tring) Ltd	Administration	Printing of Covid-19 help leaflet. PO20200326-398/19.4	£	-	£ 50.00
E19	D Rollins	Youth Café	Youth Café Management in March	£	-	£ 326.46
E20	R Haynes	Maintenance	Bus shelter cleaning 22/4/20	£	-	£ 60.00
E28	Community Impact Bucks	Administration	Annual subscription to Community Buildings	£	5.00	£ 25.00
E31	D Nicholls	Open Space	Refund of purchase of bike locks to secure the playground gates during covid-19 following vandalism of cable ties	£	-	£ 55.92
E34	Beacon Surveying Services	S106/Pavilion Project	Quantity Surveying Services for pavilion project, next installment	£	543.00	£ 2,715.00
Sub total of standard bacs/cheques				£	1,644.00	£ 11,444.04
						£ 13,088.04

One payment not to be approved until resolved negotiations between Huck Tek and BC

E16	Huck Tek	S106/Play Space	Payment 1 - 50% of materials for play space project	£	5,251.03	£ 26,255.13	£ 31,506.16
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Grants & donations at 30 April 2020 meeting

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross	
E32	SCAS	Grants & Donations	Cost of kit for 2nd Community First Responder	£	-	£ 2,000.00
E33	Windmill Pre School	Grants & Donations	Donation towards parent resource packs	£	-	£ 150.00
Sub total of grants and donations			£	-	£ 2,150.00	
					£ 2,150.00	

Direct debits/charges to 30 April 2020

E10	Sage	Administration	Accounting and payroll software subscription for April 2020	£	4.60	£ 23.00	£ 27.60	
E14	Eon	Street Lighting	Street lighting unmetered electricity 1-31/3/2020	£	53.87	£ 269.37	£ 323.24	
E18	CNG	Sports & Leisure	Gas at pavilion to 22/3/20	£	0.06	£ 1.11	£ 1.17	
C/Card	E366	Sipgate	Telephony package/clerk - reverse charge VAT	£	-	£ 10.00	£ 10.00	
C/Card	E367	Sipgate	Telephony package/assistant - reverse charge VAT	£	-	£ 10.00	£ 10.00	
C/Card	E389	Post Office	AA Agendas	£	-	£ 8.40	£ 8.40	
C/Card	E403	Clark Contracting	Allotments	£	90.00	£ 450.00	£ 540.00	
C/Card	E409	Clicksend	Administration	1 x 20 tonne delivery of type 1 stone to complete the allotment track works. PO20200227-363/19.1	£	-	£ 100.00	£ 100.00
C/Card	E406	Amazon	Administration	Car scheme texts - reverse charge VAT	£	0.42	£ 2.07	£ 2.49
C/Card	E410	Lloyds Bank	Finance	Cable ties	£	-	£ 3.00	£ 3.00
	E406	Unity Trust Bank	Administration	Credit Card monthly fee	£	-	£ 0.60	£ 0.60
	E407	Unity Trust Bank	Administration	Manual credit handling charge	£	-	£ 32.50	£ 32.50
dd	E7	Microsoft	Administration	Service charge	£	-	£ 189.60	£ 189.60
	E15	Opus Energy	Sports & Leisure	Office 365 Business	£	4.68	£ 93.50	£ 98.18
dd	E29	Wave	Sports & Leisure	Electricity at pavilion 29/2-30/3/20 - estimated as meter problem - anticipate will result in credit	£	-	£ 47.18	£ 47.18
			Water at pavilion 15/2-15/3/20	£	-	£ 47.18	£ 47.18	
Sub total of direct debits			£	153.63	£ 1,240.33	£ 1,393.96		
TOTAL OUTGOINGS			£	1,797.63	£ 14,834.37	£ 16,632.00		

Insurance amendments

No amendments required.

Inter-account transfers

£63,400 from NatWest Reserve Account to Unity Trust Bank Account approved 26/3/20. Cheque 003643. Slip 000199. Credited by Unity on 15/4/20.	£	63,400.00
£2,144.90 from NatWest Reserve Account for S106 maintenance funds to transfer to Unity Trust Bank Account via written instruction to NatWest current account and subsequent cheque to Unity Bank.	£	2,144.90

Receipts received to 5 April 2020, paid into a NatWest account

			VAT	Net	Gross
NatWest	Financial	Reserve accrual account interest	£ -	£ 11.14	£ 11.14
NatWest	Financial	S106 account interest	£ -	£ 0.83	£ 0.83
			£ -	£ 11.97	£ 11.97

