

**PITSTONE PARISH COUNCIL  
FEBRUARY 2018 FINANCIAL SUMMARY**

**Expenditure from Unity to be approved on 22 February 2018**

Trans Ref/Chq No	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary and wage payments, plus HMRC PAYE & NI and NEST		£ 2,680.24	£ 2,680.24
289961502	RoSPA	Training	1 x delegates to attend routine inspection training course (L Graves attended. 2 to follow in March)	£ 47.00	£ 235.00	£ 282.00
838655518	R Haynes	Maintenance	Bus shelter cleaning on 22/1/18		£ 45.00	£ 45.00
101458518	AlphaFence	Sport & Leisure	Replacement 15 linear metres of fencing at pavilion site following storm damage. Alpha required payment on completion. BACS approved by councillors.	£ 242.60	£ 1,213.00	£ 1,455.60
398642124	AlphaFence	Redevelopment of pavilion	Fencing and ball stop netting at pavilion (part grant & s106 funded) (invoice 2 of 3. £3k to invoice on completion). Alpha required part payment for works completed. BACS approved by councillors.	£ 1,674.60	£ 8,373.00	£ 10,047.60
182787974	Almar (Tring) Ltd	PPP	Printing of issue 115		£ 960.00	£ 960.00
113805882	L&T illuminations	Street Lighting	Repair of 3 faulty street lights - Yardley Av, Chequers Lane & Vic Rd	£ 52.67	£ 263.34	£ 316.01
386838621	Pitstone Memorial Hall	Administration	Room hire in January		£ 101.75	£ 101.75
660393956	Reg Porter	Open Space/Devolved Services/Agency/S106	Various grass cutting in 2017	£ 806.80	£ 4,034.00	£ 4,840.80
899319848	Reg Porter	Open Space/Devolved Services/S106	Various hedge cutting in 2017	£ 133.40	£ 667.00	£ 800.40
83037406	A J Groom & Son Ltd	Sport & Leisure	January 2018 ground maintenance at pavilion	£ 63.00	£ 315.00	£ 378.00
707278986	L Graves	Litter and dog fouling	Replacement gloves for litter picker	£ 2.50	£ 12.49	£ 14.99
121119013	KLS	Sport & Leisure	Replacement dustpan/brushes for pavilion	£ 1.39	£ 6.93	£ 8.32
<b>Sub total of standard bacs/cheques</b>				<b>£ 3,023.96</b>	<b>£ 18,906.75</b>	<b>£ 21,930.71</b>

**Grants & donations to be approved on 22 February 2018 from Unity**

Trans Ref/Chq No	Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
None						
<b>Sub total of grants and donations</b>				<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits noted at 22 February 2018 meeting**

dd	Opus	Lighting	Unmetered street light electricity for 10 January to 9 February 2018	£ 15.72	£ 314.34	£ 330.06
dd	Opus	Sports & Leisure	Electricity at pavilion 31 December 2017 to 30 January 2018	£ 2.64	£ 52.76	£ 55.40
dd	CNG	Sports & Leisure	Gas at pavilion to 31/1/18	£ 0.23	£ 4.65	£ 4.88
Lloyds credit card	Tesco	Administration	Staff/volunteer event refreshments	£ 11.25	£ 56.28	£ 67.53
Lloyds credit card	Tring brewery	Administration	Staff/volunteer event refreshments	£ 10.95	£ 54.75	£ 65.70
Lloyds credit card	Sports Direct	Youth Café	Replacement folding snooker table		£ 184.98	£ 184.98
Lloyds credit card	Broadbandbuyer.com	Administration	Telephony equipment	£ 12.16	£ 60.82	£ 72.98
Lloyds credit card	The Baggers Group	Litter & dog fouling	Black sacks for litter pickers	£ 12.15	£ 60.75	£ 72.90
Lloyds credit card	Lloyds Bank	Administration	Monthly credit card fee		£ 3.00	£ 3.00
dd	Sage	Administration	Accounting and payroll software monthly fee	£ 4.00	£ 20.00	£ 24.00
dd	Wave	Sports & Leisure	Water at pavilion site		£ 546.93	£ 546.93
<b>Sub total of direct debits</b>				<b>£ 69.10</b>	<b>£ 1,359.26</b>	<b>£ 1,428.36</b>
<b>TOTAL OUTGOINGS</b>				<b>£ 3,093.06</b>	<b>£ 20,266.01</b>	<b>£ 23,359.07</b>

**Insurance amendments**

None. Fencing and netting already added.

