

**PITSTONE PARISH COUNCIL  
DECEMBER 2020 FINANCIAL SUMMARY  
Updated for 7 January 2021 meeting**

**Expenditure from Unity**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 2,858.67	£ 2,858.67
P344	Clark Contracting Ltd	Allotments	20 tonnes of type 1 stone for allotment track completion	£ 94.00	£ 470.00	£ 564.00
P345	Bisley Direct Ebonium Limited	Pavilion Fit Out S106	Office furniture	£ 311.00	£ 1,555.02	£ 1,866.02
P346	Almar (Tring) Ltd	Administration	Christmas cards x 250	£ 65.50	£ 327.50	£ 393.00
P348	Neville Special Projects	Grant funding/Pavilion redevelopment	Construction of extended and refurbished pavilion. PO20200324-374/19.d and PO20200521-52/20.3C1 (total cost £892,645).	£ 2,077.53	£ 10,387.65	£ 12,465.18
P349	Creative Play (UK) Limited	Capital	2 x replacement sets of swings for Windsor Road playground PO218/20.3-8/10.	£ 1,811.60	£ 9,058.00	£ 10,869.60
P350	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	£ 379.14	£ 1,895.68	£ 2,274.82
P351	Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£ -	£ 625.00	£ 625.00
P352	Lamps & Tubes Illuminations	Street Lighting	Replace broken Gullicot Way lantern with LED	£ 99.00	£ 495.00	£ 594.00
P354	Armada Door Hardware	Pavilion redevelopment	Additional master keys from supplier	£ 7.06	£ 35.30	£ 42.36
P355	Lamps & Tubes Illuminations	Street Lighting	Christmas illuminations at pavilion and recreation ground (£500 recreation ground re existing lights & £1406 at pavilion re new lights & power supply)	£ 381.20	£ 1,906.00	£ 2,287.20
P356	Glasdon	Litter & Dog Waste	Topsy Jubilee Litter Bin with concrete ballast for layby opposite Masons. PO229/20-22/10/20	£ 65.09	£ 325.49	£ 390.58
P357	Haynes	Maintenance	Bus shelter cleaning x 4 on 14/12/20 including roofs	£ -	£ 90.00	£ 90.00
P371	KLS	Sport & Leisure	Window & floor cleaner for pavilion	£ 3.97	£ 19.87	£ 23.84
P376	Groom Grounds Maintenance	Sport & Leisure	Ground-keeping on the recreation ground. 1 Oct to 31 Dec.	£ -	£ 950.00	£ 950.00
P377	David Rollins	Youth Café	Café management for November 2020	£ -	£ 416.66	£ 416.66
P378	Margaret Crutchfield	Pavilion redevelopment	Crockery and teapots for pavilion	£ -	£ 50.00	£ 50.00
P388	Almar (Tring) Ltd	Administration	Printing of posters	£ 2.04	£ 10.21	£ 12.25
P389	S Davies	Administration	Quarterly expenses	£ -	£ 107.93	£ 107.93
P391	Ross Lawry Agricultural Services	Agency Services	Pitstone Hill hedge cutting PO20200820-147/20.5b	£ -	£ 200.00	£ 200.00
P393	Groom Grounds Maintenance	Sport & Leisure	Groundkeeping at pavilion and recreation ground play space	£ -	£ 120.00	£ 120.00
P394	IMServ	Pavilion redevelopment	Install replacement meter at pavilion etc	£ 124.86	£ 624.37	£ 749.23
<b>Sub total of standard bacs</b>				<b>£ 5,421.99</b>	<b>£ 32,528.35</b>	<b>£ 37,950.34</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 on the agenda					
<b>Sub total of grants and donations</b>			<b>£ -</b>	<b>£ -</b>	<b>£ -</b>

