

**PITSTONE PARISH COUNCIL  
FEBRUARY 2021 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	£	-	£ 2,954.15	£ 2,954.15
P446	Lamps & Tubes Illuminations	Street Lighting	Repairs to Albion Road	£	36.00	£ 180.00	£ 216.00
P447	Almar	PPP & Guide	PPP Jan edition	£	-	£ 855.00	£ 855.00
P451	ACE Security	Pavilion Fit Out S106	Additional access panel for groundkeeping store and smartcom for app accessibility	£	92.00	£ 460.00	£ 552.00
P456	R B Tree Care	Open Space	Tree works to T32 and T31. SL246/20	£	-	£ 890.00	£ 890.00
P459	Tanswell Technology	Pavilion Fit Out S106	Installation of IT equipment & loan equipment prior to installation. PO178/20-17/9/20.	£	141.80	£ 709.00	£ 850.80
P460	Robert Haynes	Maintenance	Bus shelter cleaning x 4	£	-	£ 60.00	£ 60.00
P461	J Leonard Ltd	Pavilion redevelopment/S106	Replacement emergency gates, fencing and pedestrian gate by boundary. SL250/20. Plus additional pedestrian gate in fence line	£	-	£ 2,960.00	£ 2,960.00
<b>Sub total of standard bacs</b>				<b>£</b>	<b>269.80</b>	<b>£ 9,068.15</b>	<b>£ 9,337.95</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	
Windmill Pre-School	Grants and Donations	Grant towards outdoor equipment for expanded premises	£	-	£ 1,486.00	£ 1,486.00
<b>Sub total of grants and donations</b>			<b>£</b>	<b>-</b>	<b>£ 1,486.00</b>	<b>£ 1,486.00</b>

**Direct debits/charges**

dd	P440	Eon	Street Lighting	Street lighting unmetered electricity 1-31/1/21	£	45.88	£ 229.38	£ 275.26
dd	P448	Sage	Administration	Payroll & accounting software for February	£	4.60	£ 23.00	£ 27.60
dd	P449	CNG	Sport & Leisure	Pavilion gas to 27/1/21	£	74.54	£ 372.70	£ 447.24
dd	P469	Opus Energy	Sports & Leisure	Electricity at pavilion 31/12/20 to 30/1/21. Is still wrong. Raised official complaint with Opus.	£	5.52	£ 658.12	£ 663.64
dd	P450	Buckinghamshire Council	Sports & Leisure	pavilion refuse emptying during January 2021	£	-	£ 24.85	£ 24.85
to account	P457	Wave	Sports & Leisure	sewerage rebate for pavilion site	£	-	-£ 479.02	-£ 479.02
dd	P458	Wave	Allotments	Water at allotments 15/11-14/2/21	£	-	£ 495.96	£ 495.96
	c/card	Sipgate	Administration	Covid helpline telephone bill - reverse charge vat	£	-	£ 10.00	£ 10.00
	C/Card	Amazon	Administration	5 reams A4 paper	£	3.54	£ 17.71	£ 21.25
	C/Card	Amazon	Administration	wide subject dividers for operating manuals at pavilion	£	1.60	£ 7.90	£ 9.50
	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	Printerland	Administration	Printer - Kyocera Ecosys M5526. PO258/20-26/11	£	63.88	£ 319.42	£ 383.30
	C/Card	Printerland	Administration	Printer Kyocera Ecosys M5526 set of toner cartridges	£	49.44	£ 247.20	£ 296.64
	C/Card	Amazon	Administration	wireless mouse for cctv	£	1.67	£ 8.32	£ 9.99
	C/Card	Amazon	Administration	bike combi lock for pavilion junior goals (replacement)	£	2.00	£ 9.99	£ 11.99
	C/Card	Amazon	Administration	wireless mouse for office	£	2.55	£ 12.77	£ 15.32
	C/Card	Amazon	Administration	rain x for pavilion cctv cameras	£	1.27	£ 6.32	£ 7.59
	C/Card	Amazon	Administration	extra wide dividers	£	2.70	£ 13.30	£ 16.00
	C/Card	Amazon	Administration	mousemat	£	0.94	£ 4.71	£ 5.65
	C/Card	Amazon	Administration	red foolscap ring binder	£	0.90	£ 4.49	£ 5.39
	C/Card	Wybone Ltd	Litter & Dog Fouling	Replacement dog bin for The Crescent	£	46.72	£ 233.58	£ 280.30
	c/card	Lloyds Bank	Administration	Monthly fee	£	-	£ 3.00	£ 3.00
<b>Sub total of direct debits &amp; charges</b>				<b>£</b>	<b>311.16</b>	<b>£ 2,240.77</b>	<b>£ 2,551.93</b>	

