

**PITSTONE PARISH COUNCIL
MARCH 2018 FINANCIAL SUMMARY**

Expenditure from Unity to be approved before 28 March 2018 & noted at 29 March 2018 meeting

Trans Ref/Chq No	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various 979779681	Various Pitstone Allotment Association	Employment Sport & Leisure	Confidential salary and wage payments, plus HMRC PAYE & NI and NEST Transfer of PAA annual subscriptions from plot holders to PAA. 73 x £6.50.	£ 3.82	£ 2,683.30	£ 2,687.12
107157046	R Haynes	Maintenance	Bus shelter cleaning on 19/3/18	£	£ 45.00	£ 45.00
850810059	Capel Manor College	Training	3 x delegates to attend Lantra basic tree risk assessment	£	£ 600.00	£ 600.00
6934536	Pitstone Memorial Hall	Administration	Room hire in February	£	£ 74.25	£ 74.25
155692625	AlphaFence	Redevelopment of pavilion	Fencing and ball stop netting at pavilion (part grant) (invoice 3a of 3. £1k held til completion). Alpha required part payment for works completed. BACS approved by councillors.	£ 400.00	£ 2,000.00	£ 2,400.00
830172581	Almar	Sport & Leisure	A3 printing of Woods Hardwick materials for PPC meeting	£ 2.56	£ 12.80	£ 15.36
235098590	D Rollins	Youth Café	January youth café	£	£ 394.36	£ 394.36
490464934	D Rollins	Youth Café	February youth café	£	£ 338.36	£ 338.36
541575913	J Leonard Limited	Devolved Services	Side out shrubs by Cooks Wharf	£	£ 150.00	£ 150.00
30241591	Staples Advantage	Administration	Toner and stationery	£ 56.81	£ 284.03	£ 340.84
662409557	A J Groom & Son Ltd	Sport & Leisure	February 2018 ground maintenance at pavilion	£ 60.00	£ 300.00	£ 360.00
107157046 / 223452021 / 591322518	Ringway Jacobs	Capital project/Grant expenditure	Commission of footpath from Pitstone-Marsworth. £188,848 funded from NHB grant; £5,341.69 from PPC; £1,150 from Community Leader Grant (split into 3 bacs transactions re £ limit restrictions per transaction)	£ 39,067.94	£ 195,339.69	£ 234,407.63
306192636	R Wilson Tree Surgery	Open Space/Sport & Leisure	Tree works defined in tree risk assessment plus grind out of 2 stumps on Recreation Ground, managed under Open Space policy by PPC for Recreation Ground Charity	£ 92.00	£ 460.00	£ 552.00
832334174	Abode Solutions/J Cato	Maintenance	Renovation of notice board by Delicious Meals	£	£ 145.00	£ 145.00
655687915	RoSPA	Training	2 x delegates to attend routine playground inspection training course	£ 94.00	£ 470.00	£ 564.00
485403856	AlphaFence	Redevelopment of pavilion	Invoice 3b of 3. Final installment re fencing & ball stop netting at pavilion ground.	£ 1,000.00	£ 200.00	£ 1,200.00
6774040	Lamps & Tubes Illuminations	Street Lighting	Repair of 3 street lights	£ 87.69	£ 438.46	£ 526.15
854286833	Signs Realm	Sport & Leisure/S106	Overtstickers for playground signs re change tel number	£	£ 75.00	£ 75.00
459644144	R Haynes	Maintenance	Bus shelter cleaning on 19/2/18	£	£ 45.00	£ 45.00
337923908	J Leonard Limited	Maintenance/S106	Asset/play repairs to sign & gate	£	£ 20.00	£ 20.00
640294692	J Leonard Limited	Devolved Services	Cut back shrubbery at Cooks Wharf (further work)	£	£ 75.00	£ 75.00
695544730	J Leonard Limited	sport & leisure	Repairs to gates and roof tiles at pavilion	£	£ 125.00	£ 125.00
551460970	J Leonard Limited	Open Space/Sport & Leisure	Misc repairs on Recreation Ground, managed under Open Space policy on behalf of Recreation Ground Charity	£	£ 75.00	£ 75.00