**Direct debits/charges**

dd	P358	Sage	Administration	Accounting and payroll software monthly subscription (December 2020)	£ 4.60	£ 23.00	£ 27.60
dd	P392	Sage	Administration	Accounting and payroll software monthly subscription (January 2021)	£ 4.60	£ 23.00	£ 27.60
dd	P353	CNG	Sports & Leisure	Gas at pavilion to 30/11/20 (actual reading)	£ 18.24	£ 364.72	£ 382.96
dd	P390	CNG	Sports & Leisure	Gas at pavilion to 22/12/20 (actual reading)	£ 62.71	£ 313.55	£ 376.26
dd	P372	Eon	Street Lighting	Street lighting unmetered electricity 1-30/11/20	£ 44.39	£ 221.97	£ 266.36
dd	P374	Opus Energy	Sports & Leisure	Electricity at pavilion 13/10/20 to 29/11/20. Includes the £100 credit. Is still wrong. Are billing for both meters, estimating new meter & not using right closing readings for old meter.	£ 18.52	£ 270.53	£ 289.05
C/Card	P285	Amazon	S106 fit out	120x90 wipe board for away changing	£ -	£ 26.74	£ 26.74
C/Card	P285CN	Amazon	S106 fit out	120x90 wipe board - refund as damaged	£ -	£ -26.74	£ 26.74
C/Card	P285CN	Amazon	S106 fit out	refund of postage	£ -	£ -4.75	£ 4.75
C/Card	P277	Amazon	S106 fit out	120x90 felt board for changing village	£ -	£ 32.93	£ 32.93