<b>TOTAL OUTGOINGS</b>	<b>£</b>	<b>580.96</b>	<b>£ 12,794.92</b>	<b>£ 13,375.88</b>
------------------------	----------	---------------	--------------------	--------------------

**Insurance amendments** Added: enhancements to intruder alarm (£460), broadband/IT equipment (£709), wooden fencing & gates (£2960)

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

**Write-offs** None undertaken this month. £ - £ - £ -

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

				VAT	Net	Gross
NatWest	Financial	Reserve accrual account interest - none 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
04/02/2021	HMRC	VAT	VAT return for 1-31/12/2020	£	5,181.74	£ -
05/02/2021	National Trust	Agency Services	Compensation for loss of rag pit (Anglian Water)	£	-	£ 200.00
11/02/2021	P&IJFC	Sport & Leisure	Pitch hire & cross charge for damage to front grounds	£	94.00	£ 470.00
15/02/2021	Network Rail	Sport & Leisure	Charge for damage to pavilion grounds and property	£	19.00	£ 95.00
				<b>£5,294.74</b>	<b>£765.00</b>	<b>£878.00</b>
<b>TOTAL INCOMINGS</b>				<b>£5,294.74</b>	<b>£765.02</b>	<b>£878.02</b>

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

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
24/02/2021	Buckinghamshire Council	S106 pavilion redevelopment	Claim 7	£	-	£ 6,173.98
24/02/2021	HMRC	VAT	January 2021 VAT claim	£	419.41	£ -
<b>TOTAL INCOME PENDING</b>				<b>£</b>	<b>419.41</b>	<b>£ 6,173.98</b>

**Summary of those in credit with the parish council:** P&IUFC 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:** Wave, pavilion sewerage rebate, held on account £ - £ 479.02 £ 479.02

**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
M K Surveys	Skate park project/S106	Update to geotechnical survey	£	70.00	£	350.00	£	420.00
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. Service suspended until covid guidelines permit reinstatement.	£	-	£	2,916.62	£	2,916.62
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

	Neville Special Projects Ltd	Pavilion Project/S106	Front footpath replacement	£	-	£	8,950.00	£	8,950.00
	Tanswell Technology	Administration	Ongoing broadband and IT support. PO178/20-17/9/20. £45pm	£	54.00	£	270.00	£	324.00
	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.	£	53.00	£	265.00	£	318.00
	Buckland Landscapes	Open Space	3 x replacement trees @ £75 each. SL246/20	£	45.00	£	225.00	£	270.00
	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
	J Leonard Ltd	Open Space	Playground repairs, including Windsor Road slide & Hever Close connectors			tbc	tbc		
	ACE	Sport & Leisure	Annual maintenance agreement for intercom & access control	£	96.00	£	480.00	£	576.00
	ACE	Sport & Leisure	Annual maintenance agreement for intruder alarm	£	51.60	£	258.00	£	309.60
	ACE	Sport & Leisure	Annual maintenance agreement for fire alarm	£	56.00	£	280.00	£	336.00
cc	Viking Direct	Administration	Stationery	£	13.88	£	69.38	£	83.26
cc	Garage Door Workshop	Pavilion redevelopment	Spare garage door fob	£	13.20	£	66.00	£	79.20
cc	Baggery Group	Litter & dog fouling	Black sacks for litter pickers	£	13.31	£	66.55	£	79.86
cc	Sipgate	Administration	Telephony charges for car scheme	£	-	£	10.00	£	10.00
cc	Sipgate	Administration	Telephony charges for clerk	£	-	£	20.00	£	20.00
cc	Amazon	Administration	Archive boxes	£	2.33	£	11.66	£	13.99
cc	Amazon	Administration	suspension files & paper clips	£	4.00	£	19.98	£	23.98
cc	Amazon	Pavilion redevelopment	waterproof mounting tape	£	2.34	£	11.64	£	13.98
cc	Amazon	Pavilion redevelopment	pipe thermometers	£	7.44	£	37.24	£	44.68
cc	Amazon	Sports & Leisure	Replacement set of traffic cones (following damage by, and funded by, Network Rail)	£	5.50	£	27.49	£	32.99
				£	11,907.41	£	59,537.04	£	71,444.45

#### 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 and skate park proposal document.

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

See separate document.