**Inter-account transfers to be approved at 22 February 2018 meeting**

Cheque raised for £1,403 from NatWest to Unity Trust, if approved at the 22/2/18 meeting for the Electrical Safety Inspections of street light columns £ 6,491.69

Cheque for £39,000 from NatWest to Unity Trust, if approved at the 22/2/18 meeting to cover the short term VAT liability in March for the path to Marsworth £ 39,000.00

### Receipts received to 5 February 2018, paid into a NatWest account

				VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - S106 account		£ 0.53	£ 0.53
bacs	NatWest	Financial	Bank Interest - reserve account		£ 3.74	£ 3.74
				<b>£ -</b>	<b>£ 4.27</b>	<b>£ 4.27</b>

### Receipts received to 22 February 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
dd	Driver Training	Sports & Leisure	January hire of the car park for driving tuition		£ 40.00	£ 40.00
slip 000153	D Seaton/PIE	Administration	Application fee for hire of open space/event		£ 25.00	£ 25.00
bacs	P&IUFC	Donation	Towards pavilion ball stop netting project		£ 550.00	£550.00
bacs	P&I JFC	Donation	Towards pavilion ball stop netting project		£ 300.00	£300.00
bacs	P&IJFC	Sports & Leisure	January pitch hire	£ 48.60	£ 243.00	£ 291.60
bacs	Tring Showstoppers (Performing Arts)	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
slip 000154	Jane & Jeremy Pearce	Sports & Leisure	Allotment tenancy		£ 30.00	£30.00
bacs	Annette & Michael Fynes-Clinton	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000154	Bob Saintey	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000154	Plumm Property	PPP	Advertising PPP issues 115, 116, 117 & 118	£41.16	£205.81	£246.97
bacs	The Dog Runner	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
slip 000154	Barry Cato Motor Repairs	PPP	PPP issue 115	£ 2.33	£ 11.67	£ 14.00
slip 000154	Croudace Homes	Sports & Leisure	Donation re advertising hoarding		£ 275.00	£275.00
slip 000154	John Allan	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000154	Ingrid and Terry Gresty	Sports & Leisure	Allotment tenancy		£ 45.00	£45.00
slip 000155	Caroline Lambert	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000155	Marjory Rankin	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000155	Keith Saunders	Sports & Leisure	Allotment tenancy		£ 60.00	£60.00
				<b>£ 96.75</b>	<b>£ 1,883.82</b>	<b>£ 1,980.57</b>
<b>TOTAL INCOMINGS</b>				<b>£ 96.75</b>	<b>£ 1,888.09</b>	<b>£ 1,984.84</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
21/11/17	CuriosiTEA Rooms	PPP	Advertising Issue 114 - chased numerous occasions. VAT reconciled Q3.	£ 10.00	£ 50.00	£ 60.00
21/11/17	Roos Property Maintenance	PPP	Advertising in issues 114-117 - chased numerous occasions. VAT reconciled Q3	£ 30.72	£ 153.60	£ 184.32
tbc	Wave/Anglian Water Business	Sports & Leisure	Compensation for delay in handling complaint		£ 20.00	£ 20.00
March 2018	New Homes Bonus	Grant income	Grant approved for footpath to Marsworth		£ 188,848.00	£ 188,848.00
NB	All P&IUFC matches away during March, therefore no invoice due					
12/2/2018	The Blindman	PPP	PPP115-118	£ 8.87	£ 44.35	£ 53.22
12/2/2018	F R Jeffery Coal Merchant	PPP	PPP115-118	£ 8.87	£ 44.35	£ 53.22
12/2/2018	Masons	PPP	PPP115-118	£ 15.52	£ 77.60	£ 93.12
12/2/2018	Grooms Farm Shop	PPP	PPP115-118	£ 8.87	£ 44.35	£ 53.22
12/2/2018	Little Cravings	PPP	PPP115-118	£ 8.87	£ 44.35	£ 53.22
12/2/2018	Fine Antique Clocks	PPP	PPP115-118	£ 8.87	£ 44.35	£ 53.22
12/2/2018	Tring Market Auctions	PPP	PPP115	£ 8.08	£ 40.42	£ 48.50
12/2/2018	Marsworth Pre School	PPP	PPP115	£ 4.08	£ 20.42	£ 24.50
12/2/2018	T&S TREECARE	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
12/2/2018	Singalong with Helen	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
12/2/2018	Plumb it all	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
12/2/2018	Waterside Cafe	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
12/2/2018	Hawthorn Gardening	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
12/2/2018	Nails by Helen	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22