C/Card	P278	Amazon	S106 fit out	120x90 wipe board for home changing	£	-	£	26.74	£	26.74
C/Card	P279	Amazon	S106 fit out	120x90 felt board for medical room	£	-	£	32.93	£	32.93
C/Card	P282	Amazon	S106 fit out	120x90 felt board for entrance	£	-	£	32.93	£	32.93
C/Card	P269	Phoenix	Sport & Leisure	Pavilion PPE - free standing sanitiser dispensers etc	£	51.58	£	257.93	£	309.51
C/Card	P289	Amazon	Sport & Leisure	marker pen	£	0.47	£	2.34	£	2.81
C/Card	P280	Amazon	Sport & Leisure	Cable ties	£	-	£	4.41	£	4.41
C/Card	p295	All about Safes	S106 fit out	4 x 24 hook key safes	£	47.82	£	239.12	£	286.94
C/Card	P288	Amazon	Sport & Leisure	hot water stickers & phone batteries	£	3.81	£	19.06	£	22.87
C/Card	P281	Amazon	S106 fit out	7 x free standing A4 signs	£	40.81	£	204.12	£	244.93
C/Card	P292	Amazon	Administration	Pens	£	1.41	£	7.05	£	8.46
C/Card dd	P325	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card dd	P326	Sipgate	Administration	Monthly phone package for car scheme - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card	P343	MS&N	Pavilion redevelopment	Batteries for lock safes	£	2.00	£	10.00	£	12.00
C/Card	P236	Chiltern Society	Administration	Annual membership (if chose to renew)	£	-	£	30.00	£	30.00
C/Card	P336	Amazon	Administration	long cable ties	£	1.00	£	4.98	£	5.98
C/Card	P337	Metcalfes	Pavilion redevelopment	carbine hooks, chain and duck tape	£	5.93	£	29.66	£	35.59
C/Card	P327	Amazon	Pavilion redevelopment	Fire Assembly point sign	£	1.19	£	5.95	£	7.14
C/Card	P330	Amazon	S106 fit out	Key cabinet - office	£	-	£	74.58	£	74.58
C/Card	P331	Amazon	S106 fit out	Medical cabinet for medical room	£	5.50	£	27.49	£	32.99
C/Card	P332	Amazon	S106 fit out	physio table for medical room	£	13.00	£	64.99	£	77.99
C/Card	P333	Amazon	Administration	plastic wallets	£	5.66	£	28.26	£	33.92
C/Card	P335	Amazon	Administration	drawing pins	£	0.95	£	4.73	£	5.68
C/Card	P328	Amazon	S106 fit out	Parcel drop box	£	41.67	£	208.32	£	249.99
C/Card	P329	Amazon	S106 fit out	Crutches	£	2.66	£	13.29	£	15.95
C/Card	P283	Amazon	Sport & Leisure	blue tack white	£	-	£	2.49	£	2.49
C/Card	P284	Amazon	Sport & Leisure	Cable ties	£	-	£	4.41	£	4.41
C/Card	P290	Amazon	S106 fit out	external supra key box	£	11.04	£	55.15	£	66.19
C/Card	P291	Amazon	Sport & Leisure	Key tags	£	1.45	£	7.20	£	8.65
C/Card	P293	Amazon	S106 fit out	Replacement wipeboard	£	-	£	26.19	£	26.19
C/Card	P359	Tring Shoe Repairs	Pavilion redevelopment	Extra keys for pavilion	£	-	£	75.00	£	75.00
C/Card	P360	Amazon	Pavilion redevelopment	2 x sets of carabiners	£	-	£	13.98	£	13.98
C/Card	P334	Amazon	Administration	key tags	£	3.51	£	17.46	£	20.97
C/Card	P361	Amazon	Administration	popper wallets and blue tack	£	4.52	£	22.45	£	26.97
C/Card	P362	MS&N	Administration	stationery	£	-	£	9.85	£	9.85
C/Card dd	P363	Lloyds Bank	Finance	Credit Card monthly fee (November statement)	£	-	£	3.00	£	3.00
C/Card dd	P357	Sipgate	Administration	Monthly phone package for car scheme - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card dd	P375	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£	20.00	£	20.00
C/Card	P363	Lock & Key Centre	Pavilion redevelopment	2 x keys for pavilion	£	1.32	£	6.58	£	7.90
C/Card	P364	Lock & Key Centre	Pavilion redevelopment	10 x keys for pavilion	£	5.83	£	29.17	£	35.00
C/Card	P365	Lock & Key Centre	Pavilion redevelopment	security sliding shackle padlock for container	£	20.29	£	101.46	£	121.75
C/Card	P366	Tring Shoe Repairs	Pavilion redevelopment	key for pavilion	£	-	£	5.00	£	5.00
C/Card	P367	Tring Shoe Repairs	Pavilion redevelopment	keys for pavilion	£	-	£	9.00	£	9.00
C/Card	P368	McColls	Administration	stamps	£	-	£	7.90	£	7.90
C/Card	P369	High Speed Training	Administration	Legionella and fire warden training for clerk and assistant	£	26.00	£	130.00	£	156.00
C/Card	P373	Knight Training	Administration	Personal licence / alcohol training	£	50.00	£	250.00	£	300.00
C/Card	P379	Flashback Tape	Pavilion redevelopment	Reflective tape for lamp columns at pavilion	£	14.70	£	73.50	£	88.20
C/Card	P400	Amazon	Sport & Leisure	Combi lock & cable for senior football goal	£	1.67	£	8.32	£	9.99
C/Card	P401	Amazon	Administration	Stationery - laminating pouches, envelopes etc	£	1.95	£	9.79	£	11.74
C/Card	P402	Amazon	Administration	envelopes	£	0.58	£	2.91	£	3.49
C/Card	P403	Amazon	Pavilion redevelopment/S106	3 door mats for corridors	£	18.99	£	94.98	£	113.97
C/Card	P404	Amazon	Administration	punched pockets	£	1.08	£	5.42	£	6.50
C/Card	P405	Amazon	Pavilion redevelopment	traffic cones for pavilion car park management	£	4.67	£	23.32	£	27.99
C/Card dd	P406	Clicksend	Administration	Text message service for car scheme	£	-	£	100.00	£	100.00
C/Card dd	P407	Lloyds Bank	Finance	Credit Card monthly fee (December statement)	£	-	£	3.00	£	3.00
<b>Sub total of direct debits &amp; charges</b>					<b>£</b>	<b>546.12</b>	<b>£</b>	<b>3,721.36</b>	<b>£</b>	<b>4,267.48</b>
<b>TOTAL OUTGOINGS</b>					<b>£</b>	<b>5,968.11</b>	<b>£</b>	<b>36,249.71</b>	<b>£</b>	<b>42,217.82</b>

## Insurance amendments

New Windsor Road swings & wet pour added (value £9,058) and old Windsor Road swings removed (value £3,220).