Expenditure from Unity to be considered/approved at 29 March 2018 meeting

164637067	Action4Youth	Youth Café	Annual membership £100 - 20% discount = £80.00	£	£ 80.00	£ 80.00
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Sub total of standard bacs/cheques

£ 40,864.82 £ 204,904.75 £ 245,769.57

Grants & donations noted at 29 March 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
132587831	Pitstone & Ivinghoe Entertainments	Grants & Donations	re Summer Festival	£	£ 468.75	£ 468.75
Sub total of grants and donations				£	£ 468.75	£ 468.75

Direct debits noted at 29 March 2018 meeting

dd	Opus	Lighting	Unmetered street light electricity for 10 February 2018 to 9 March 2018	£	£ 13.47	£ 269.36	£ 282.83
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dd	Opus	Sports & Leisure	Electricity at pavilion 31 January 2018 to 27 February 2018	£	2.71	£	54.17	£	56.88
dd	CNG	Sports & Leisure	Gas at pavilion to 26/2/18	£	0.52	£	10.33	£	10.85
Lloyds credit card	Amazon	Administration	Equipment for new asset inspector/litter picker			£	5.78	£	5.78
Lloyds credit card	Amazon	Sport & Leisure	Equipment for new asset inspectors	£	4.87	£	24.34	£	29.21
Lloyds credit card	Sipgate	Administration	Monthly telephone call package, invoice EB1235569	£	1.67	£	8.33	£	10.00
Lloyds credit card	Sipgate	Administration	Monthly telephone call package, invoice EB1235568	£	1.67	£	8.33	£	10.00
Lloyds credit card	BALC	Training	Clerk and Chairman to attend "Prepping your data for GDPR" training course 27/2/18			£	87.42	£	87.42
Lloyds credit card	Amazon	Open Space/Sport & Leisure	Rabbit wire to wrap around tree trunks on recreation ground to prevent bark damage			£	45.00	£	45.00
Lloyds credit card	Post Office	Administration	Postage re allotment mailshot, ppp invoices & capel manor application forms			£	35.28	£	35.28
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 allotment site			£	107.94	£	107.94
note:	AVDC	Sports & Leisure	Business Rates bill for pavilion. Discounted to zero. Nothing to pay.			£	-	£	-
			Water at pavilion site. Previously notified invoice for £546.93 raised 22/2/18 but not being taken by dd until 3/4/18. Wave now credited £20 to account for failing to answer complaint in time, and a further £10 to account for failing to pay the £10 credit. All £30 credited before the dd taken, so dd will now be £516.93			-£	30.00	-£	30.00
note:	Wave	Sports & Leisure	Monthly telephone call package, invoice EB1258026	£	1.67	£	8.33	£	10.00
Lloyds credit card	Sipgate	Administration	Vol of Year frame/card plus plug & chain for pavilion	£	1.92	£	9.63	£	11.55
Lloyds credit card	Wilko	Misc	No smoking signs for bus shelters x 2	£	0.36	£	1.82	£	2.18
Lloyds credit card	Amazon	Open Space/Sport & Leisure	Mailshot re new advertising prices			£	21.84	£	21.84
Lloyds credit card	Post Office	PPP	Monthly fee			£	3.00	£	3.00
Lloyds credit card	Lloyds Bank	Administration							
Sub total of direct debits				£	32.86	£	693.90	£	726.76
TOTAL OUTGOINGS				£	40,897.68	£	206,067.40	£	246,965.08

Insurance amendments

None.

