

**PITSTONE PARISH COUNCIL
NOVEMBER 2019 FINANCIAL SUMMARY**

Expenditure from Unity authorised on 28 November 2019

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 3,894.45	£ 3,894.45
E225	Haynes	Maintenance	Bus shelter cleaning on 21/10/19	£ -	£ 60.00	£ 60.00
E226	Vitesse	Administration	Toner for printer from Laserlife (2 x black, 1 x set of 3 colours)	£ 101.20	£ 506.00	£ 607.20
E227	Brookmead School	Youth Café	Hall hire during Autumn term for youth café	£ -	£ 350.00	£ 350.00
E228	Almar (Tring) Ltd	PPP	Printing of issue PPP122	£ -	£ 825.00	£ 825.00
E229	Highway & Solar Solutions Ltd	Maintenance	Install additional ground screw for mvas on Westfield Road. PO20190905a. Minute 159/19.3a from 5/9/19 meeting.	£ 57.00	£ 285.00	£ 342.00
E230	Lamps & Tubes Illuminations	Street lighting	Repairs to Albion Rd, Crispin Field, Vic Rd & Queen Street	£ 36.76	£ 183.80	£ 220.56
E233	Dave Rollins	Youth Café	October café management	£ -	£ 131.26	£ 131.26
E235	John Groom (Ground Keeping)	Sport & Leisure	Groundkeeping at the pavilion in Oct	£ -	£ 535.00	£ 535.00
E237	C Davy	Youth Café	First aid training on 29/10/19 for youth café volunteer	£ -	£ 40.00	£ 40.00
E238	Pitstone Memorial Hall	Administration	Hall hire during October	£ -	£ 102.80	£ 102.80
E240	SLCC	S106 Pavilion Project	Stage 1 payment re EOI completion. PO20190716e Min SL51/19c&d. Will eventually be reclaimed from S106.	£ 158.00	£ 790.00	£ 948.00
E245	Swarco	Maintenance	Annual service contract for mVAS. Min 223/19.3c from 31/10/19.	£ 63.60	£ 318.00	£ 381.60
E253	BCC	Pitstone & Ivinghoe Safety Scheme	PID re Feasibility / Project Design (£18,824.46 minus £7,535.50 funding from LAF = £11,288.96)	£ -	£ 11,288.96	£ 11,288.96
E254	WDE Consulting	Pavilion project/S106	Geotechnical report. PO20191118b. Min SL93/19 from SL14/11/19 meeting. Payment 1 of 2. Due 29/11/19	£ 870.00	£ 4,350.00	£ 5,220.00
E255	WDE Consulting	Pavilion project/S106	Geotechnical report. PO20191118b. Min SL93/19 from SL14/11/19 meeting. Payment 2 of 2. Due by 14/12/19 (forward dated)	£ 250.00	£ 1,250.00	£ 1,500.00
E256	R Haynes	Maintenance	Bus shelter cleaning on 18/11/19	£ -	£ 60.00	£ 60.00
E257	Bannerman Consulting Engineers	Pavilion project/S106	M&E advise for Riba Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 meeting. (payment 1)	£ 1,000.00	£ 5,000.00	£ 6,000.00
Sub total of standard bacs/cheques				£ 2,536.56	£ 29,970.27	£ 32,506.83

Grants & donations authorised on 28 November 2019

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
E234 Royal British Legion	Grants & Donations	Annual donation in lieu of fresh wreath (amount resolved min 233/19.1 31/10/19)	£ -	£ 150.00	£ 150.00
Sub total of grants and donations			£ -	£ 150.00	£ 150.00

