

**PITSTONE PARISH COUNCIL  
AUGUST 2020 FINANCIAL SUMMARY**

**Expenditure from Unity**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 2,687.26	£ 2,687.26
P142	Lamps & Tubes Illuminations Ltd	Street Lighting	Upgrade of 16 lanterns in Crispin Field/Morton Close to LED. PO20200625-93/20 + 1 extra lantern PO20200730-125/20	£ 1,684.28	£ 8,421.38	£ 10,105.66
P143	Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£ -	£ 850.00	£ 850.00
P148	Almar (Tring) Ltd	PPP/Guide	Printing of PPP	£ -	£ 825.00	£ 825.00
P150	J Leonard Ltd	Devolved Services	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19	£ -	£ 625.00	£ 625.00
P157	Vita Electrical	Play Space Capital Project	Electrical works associated with removal of one lighting column from new play space area. PO116/20.4a.4-30/7	£ 49.00	£ 245.00	£ 294.00
P158	Staples	Administration	Stationery	£ 2.63	£ 13.14	£ 15.77
P160	PKF Littlejohn	Administration	External Audit Fee	£ 120.00	£ 600.00	£ 720.00
P161	Horwood & James LLP	Administration	Additional legal fees re purchase of leisure land	£ 20.00	£ 116.00	£ 136.00
P162	D Rollins	Youth Café	Youth café Management in July	£ -	£ 416.66	£ 416.66
P163	Huck Teck	S106/Play Space Installation	Invoice 3 re installation of play space. PO20191106a. Min 217/19/3a from 31/10/19	£ 4,379.66	£ 21,898.31	£ 26,277.97
P171	R Haynes	Maintenance	Bus shelter cleaning on 17/8/20	£ -	£ 60.00	£ 60.00
P172	Almar (Tring) Ltd	Play Space	Printing of Covid signs for new recreation ground play space	£ 3.00	£ 15.00	£ 18.00
P173	Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£ 450.00	£ 2,250.00	£ 2,700.00
P174	Neville Special Projects	Pavilion project S106 & Grant funding	Pavilion construction works, up to Certificate 4. PO20200324-374/19.d	£ 33,292.06	£ 166,460.31	£ 199,752.37
<b>Sub total of standard bacs</b>				<b>£ 40,000.63</b>	<b>£ 205,483.06</b>	<b>£ 245,483.69</b>

**Grants & donations paid to community groups**

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/charges**

dd	P146	Sage	Administration	Accounting and payroll software subscription for August 2020	£ 4.60	£ 23.00	£ 27.60
dd	P147	CNG	Sports & Leisure	Gas at pavilion to 31/7/20 (estimated)	£ 0.16	£ 3.18	£ 3.34
dd	P151	Eon	Street Lighting	Street lighting unmetered electricity 1-31/7/20 (LED savings should start to show on next invoice)	£ 53.76	£ 268.80	£ 322.56
C/Card dd	P109	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P115	Sipgate	Administration	Monthly phone package for covid - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	P136	Amazon	Administration	Disposable latex gloves for staff	£ 1.74	£ 8.71	£ 10.45
C/Card	P137	Amazon	Administration	hazard tape & popper wallets	£ 2.47	£ 12.36	£ 14.83
C/Card	P138	Amazon	Administration	anti-bac wipes for staff	£ 2.93	£ 14.67	£ 17.60
C/Card	P153	Network Sports	Sports & Leisure	Replacement net and ties for Hever Close goal.	£ -	£ 56.93	£ 56.93
C/Card dd	P152	Clicksend	Administration	text costs	£ -	£ 100.00	£ 100.00
C/Card dd	P154	Lloyds Bank	Finance	Credit Card monthly fee	£ -	£ 3.00	£ 3.00
dd	P159	Opus Energy	Sports & Leisure	Electricity at pavilion 30/6/20-30/7/20	£ 2.59	£ 51.72	£ 54.31
<b>Sub total of direct debits &amp; charges</b>				<b>£ 68.26</b>	<b>£ 562.37</b>	<b>£ 630.63</b>	
<b>TOTAL OUTGOINGS</b>				<b>£ 40,068.88</b>	<b>£ 206,045.43</b>	<b>£ 246,114.31</b>	

**Insurance amendments**

Requested revision to insurance to reflect Huck Teck play space (stipulating inclusion of zip wire and high climbing cheops). Will need to make pavilion amendments (Oct) in due course.