Inter-account transfers approved at 29 March 2018 meeting

None

Receipts received to 28 February 2018, paid into a NatWest account

				VAT	Net	Gross
bacs	NatWest	Financial	Bank Interest - S106 account		£ 0.45	£ 0.45
bacs	NatWest	Financial	Bank Interest - reserve account		£ 2.94	£ 2.94
				£ -	£ 3.39	£ 3.39

Receipts received to 23 March 2018, paid into Unity account

Paying in reference	Company	Cost Centre	Description	VAT	Net	Gross
slip 000157	Crutchfield	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000157	Stack	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
slip 000158	Singalong with Helen	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
slip 000158	Davies	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
bacs	Marsworth Pre School	PPP	PPP115	£ 4.08	£ 20.42	£ 24.50
bacs	T&S TREECARE	PPP	Advertising PPP issues 115, 116, 117 & 118	£8.87	£44.35	£53.22
bacs	Brooks	Sports & Leisure	Allotment tenancy		£ 15.00	£15.00
bacs	Waterside Cafe	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
bacs	The Tyre Changers	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00
bacs	Travel Impressions	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
bacs	Ashby's Chartered Accountants	PPP	Advertising PPP issue 115	£4.08	£20.42	£24.50
bacs	ADM Admin & Book-keeping	PPP	Advertising PPP issue 115	£2.33	£11.67	£14.00

slip 000159	F R Jeffery Coal Merchant	PPP	PPP115-118	£	8.87	£	44.35	£	53.22
bacs	Jones	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
bacs	Anderson	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
bacs	Ranger	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
bacs	Dent & Bratt	Sports & Leisure	Allotment tenancy			£	30.00		£30.00
bacs	Brophy	Sports & Leisure	Allotment tenancy			£	30.00		£30.00
bacs	Tebje	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
bacs	Nice	Sports & Leisure	Allotment tenancy			£	30.00		£30.00
bacs	Woodhead	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
slip 000159	Twitchell	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
slip 000159	Gould & Harris	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
slip 000159	Turney	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
slip 000159	Hickman	Sports & Leisure	Allotment tenancy			£	45.00		£45.00
slip 000160	Brindle	Sports & Leisure	Allotment tenancy			£	30.00		£30.00
slip 000160	Lloyd	Sports & Leisure	Allotment tenancy			£	15.00		£15.00
bacs	AVDC	S106	Release of £7,791.00 pre-approved S106 funds towards fencing/ball stop netting			£	7,791.00		£7,791.00
dd	South Beds Driving	Sports & Leisure	Hire of car park area for driving lessons in February			£	40.00		£40.00
slip 000161	Masons	PPP	PPP115-118	£	15.52	£	77.60	£	93.12
slip 000161	Hawthorn Gardening	PPP	Advertising PPP issues 115, 116, 117 & 118	£	8.87	£	44.35	£	53.22
bacs	your own home care	PPP	Advertising PPP issue 115			£8.08	£40.42		£48.50
bacs	Miramar Design	PPP	Advertising PPP issue 115			£4.08	£20.42		£24.50
bacs	Windmill Pharmacy	PPP	Advertising PPP issue 115			£5.00	£25.00		£30.00
bacs	Football Stadium/Foundation	Grant income	Pull down on grant G90567 re fencing/netting at pavilion, part 1 of 2			£	9,873.00		£9,873.00
bacs	Nails by Helen	PPP	Advertising PPP issues 115, 116, 117 & 118			£8.87	£44.35		£53.22
bacs	Beacon View Windows	PPP	Advertising PPP issue 115			£8.08	£40.42		£48.50
bacs	NM Counselling	PPP	Advertising PPP issue 115			£2.33	£11.67		£14.00
slip 000162	Tring Market Auctions	PPP	PPP115	£	8.08	£	40.42	£	48.50
bacs	Parkins	Sports & Leisure	Allotment tenancy				£	30.00	£30.00
00-108134-1-4809663-1	Jones	Sports & Leisure	Allotment tenancy				£	45.00	£45.00
slip 000162	Cox	Sports & Leisure	Allotment tenancy				£	30.00	£30.00
slip 000162	Moule	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
slip 000162	Richardson	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
bacs	AVDC New Homes Bonus	Grant income	New Homes Bonus Grant for footpath to Marsworth			£	188,848.00	£	188,848.00
bacs	Greensleaves	PPP	Advertising PPP issue 115			£5.00	£25.00		£30.00
Slip 000163	Lee	Sports & Leisure	Allotment tenancy				£	45.00	£45.00
slip 000164	Roos Property Maintenanace	PPP	Advertising in issues 114-117	£	30.72	£	153.60	£	184.32
bacs	CuriosITEA Rooms	PPP	Advertising Issue 114	£	10.00	£	50.00	£	60.00
bacs	Simpson	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
bacs	Jones & Oakley	Sports & Leisure	Allotment tenancy				£	30.00	£30.00
bacs	Little Cravings	PPP	PPP115-118	£	8.87	£	44.35	£	53.22
slip 000165	CMC Golf Europe Ltd	PPP	Advertising PPP issue 115			£4.08	£20.42		£24.50
bacs	Fine Antiquet Clocks	PPP	PPP115-118	£	8.87	£	44.35	£	53.22
bacs	Lowe	Sports & Leisure	Allotment tenancy				£	60.00	£60.00
bacs	Wills	Sports & Leisure	Allotment tenancy				£	60.00	£60.00
slip 000166	Burks	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
slip 000166	Ashton	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
PO 11-108134-1-4811306-1	Cohen	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
bacs	Football Stadium/Foundation	Grant income	Pull down on grant G90567 re fencing/netting at pavilion, part 2 of 2				£	1,500.00	£1,500.00
bacs	P&IJFC	Sports & Leisure	April pitch hire			£25.20	£	126.00	£151.20
slip 000167	Carter	Sports & Leisure	Allotment tenancy				£	30.00	£30.00
slip 000167	Frearson	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
slip 000167	Killick	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
slip 000167	Spiller	Sports & Leisure	Allotment tenancy				£	30.00	£30.00
n/a	Jones	Sports & Leisure	Allotment tenancy surrendered at renewal. Credit note issued.				£	-	£0.00
bacs	Pilkington	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
bacs	P&IJFC	Sports & Leisure	February pitch hire			£51.20	£	256.00	£307.20
slip 000168	Jacobs	Sports & Leisure	Allotment tenancy				£	15.00	£15.00
						£260.44	£210,224.44		£210,484.88
TOTAL INCOMINGS				£	260.44	£	210,227.83	£	210,488.27