Direct debits/charges noted at 28 November meeting

E236	Sage	Administration	Monthly accounting and payroll software subscription	£ 4.60	£ 23.00	£ 27.60
E241	Eon	Lighting	Unmetered electricity 1-31/10/19	£ 53.87	£ 269.37	£ 323.24
E242	CNG	Sports & Leisure	Gas at pavilion to 24/10/19	£ 0.28	£ 5.66	£ 5.94
E243	Opus	Sports & Leisure	Elec at pavilion to 30/10/19	£ 1.84	£ 36.88	£ 38.72
C/Card	E195 Sippate	Administration	Telephony package/assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	E202 Chiltern Society	Administration	1 x place on Heritage Stadium tour for Cllr Mitra	£ -	£ 7.00	£ 7.00
C/Card	E216 Clark Contracting	Allotments	20 tonnes of MOT type 1 delivered. PO20190927a. Approved 26/9/19. 20tonnes x £22.50 per tonne.	£ 90.00	£ 450.00	£ 540.00
C/card	E215 Baggery	Litter and dog fouling	4 x boxes black sacks for litter pickers	£ 11.59	£ 57.95	£ 69.54
C/Card	E244 Loyds Bank	Administration	Monthly credit card fee	£ -	£ 3.00	£ 3.00
	E224 Unity Trust Bank	Administration	bank charges	£ -	£ 1.50	£ 1.50
	E258 Wave	Sports & Leisure	Water at pavilion 15/8-14/11/19	£ -	£ 368.55	£ 368.55
	E259 Wave	Allotments	Water at allotments 15/8-14/11/19	£ -	£ 44.64	£ 44.64
Sub total of direct debits				£ 162.18	£ 1,277.55	£ 1,439.73
TOTAL OUTGOINGS				£ 2,698.74	£ 31,397.82	£ 34,096.56

Insurance amendments None

Inter-account transfers None

Receipts received to 31 October 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
			£	-	£	11.59
			£	11.59	£	11.59

Receipts received to 22 November 2019, paid into Unity account

Company	Cost Centre	Description	VAT	Net	Gross
P&IUCF	Sports & Leisure	1 x training at pavilion 3/10. Estimated 3 x matches at pavilion in November.	£ 34.83	£ 174.17	£ 209.00
PJC driver training	Sports & Leisure	Hire of car parking area for driving lessons in October	£ -	£ 40.00	£ 40.00
Waterside Café	PPP	Advertising in edition 122	£ 4.50	£ 22.50	£ 27.00
Jazzercise	PPP	Advertising in editions 122-125	£ 15.52	£ 77.60	£ 93.12
Tyre Changers	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
Tring Yoga Studio	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
CMC Golf	PPP	Advertising in edition 122	£ 4.50	£ 22.50	£ 27.00
P&I JFC	Sports & Leisure	40p carried forward from last invoice due to customer payment inputting error	£ -	£ 0.40	£ 0.40
P&I JFC	Sports & Leisure	October pitch hire	£ 138.65	£ 693.24	£ 831.89
NM Counselling	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
Computamation	PPP	Advertising in editions 122-125	£ 15.52	£ 77.60	£ 93.12
			£221.02	£1,145.51	£1,366.53
TOTAL INCOMINGS			£221.02	£1,157.10	£1,378.12

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
07/08/2019	overdue. Apologies. Now passed for payment. Taylor Wimpey Payment due before end Nov	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
20/11/2019	P&IUCF	Sports & Leisure	November and December pitch hire	£ 41.92	£ 209.59	£ 251.51
20/11/2019	P E Mead & Sons	PPP	Advertising in editions 122-125	£ 8.87	£ 44.35	£ 53.22
20/11/2019	Barry Cato Motor Repairs	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
20/11/2019	Tring Market Auctions	PPP	Advertising in edition 122	£ 9.00	£ 45.00	£ 54.00
20/11/2019	Marsworth Pre School	PPP	Advertising in edition 122	£ 4.50	£ 22.50	£ 27.00
20/11/2019	Ashby's	PPP	Advertising in edition 122	£ 4.50	£ 22.50	£ 27.00
20/11/2019	Beacon View Windows	PPP	Advertising in edition 122	£ 9.00	£ 45.00	£ 54.00
20/11/2019	Travel Impressions	PPP	Advertising in edition 122	£ 4.50	£ 22.50	£ 27.00
20/11/2019	ADM Admin & Book keeping	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
20/11/2019	Greensleeves	PPP	Advertising in edition 122	£ 5.42	£ 27.08	£ 32.50
20/11/2019	Windmill Pharmacy	PPP	Advertising in edition 122	£ 5.42	£ 27.08	£ 32.50
20/11/2019	Little IT Company	PPP	Advertising in editions 122-125	£ 20.58	£ 102.90	£ 123.48
20/11/2019	FABS Exercise Classes	PPP	Advertising in edition 122	£ 2.50	£ 12.50	£ 15.00
TOTAL INCOME PENDING			£625.88	£3,221.75	£3,847.63	