**Inter-account transfers** None required. £ -

**Write-offs** None required. £ - £ - £ -

**Receipts received, paid into a NatWest account**

				VAT	Net	Gross
NatWest	Financial	Reserve accrual account interest - none received this month		£ -	£ -	£ -
NatWest	Financial	S106 account interest		£ -	£ 0.02	£ 0.02
				<b>£ -</b>	<b>£ 0.02</b>	<b>£ 0.02</b>

**Receipts received, paid into Unity account**

	Company	Cost Centre	Description	VAT	Net	Gross
31/07/2020	Buckinghamshire Council	S106 for Pavilion Project	Claim 3 from S106 re pavilion works, to Certificate 3	£ -	£ 108,517.60	£ 108,517.60
20/07/2020	Buckinghamshire Council	S106 Play Space	Claim 1 from S106 re Huck Tek playspace	£ -	£ 66,810.26	£ 66,810.26
				<b>£ 0.00</b>	<b>£ 175,327.86</b>	<b>£ 175,327.86</b>
<b>TOTAL INCOMINGS</b>				<b>£ 0.00</b>	<b>£ 175,327.88</b>	<b>£ 175,327.88</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
27/07/2020	Football Foundation	Grant expenditure for Pavilion Project	Claim 2 from FSIF re pavilion works, to Certificate 3	£ -	£ 4,427.82	£ 4,427.82
17/08/2020	HMRC	VAT	July VAT claim for PPC	£ 29,742.73	£ -	£ -
17/08/2020	HMRC	VAT	VAT claim as sole trustee of Pitstone Parish Charity	£ 10,911.18	£ -	£ -
17/08/2020	Buckinghamshire Council	S106 Play Space Project	Claim 2 re S106 Huck Teck Play Space	£ -	£ 21,898.31	£ 21,898.31
20/08/2020	Football Foundation	Grant expenditure for Pavilion Project	Claim 3 from FSIF re pavilion works, to Certificate 4	£ -	£ 6,658.41	£ 6,658.41
20/08/2020	Buckinghamshire Council	S106 Pavilion Project	Claim 4 from S106 re pavilion works, to Certificate 4	£ -	£ 162,301.90	£ 162,301.90
<b>TOTAL INCOME PENDING</b>				<b>£ 40,653.91</b>	<b>£ 612,752.44</b>	<b>£ 612,752.44</b>

**Summary of those in credit with the parish council:** P&IUC 2 x matches at 19/20 rate paid for but subsequently cancelled (29 Feb & 14 March) £ 18.50 £ 92.50 £ 111.00

**Summary of accounts where the parish council is in credit:** 20p overpayment to L Graves, adjust next bacs

**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)	£ 405.00	£ 2,025.00	£ 2,430.00
Beacon Surveying Services	Skate Park project/S106	QS services, pre-tender. PO20200227-346/19.10b.3	£ 570.00	£ 2,850.00	£ 3,420.00
Beacon Surveying Services	Skate Park project/S106	QS services, post-tender. PO20200227-346/19.10b.3	£ 747.00	£ 3,735.00	£ 4,482.00
Buckinghamshire Council	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111. TBC. M&E advise for Riba Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 (£5k paid invoice 1, £3.5k paid invoice 2, £750 paid invoice 3, £250 invoice 4, £250 invoice 5, £220 remaining)	£ 950.00	£ 4,750.00	£ 5,700.00
Bannerman Consulting Engineers	Pavilion project/S106	Management fee August 2020-July 2021. PO120/20-30/7.	£ 44.00	£ 220.00	£ 264.00
Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£ 915.00	£ 4,575.00	£ 5,490.00
David Rollins	Youth Café	Ground-keeping on the recreation ground 2020/21. £950pq. PO20191031-217/19.5A	£ -	£ 4,999.92	£ 4,999.92
Groom Grounds Maintenance	Open Space	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£ -	£ 2,850.00	£ 2,850.00
Groom Grounds Maintenance	Sport & Leisure	Remove old play equipment and install new play space on land by recreation ground. PO20191106a. Min 217/19/3a from 31/10/19. £109173.06.	£ -	£ 2,583.36	£ 2,583.36
Huck Tek Ltd	Play Space/S106	Huck play space post installation inspection PO2020-03-12/139/19.4b	£ 6,952.90	£ 34,764.49	£ 41,717.39
RoSPA	Play Space/S106	Extension of footpath by 12m & lay slabs in gateways. PO116/20.4a.5-30/7	£ 79.00	£ 395.00	£ 474.00
J Leonard Ltd	Play Space/S106	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19	£ -	£ 2,600.00	£ 2,600.00
J Leonard Ltd	Devolved Services	Right of Way maintenance. PO20200130-323/19	£ -	£ 3,750.00	£ 3,750.00
J Leonard Ltd	Devolved Services		£ -	£ 200.00	£ 200.00

		Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.		tbcb	£		-	
		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	£	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	£	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. (NB £45 per cut for Hever Close play area S106, £75 per cut for Pitstone Hill agency services)	£	-	£	1,425.00	£	1,425.00
		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	£	530.00
		Ross Lawry Agricultural Services	Open Space / DS	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	£	-	£	330.00	£	330.00
C/Card dd	P144	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card dd	P145	Sipgate	Administration	Monthly phone package for assistant - reverse charge VAT	£	-	£	10.00	£	10.00
		Neville Special Projects Ltd	Pavilion Project/S106/Grant	Construction of extended and refurbished pavilion. PO20200324-374/19.d and PO20200521-52/20.3C1 (total cost £892,645)	£	92,284.06	£	461,420.32	£	553,704.38
		Neville Special Projects Ltd	Pavilion Project/S106/Grant	Contract revisions (see breakdown on separate spreadsheet)	£	1.20	£	6.00	£	7.20
		TV Licensing	Sports & Leisure	Hospitality TV licence for pavilion. PO2020-6-11-SL7/20.5e	£	-	£	157.50	£	157.50
		James Cato	Maintenance	Renovation of 4 x noticeboards. PO21/20-30/4/20 (Vc Rd & Ched Rd paid except perspex to Vic Rd)	£	-	£	603.00	£	603.00
		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	£	392.63	£	1,963.16	£	2,355.79
		BALC	Administration	Website Accessibility Regulations webinar training course for Cllr Nicholls	£	8.31	£	41.55	£	49.86
C/Card	P132	Buckinghamshire Council	Sport & Leisure	Premises Licence application. PO20200611-SL8/20.3a. Supplementary fee of £23 re DPS waived by BC.	£	20.00	£	100.00	£	120.00
C/Card	P149	Buckinghamshire Council	Sport & Leisure	Planning application fee re floodlights	£	50.37	£	251.83	£	302.20
C/Card	P133	JPI Media	Sport & Leisure	Advertising of Premises Licence application in Bucks Herald. PO20200611-SL8/20.3a	£	69.00	£	345.00	£	414.00
C/Card	P155	M&S	Administration	Gift for 100th birthday of resident	£	1.67	£	8.33	£	10.00
C/Card	P156	House of Cards	Administration	Card/gift wrap/ribbon for 100th birthday of resident	£	2.56	£	12.81	£	15.37
					£	107,606.45	£	538,032.27	£	645,638.72

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

Description	Cost Centre	Name	Amount
Buckinghamshire Council	S106	See S106 summary on Bank Reconciliation for details of various provisions	
Buckinghamshire Council	Precept	To be paid in 2 halves, April and October	£ 69,960.00
Buckinghamshire Council	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
Football Stadia Improvement Fund	Grant re pavilion redevelopment	£35,924 max grant awarded for pavilion project. Payable in arrears following presentation of invoices (4% of each invoice). (Claim 1 for £5,174.76 submitted 30/6/2020, received 10/7/20). (Claim 2 for £4,427.82 submitted 27/7/20) (Claim 3 for £6,658.41 submitted 20/8/20)	£ 19,662.77
National Trust	Agency Services	Compensation for loss of rag pit (Anglian Water, £200, due January 2021 - purchase order number 85275457)	£ 200.00

### Bank Reconciliation & S106 Summary:

See separate document

### Project Summaries:

See separate Pavilion Phase II and Huck Play Space documents

### Budget Monitor & 3 year budget forecast:

See separate document.