New Topsy Jubilee bin added (Value 325.49). Additional set of Christmas lights (for pavilion) added (value £1,406)

Office furniture (£1,900 value) added.

**Inter-account transfers**

None required.

£

-

**Write-offs**

Old Windsor Road swings written off asset register

£

-

£

-

£

-

**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
			<b>£</b>	<b>-</b>	<b>£</b>	<b>0.02</b>

**Receipts received, paid into Unity account**

	Company	Cost Centre	Description	VAT	Net	Gross
27/11/2020	Football Foundation	FSIF Grant	Re pavilion construction. To certificate 6 & practical completion including Beacon & Bannerman.	£	-	£ 7,441.00
27/11/2020	Buckinghamshire Council	Grants and Donations	Local Restrictions Support Grant for pavilion	£	-	£ 1,334.00
01/12/2020	HMRC	VAT	October VAT return	£	36,241.22	£ -
24/12/2020	HMRC	VAT	November VAT Return	£	984.86	£ -
23/12/2020	Computamation Services Ltd	PPP & Guide	PPP127-30	£	16.20	£ 81.00
23/12/2020	Tring Yoga Studio	PPP & Guide	PPP127	£	2.50	£ 12.50
23/12/2020	CMC	PPP & Guide	PPP127	£	4.50	£ 22.50
23/12/2020	Jazzercise	PPP & Guide	PPP127-30	£	16.20	£ 81.00
29/12/2020	Barry Cato	PPP & Guide	PPP127	£	2.50	£ 12.50
06/01/2021	Little IT Company	PPP & Guide	PPP127-30	£	19.50	£ 97.49
08/01/2021	Buckinghamshire Council	S106	Claim 6 re pavilion redevelopment	£	-	£ 13,610.34
				<b>£37,287.48</b>	<b>£22,692.33</b>	<b>£22,753.73</b>
<b>TOTAL INCOMINGS</b>				<b>£37,287.48</b>	<b>£22,692.35</b>	<b>£22,753.75</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
16/12/2020	Football Stadia Improvement Fund	Grant re pavilion redevelopment	Final claim, including £890.65 towards 12m retention which PPC must hold until next October	£	-	£ 1,306.00
22/12/2020	Ashbys	PPP & Guide	PPP127	£	4.50	£ 22.50
22/12/2020	Travel Impressions	PPP & Guide	PPP127	£	4.50	£ 22.50
22/12/2020	Windmill Pharmacy	PPP & Guide	PPP127	£	5.42	£ 27.08
22/12/2020	P E Mead	PPP & Guide	PPP127-30	£	9.00	£ 45.00
29/12/2020	Buckinghamshire Council	Grants	Local Restrictions Support Grant re Tier 4 + match funding from BC (all tbc)	£	-	tbc
07/01/2021	P&IJFC	Sport & Leisure	Pitch hire & cross charge for damage to front grounds	£	104.80	£ 524.00
07/01/2021	National Trust	Agency Services	Compensation for loss of rag pit (Anglian Water, £200, due January 2021 - purchase order number 85275457)	£	-	£ 200.00
<b>TOTAL INCOME PENDING</b>				<b>£</b>	<b>111,990.66</b>	<b>£ 62,783.09</b>

**Summary of those in credit with the parish council:**

P&IJFC	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:**

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)	£	405.00	£	2,025.00	£	2,430.00
CDMPC	Skate park project/S106	Principal designer/CDM services to skate park project.	£	-	£	1,000.00	£	1,000.00
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.	£	1,466.40	£	7,332.00	£	8,798.40
Huck Tek Ltd	Play Space	2.5% retention payable September 2022 ie 12m after completion. PPC funds.	£	534.53	£	2,672.63	£	3,207.16