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	£ 2,499.96
David Rollins	Youth Café	2 x safeguarding training places for volunteers. Approved 26/9/19. PO20190930a Min xxxxx	£ 80.00
Brookmead School	Youth Café	hall hire for youth café. Spring term. Summer term.	£ 700.00
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. PPC contributing £1877.14.	£ 980.00
J Leonard Ltd	Sport & Leisure	Misc repairs at the pavilion to fencing, gates, damaged sink and roof tiles etc	tbc
J Leonard Ltd	Open Space	Repair fencing on recreation ground. PO20191114-SL96/19.1	tbc
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.	£ 1,800.00
		John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2019/20.	£ 2,135.48
		AVDC	Street Lighting	Twice weekly emptying. 16 bins. PO20190513a. Minute 24/19.3	£ 1,895.68
		Almar (Tring) Ltd	PPP & Guide	Printing of PPP x 4 editions (3 paid, 1 remaining). PO20190515. Minute 21/19 25/4/19.	£ 855.00
C/Card		Clark Contracting	Allotments	20 tonnes of MOT type 1 delivered. PO20191111b. Approved 31/10/19. Min 226/19. 20tonnes x £22.50 per tonne.	£ 450.00
C/Card	E231	Sipgate	Administration	Telephony package/Clerk - reverse charge VAT	£ 10.00
C/Card	E232	Sipgate	Administration	Telephony package/assistant - reverse charge VAT	£ 10.00
C/Card	E239	Hallmaster	Sports	Online booking system annual licence	£ 137.00
C/Card	E192	Chiltern Society	Administration	Annual membership. Approved 31/10/19 mtd Min 231/19	£ 30.00
		Amazon Business	Administration	Paper, card for invites & pins	£ 31.40
		Amazon Business	Administration	Envelopes for invites	£ 4.37
		J Hawkins	Allotments	JCB & driver hire. Approved 31/10/19, Min 226/19.	£ 290.00
		Lamps & Tubes Illuminations	Street Lighting	Installation of Christmas lighting, then removal of lights post Christmas and storage until next year.	tbc
		Buckland Landscapes	Open Space	Replacement tree for recreation ground to replace vandalised tree	£ 170.00
		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
		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 2, £1,000 Stage 3)	£ 2,000.00
		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 (£5k paid, £4,970 remaining)	£ 4,970.00
		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
		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.	£ 109,173.06

Commitments 2020-21:

		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. E950pq. PO20191031-217/19.5A	£ 3,800.00
		John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B	£ 10,000.00
		BCC	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111.	£ 4,750.00
					£ 177,800.19

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
BCC	Devolved Services	Extra VAHT grass cutting (bacs anticipated 5/10/19) (chased 18/10/19 & 20/11/19)	£ 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:

Cheques raised to S A Law and Vail Williams LLP - see separate summary.

Summary of Recreation Ground Charity Transactions:

Horwood & James legal cost provision £700 yet to be billed.
 £150 received from P&IUFC to cover September and October pitch hire
 £60 received from P&IUFC to cover November pitch hire
 £90 received from P&IUFC to cover September pitch hire
 £60 invoiced to P&IUFC for estimated December pitch hire.
 £30 invoiced to P&ICU FC for October pitch hire.