Receipts received to 30 April 2020, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross
31/03/2020	Greensleeves	PPP	PPP 124	£ 5.42	£ 27.08	£ 32.50
27/03/2020	Tyre Changers	PPP	PPP124-127	£ 9.00	£ 45.00	£ 54.00
30/03/2020	Travel Impressions	PPP	PPP 124	£ 4.50	£ 22.50	£ 27.00
26/03/2020	CMC Golf	PPP	PPP 124	£ 4.50	£ 22.50	£ 27.00
30/03/2020	Grooms Farm Shop	PPP	PPP Issue 123-126	£ 9.50	£ 47.50	£ 57.00
31/03/2020	BCC	Grants Received	Grant towards youth café equipment £2,080 net	£ 416.00	£ 2,080.00	£ 2,496.00
31/03/2020	Beacon View Windows	PPP	PPP 124	£ 9.00	£ 45.00	£ 54.00
31/03/2020	Handyman Dave	PPP	PPP 124-127	£ 9.00	£ 45.00	£ 54.00
02/04/2020	Barry Cato	PPP	PPP 124	£ 2.50	£ 12.50	£ 15.00
03/04/2020	Ashby's Chartered Accountants	PPP	PPP Issue 123	£ 4.50	£ 22.50	£ 27.00
07/04/2020	Hawthorn Gardening	PPP	PPP Issue 123-126	£ 9.50	£ 47.50	£ 57.00
07/04/2020	Buckinghamshire Council	Devolved Services	Annual Devolved Service Payment	£ -	£ 3,552.28	£ 3,552.28
17/04/2020	Ashby's Chartered Accountants	PPP	PPP Issue 124	£ 4.50	£ 22.50	£ 27.00
n/a	HMRC	VAT	Q4 VAT Return (inc Huck invoice 1 & Nevilles invoice 1)	£ 13,117.67	£ -	£ -
n/a	P&IJFC	Grant & Donation Income	Contribution towards pavilion phase II building redevelopment (have to account for VAT on donation as they receive a benefit)	£ 666.67	£ 3,333.33	£ 4,000.00
22/04/2020	Ivinghoe Turf	PPP	PPP 124-127	£ 9.00	£ 45.00	£ 54.00
			£483.42	£2,417.08	£2,900.50	
TOTAL INCOMINGS			£483.42	£2,429.05	£2,912.47	

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
17/03/2020	P&IJFC	Sports & Leisure	Pavilion hire in Feb & March 2020 - NB they are unable to process the payment at present as the necessary bank card is in London & the contact is working from home due to covid	£ 98.99	£ 494.94	£ 593.93
24/03/2020	Cheddington Pre School	PPP	PPP 124-127 Suspect pre-school closed due to Covid, no response	£ 16.20	£ 81.00	£ 97.20
n/a	Buckinghamshire Council	Grant Income	New Homes Bonus Grant claim 1 (of total £370,000)	£ -	£ 24,700.00	£ 24,700.00
n/a	Buckinghamshire Council	S106 Income	Huck Tek play space project S106 claim 1 - negotiating with Huck & BC	£ -	£ 40,055.13	£ 40,055.13
n/a	P&IJFC	Grant Income	Contribution towards pavilion phase II building redevelopment (have to account for VAT on donation) - NB they are unable to process the payment at present as the necessary bank card is in London & the contact is working from home due to covid	£ 250.00	£ 1,250.00	£ 1,500.00
n/a	AVDC	Precept	First half of precept, to be paid in April	£ -	£ 69,960.00	£ 69,960.00
TOTAL INCOME PENDING			£ 15,613.29	£ 150,757.39	£ 153,253.01	

Summary of those in credit with the parish council:

P&IJFC	1 x match at 19/20 rate paid for but subsequently cancelled	£ 9.25	£ 46.25	£ 55.50
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Summary of accounts where the parish council is in credit:

None

Commitments:

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
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, £750 paid invoice 3, £750 remaining)	£ 750.00
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
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

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)	£	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
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. (£26,255.13 paid 30/4/20)	£	82,917.93
RoSPA	Play Space	Huck play space post installation inspection PO2020-03-12/139/19.4b	£	395.00
Wicksteed Leisure	Play Space/S106	Annual playground inspections for Windsor Road and Hever Close. PO20200312-SL139/19.4a	£	120.00
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	
J Leonard Ltd	Devolved Services	Side out green lane. PO20200326-397/19.2. Est	£	400.00
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
Action 4 Youth	Youth Café	Annual membership. PO20200326-393/19.3	£	100.00
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
Net World Sports	Sport & Leisure	Set of corner flags for junior football pitch. PO20200312-SL137/19.4	£	25.94
Sipgate	Administration	Monthly telephone rental for Covid-19 support group. PO20200326-398/19.4. Est 12 months.	£	110.00
Sipgate	Administration	Monthly phone package for Covid-19	£	10.00
Sipgate	Administration	Monthly phone package for assistant	£	10.00
Amazon Business	Administration	Paper for printer x 5	£	18.71
Pharma-Depot	Administration	500 disposable surgical face masks	£	192.86
Sipgate	Administration	Telephone system for Covid-19 support group. PO20200326-398/19.4	£	70.00
Clicksend	Administration	text costs for Covid-19 support group. PO20200326-398/19.4. Estimate. Depends on use.	£	100.00
Neville Special Projects Ltd	Pavilion Project/S106/Grant	Construction of extended and refurbished pavilion. PO20200324-374/19.d	£	915,225.00
CML Ltd	Sport & Leisure	40 tonnes of 50/50 sport mix top dressing. PO20200312-SL138/19.2	£	1,678.00
Buckinghamshire Council	Litter & Dog Waste	Extension of SLA for dog waste bin collection and associated services 1/4/20-31/3/221. PO20200326-399/19.1	£	1,963.16
			£	1,071,594.99

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	£ 69,960.00
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)	£ 345,300.00
Buckinghamshire Council	Devolved Services	Payment for 2020/21 received. Payment for 2021/22 due April 2021.	£ 3,552.28

Bank Reconciliation & S106 Summary:

See separate document

Pavilion Phase II Project Summary:

See separate document

Budget Monitor & 3 year budget forecast:

See separate document.