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
02/12/2018	The Blindman	PPP	PPP115-118	£	8.87	£ 44.35
02/12/2018	Grooms Farm Shop	PPP	PPP115-118	£	8.87	£ 44.35
tbc	tbc - 1 x vacant plot	Sports & Leisure	Allotment tenancy			£ 15.00
TOTAL INCOME PENDING				£	17.74	£ 103.70
				£		£ 121.44

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
Agripower	Redevelopment of pavilion	Pitch extension (part grant & S106 funded) (eta May 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
Horwood & James	Administration	Legal fees for Recreation Ground Charity lease to Memorial Hall Charity	£	700.00
A J Groom Limited	Open Space/Sport & Leisure	Maintenance of the recreation ground April 2018-March 2019, £840+VAT per quarter	£	3,360.00
Vita Electrical	Sport & Leisure	5 yearly electrical installation check, PAT (for pavilion & youth café), 6 month fire alarm check & emergency lighting check. April 2018.	£	530.00
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
L&T illuminations	Street Lighting	ESI & report for all columns. April 2018.	£	1,403.00
IAC Audit & Consultancy	Administration	Annual internal audit in May 2018	£	350.00
R Porter	Devolved Services	Footpath strimming during 2018	£	290.00
R Porter	Open Space/Sport & Leisure	Grass cutting and leaf clearing 2018, agreed per cut, price here assumes 7 during year	£	3,358.00
R Porter	Open Space/Sport & Leisure	hedge cutting in 2018	£	700.00
Almar	Administration	Printing of Annual Assembly agenda (April 2018)	tbc	
National Trust	Grants & Donations	Donation to attend annual assembly and give presentation (to be raised in April)	£	50.00
LCPAS	Administration	GDPR policy pack	£	30.00
Wicksteed Leisure	Sports & Leisure	3 x annual playground inspections 27 April 2018	£	135.00
Eon	Street Lighting	36m contract April 2018-21 for unmetered electricity	£	11,307.00
			£	40,390.50

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 May 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 issued to P&ICU re match on 25/2/18 - £30.00 - paid by bacs same day.