12/2/2018	Ashby's Chartered Accountants	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
12/2/2018	Beacon View Windows	PPP	Advertising PPP issue 115	£8.08	£40.42	£48.50
12/2/2018	Miramar Design	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
12/2/2018	Travel Impressions	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
12/2/2018	CMC Golf Europe Ltd	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
12/2/2018	ADM Admin & Book-keeping	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
12/2/2018	The Tyre Changers	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
12/2/2018	your own home care	PPP	Advertising PPP issue 115	£8.08	£40.42	£48.50
12/2/2018	NM Counselling	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
12/2/2018	Greensleaves	PPP	Advertising PPP issue 115	£5.00	£25.00	£30.00
12/2/2018	Windmill Pharmacy	PPP	Advertising PPP issue 115	£5.00	£25.00	£30.00
12/2/2018	Mary Tebje	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Flora Dent	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Mark & Fiona Anderson	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Brent Jones & Phillipa Oakley	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Joy Ranger	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Bridget & Margaret Crutchfield	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Mrs Shizuko Hickman	Sports & Leisure	Allotment tenancy	£	45.00	£45.00
12/2/2018	Jeff Turney	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Kirsten Gould & Adam Harris	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Linda Pilkington	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Lucy Ashton	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Bernard Davies	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Jacky Woodhead	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Sarah Jones	Sports & Leisure	Allotment tenancy	£	45.00	£45.00
12/2/2018	Carol & David Nice	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	David & Joan Lee	Sports & Leisure	Allotment tenancy	£	45.00	£45.00
12/2/2018	Lisa & Scott Cohen	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Graham & Yvonne Carter	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Steve Brophy	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Helen & Mark Parkins	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Claire Frearson	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Malcolm Twitchell	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Gill & John Lloyd	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Ian Brindle	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Jacky & Grahame Jones	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Brian Brooks	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Cathy Burks	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Leonard Cox	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	John & Annie Stack	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Julie Willis	Sports & Leisure	Allotment tenancy	£	60.00	£60.00
12/2/2018	John Lowe	Sports & Leisure	Allotment tenancy	£	45.00	£45.00
12/2/2018	Rob Spiller	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
12/2/2018	Linda Jones	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Murray & Fiona Simpson	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Richard Moule & Miss Joanna Spragg	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Keith Richardson	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	Lisa Killick	Sports & Leisure	Allotment tenancy	£	15.00	£15.00
12/2/2018	tbx - 2 x vacant plots	Sports & Leisure	Allotment tenancy	£	30.00	£30.00
13/2/18	AVDC	S106	Release of £7,791.00 pre-approved S106 funds towards fencing/ball stop netting	£	7,791.00	£7,791.00
n/a	Football Foundation	Grant income	Pull down on grant G90567 re fencing/netting at pavilion	£	11,373.00	£11,373.00
<b>TOTAL INCOME PENDING</b>				<b>£</b>	<b>500.90</b>	<b>£ 215,630.49</b>
				<b>£</b>		<b>£ 216,131.39</b>

#### Summary of those in credit:

None

#### Commitments / Amounts not yet invoiced to the parish council / work not yet completed:

AVDC	Sport & Leisure	2 x Play around Parish sessions for August 2018 (to be invoiced spring 2018)	£	680.00
AlphaFence	Redevelopment of pavilion	Fencing and ball stop netting at pavilion (part grant & s106 funded) (eta Dec) (£3k still to invoice on completion)	£	3,000.00
Agripower	Redevelopment of pavilion	Pitch extension (part grant & S106 funded) (eta post Easter/April 2018)	£	5,405.50
Woods Hardwick	Redevelopment of pavilion	Architectural services	£	9,625.00
Buckinghamshire Playing Fields Ass	Administration	Annual membership (renewal date moved to 1/4/18. approved min ref 177/17)	£	20.00