David Rollins	Youth Café	Management fee August 2020-July 2021. PO120/20-30/7.	£	-	£	3,333.28	£	3,333.28
Groom Grounds Maintenance	Open Space	Ground-keeping on the recreation ground 2020/21. £950pq. PO20191031-217/19.5A	£	-	£	950.00	£	950.00
Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.				tbc	£	-
Neville Special Projects Ltd	Pavilion Project/S106	12 month retention value, to claim from S106	£	-	£	21,375.70	£	21,375.70
Neville Special Projects Ltd	Pavilion Project/FF Grant	12 month retention value, funded by FSIF, funds held	£	-	£	890.65	£	890.65
J Cato	Pavilion Fit Out S106	Racking x 2 cleaning store areas and parish store.	£	-	£	2,040.00	£	2,040.00
J Leonard	Pavilion redevelopment/S106	Replacement emergency gates, fencing and pedestrian gate. SL250/20	£	-	£	2,710.00	£	2,710.00
Tanswell Technology	Pavilion Fit Out S106	Installation of IT equipment. PO178/20-17/9/20.	£	115.80	£	579.00	£	694.80
Tanswell Technology	Administration	Ongoing broadband and IT support. PO178/20-17/9/20. £45pm	£	54.00	£	270.00	£	324.00
ACE Security	Pavilion Fit Out S106	Additional access panel for groundkeeping store and smartcom for app accessibility	£	92.00	£	460.00	£	552.00
IMServe	Sport & Leisure	Ongoing costs associated with elec meter. Years 2-5 = £211.50 per annum	£	42.30	£	211.50	£	253.80
Buckinghamshire Council	Sport & Leisure	Refuse & Recycling bin rental and collection. SL215/20.14. Cost estimated, dependent upon volume of empties requested.	£	56.40	£	282.00	£	338.40
Buckland Landscapes	Open Space	3 x replacement trees @ £75 each. SL246/20	£	45.00	£	225.00	£	270.00
R B Tree Care	Open Space	Tree works to T32 and T31. SL246/20	£	-	£	890.00	£	890.00
tbc	Administration	Printer (to be ordered once furniture installed). PO258/20-26/11	£	60.00	£	300.00	£	360.00
David Pidworth Stage Hire	Open Space	Stage for 2021 Party in the Park event. Tbc nearer the time. Diverted from grants & donations)	£	240.00	£	1,200.00	£	1,440.00
tbc	Administration	Community fibre publicity support (tbc). PO256/20-26/11 max £500)	£	100.00	£	500.00	£	600.00
Capel Manor	Open Space	Lantra basic tree risk assessment course for new staff member. PO245/20-26/11	£	40.00	£	200.00	£	240.00
RoSPA	Open Space	Playground safety inspection training course for new staff member. PO245/20-26/11	£	52.00	£	260.00	£	312.00
Pitstone Memorial Hall	Litter & dog fouling	Annual charge for use of wheelie bins. £55 pq. Minus £1 annual rental due from hall.	£	-	£	219.00	£	219.00
C/Card Amazon	Pavilion redevelopment	Stronger split rings	£	1.33	£	6.66	£	7.99
C/Card Amazon	Sport & Leisure	3l bin liners for feminine hygiene bins at pavilion	£	1.50	£	7.49	£	8.99
C/Card Amazon	Sport & Leisure	lubricant oil for pavilion locks	£	0.58	£	2.92	£	3.50
C/Card Amazon	Administration	wide subject dividers for operating manuals at pavilion	£	1.60	£	7.90	£	9.50
C/Card Amazon	Administration	5 reams A4 paper	£	3.54	£	17.71	£	21.25
			£	11,310.69	£	56,553.44	£	67,864.13

#### 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	Devolved Services	Payment for 2020/21 received. Payment for 2021/22 due April 2021.	£ 3,552.28

#### Bank Reconciliation & S106 Summary:

See separate document

#### Project Summaries:

See separate Pavilion Phase II document.

#### Budget Monitor & 3 year budget forecast:

See separate document.