	D Rollins Abode Solutions Horwood & James	Youth Café Maintenance Administration	Replacement sack barrow wheel Renovation of notice board by Delicious Meals Legal fees for Recreation Ground Charity lease to Memorial Hall Charity Commission of footpath from Pitstone-Marsworth. £188,848 funded from NHB grant payable once invoiced in March; £4,500 from Pitstone PC reserve for this project; £1,150 from Community Leader Grant already held; £841.69 reallocated to this project from reserve for path to Tring station currently held by PPC. Marsworth PC to be invoiced direct for £11,683.37 + VAT. PPC to settle invoice at end of March to reduce VAT exposure time between payment and refund.	tbc £ 145.00 £ 700.00				
Lloyds credit card	TfB/BCC Sipgate	Capital project/Grant expenditure Administration	Monthly telephone call package, invoice EB1235569	£ 195,339.69 £ 1.67	£	8.33	£	10.00
Lloyds credit card	Sipgate	Administration	Monthly telephone call package, invoice EB1235568	£ 1.67	£	8.33	£	10.00
Credit Card transaction	J Leonard Limited	Sport & Leisure	Repair/replace roof tiles off at pavilion following storm	tbc				
Credit Card transaction	Amazon	Sport & Leisure	Equipment for new asset inspectors	£ 29.21				
Credit Card transaction	Amazon	Sport & Leisure	Equipment for new asset inspectors	£ 5.78				
	R Wilson Tree Surgery	Open Space/Sport & Leisure	Tree works defined in tree risk assessment plus grind out of 2 stumps (attending site 14/3/18)	£ 460.00				
Credit Card transaction	RoSPA Capel Manor College BALC A J Groom Limited	Training Training Training Open Space/Sport & Leisure	2 x delegates to attend routine inspection training course (will invoice post course 2x20/3) 3 x delegates to attend Lantra basic tree risk assessment Clerk and Chairman to attend "Prepping your data for GDPR" training course 27/2/18 Maintenance of the recreation ground April 2018-March 2019, £840+VAT per quarter 5 yearly electrical installation check, PAT (for pavilion & youth café), 6 month fire alarm check & emergency lighting check	£ 94.00 £ 600.00 £ 87.42 £ 3,360.00	£	470.00	£	564.00
Credit Card transaction	Vita Electrical L&T illuminations	Sport & Leisure Street Lighting	Repair of 2 faulty street lights - Glebe Close & Crispin Field	£ 530.00				
	Amazon	Open Space/Sport & Leisure	Rabbit wire to wrap around tree trunks on recreation ground to prevent bark damage	tbc £ 45.00				
	Pitstone Allotment Association	Sport & Leisure	Transfer of PAA annual subscriptions from plot holders to PAA. 73 x £6.50. Due March.	£ 474.50				
	Vol of Year	Administration	Volunteer of the Year cheque to be raised April 2018	£ 50.00				
	Construction Materials Ltd	Sport & Leisure	60 tonnes of 50/50 root zone to renovate football pitches. Del 9/4/18.	£ 2,397.00				
	Almar	Sport & Leisure	A3 printing of Woods Hardwick materials for PPC meeting	tbc				
				£ 223,051.44				

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

Description	Cost Centre	Name	Amount
Devolved Services 2018-19	Agency Services	Payment due 1/4/18	£ 3,422.87
Croudace	Sports & Leisure	Quarterly donation re sign, next installment due February 2018	£ 275.00
AVDC	Precept	Payable in 2 installments 2018-19	£ 95,010.00
Football Foundation	Grant income	Grant G90567 final installment towards pitch extension	£ 2,702.25
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	

**Bank Reconciliation & S106 Summary:** See separate document

**Budget Monitor:** See separate document.

**Summary of Parish Charity Transactions:**

None

**Summary of Recreation Ground Charity Transactions:**

Invoice to P&ICU re match on 17/12/17 - £30.00 - payment received 22/1/18

Invoice to P&ICU re 2 x matches in Jan 18 - £60.00 - issued 12/2/18 & paid by bacs same day