

**PITSTONE PARISH COUNCIL
JULY 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	£ -	£ 4,939.62	£ 4,939.62
P97	Neville Special Projects	FSIF Grant and S106 Project	Construction of extended/refurbished pavilion. PO20200324-374/19.d & PO20200521-52/20.3ci. To be reclaimed from FSIF Grant and S106. Payment 2.	£ 25,873.79	£ 129,368.95	£ 155,242.74
P98	Bannerman Consulting Engineers	Pavilion project/S106	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, £500 remaining)	£ 50.00	£ 250.00	£ 300.00
P99	Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£ 450.00	£ 2,250.00	£ 2,700.00
P101	CDMPC	Play Space/S106	CDM Services for Huck Play Space Project. PO20190923b. Min SL154/19.4bii from 5/9/19 meeting.	£ -	£ 500.00	£ 500.00
P102	Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£ -	£ 800.00	£ 800.00
P104	Almar (Tring) Ltd	Sport & Leisure	Printing & laminating playground signs. PO83/20-25/6/20	£ 8.52	£ 42.60	£ 51.12
P106	Wicksteed Leisure	Play Space/S106	Annual playground inspections for Windsor Road (PPC) and Hever Close (S106). PO20200312-SL139/19.4a 3 x 1 tonne grab bags of 50/50 sports dressing for repair and patch work at pavilion following badger/fox damage. PO20200521-52/20.2	£ 24.00	£ 120.00	£ 144.00
P107	Construction Materials Limited	Sports & Leisure	invoice 2. 50% materials on site. To be paid once S106 received.	£ 63.60	£ 318.00	£ 381.60
P114	Huck Tek	Play Space/S106	Payment 1 - 50% of materials on site - to be paid once S106 received	£ 5,251.03	£ 26,255.13	£ 31,506.16
E16	Huck Tek	S106/Play Space	Annual membership. PO20200326-393/19.3	£ -	£ 100.00	£ 100.00
P116	Action 4 Youth	Youth Café	Youth café Management in June	£ -	£ 416.66	£ 416.66
P117	D Rollins	Youth Café	Cleaning of 4 bus shelters 13/7/20	£ -	£ 60.00	£ 60.00
P118	R Haynes	Maintenance	Replacement litter picker and hoop for member of staff	£ 7.92	£ 39.60	£ 47.52
P126	Parrs	Litter & Dog Waste	remove weeds/brambles at 2 playgrounds prior to opening (PO83/20-25/6). £130 of which is funded from Hever Close S106.	£ -	£ 260.00	£ 260.00
P127	J Leonard Ltd	Sports & Leisure / S106	Side out green lane. PO20200326-397/19.2.	£ -	£ 95.00	£ 95.00
P128	J Leonard Ltd	Devolved Services	Right of Way strimming. Footpaths 3,7,5,2,14	£ -	£ 180.80	£ 180.80
P129	J Leonard Ltd	Devolved Services	Grant expenditure / S106 expenditure on pavilion redevelopment project	£ 22,139.08	£ 110,695.42	£ 132,834.50
P130	Neville Special Projects	Administration	Payment 3 for works completed to date as interim certificate no 3 issued by BSS - to be paid once S106 received.	£ 450.00	£ 2,250.00	£ 2,700.00
P131	Beacon Surveying Services	Pavilion project / S106	Stationery	£ 75.11	£ 15.02	£ 90.13
P134	Staples	Administration	M&E advise for Riba Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 (£5k invoice 1, £3.5k invoice 2, £750 invoice 3, £250 invoice 4, £250 invoice 5, £220 remaining)	£ 50.00	£ 250.00	£ 300.00
P135	Bannerman Consulting Engineers	Pavilion project / S106	Tree work on recreation ground to enable Huck Teck works.	£ -	£ 950.00	£ 950.00
P139	Groom Grounds Maintenance	Sport & Leisure	Printing of Premises Licence application notices. PO20200611-SL8/20.3a	£ 1.37	£ 6.83	£ 8.20
P140	Almar	Sport & Leisure	Devolved Services / Open Space / S106	£ -	£ 1,955.00	£ 1,955.00
P141	Ross Lawry	Devolved Services / Open Space / S106	Verge mowing on 27/3, 11/5 and 7/6, mowing on 20/4, 16/5 & 27/6, row strimming	£ -	£ 1,955.00	£ 1,955.00
Sub total of standard bacs				£ 59,695.45	£ 308,373.76	£ 368,069.21

Grants & donations

Beneficiary (inc registration number where applicable)	Cost Centre	Purpose of grant / donation and time period to which it relates	VAT	Net	Gross
None			£ -	£ -	£ -
Sub total of grants and donations			£ -	£ -	£ -

Direct debits/charges

P102	Sage	Administration	Accounting and payroll software subscription for July 2020	£ 4.60	£ 23.00	£ 27.60
P113	Eon	Street Lighting	Street lighting unmetered electricity 1-30/6/20	£ 52.03	£ 260.13	£ 312.16
P105	CNG	Sports & Leisure	Gas at pavilion to 30/6/20	£ 0.15	£ 2.93	£ 3.08
C/Card dd	P64	Sipgate	Monthly phone package for Clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P65	Sipgate	Monthly phone package for assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P108	Sipgate	Monthly phone package for covid - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P75	Clicksend	text costs for Covid-19 support group. PO20200326-398/19.4.	£ -	£ 100.00	£ 100.00
C/Card dd	P69	Camiers	Pavilion project	£ 39.00	£ 195.00	£ 234.00
C/Card dd	P110	Lloyds Bank	Finance	£ -	£ 3.00	£ 3.00
	P114	Opus Energy	Electricity at pavilion 31/5/20-29/6/20	£ 1.04	£ 20.80	£ 21.84
	P111	Unity Bank	Manual Credit Handling Charge	£ -	£ 2.00	£ 2.00
	P112	Unity Bank	Service charge	£ -	£ 34.65	£ 34.65
	P115	Information Commissions Office	Administration	£ -	£ 35.00	£ 35.00
			GDPR annual data protection fee. £40 Tier 1 - £5 discount for paying by dd.	£ -	£ 35.00	£ 35.00

Sub total of direct debits & charges	£	96.82	£	706.51	£	803.33
TOTAL OUTGOINGS	£	59,792.27	£	309,080.27	£	368,872.54

Insurance amendments None required this month. Will need to make recreation ground and pavilion amendments in due course.

Inter-account transfers £2,144.90 S106 transfer now credited into Unity Trust Bank Account. £ 2,144.90

Write-offs								
Wicksteed Leisure	Windsor Road playspace	1 x broken playground gate, see above for replacement	£	-	£	1,144.90	£	1,144.90
(as per previous resolutions)	Various	Recreation Ground Playground	£	-	£	17.00	£	17.00
		Recreation Ground	£	-	£	164.90	£	164.90
	Monster	Youth Shelter	£	-	£	9,445.00	£	9,445.00
	Parrs	Pavilion	£	-	£	123.00	£	123.00
	Footprint	Pavilion	£	-	£	579.17	£	579.17
	Zebra	Pavilion	£	-	£	265.00	£	265.00

Receipts received, paid into a NatWest account

				VAT	Net	Gross		
NatWest	Financial	Reserve accrual account interest	£	-	£	0.01	£	0.01
NatWest	Financial	S106 account interest	£	-	£	0.02	£	0.02
			£	-	£	0.03	£	0.03

Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross		
10/07/2020	Buckinghamshire Council	Pavilion redevelopment S106	Claim 2 re pavilion extension and refurbishment	£	-	£ 143,326.29	£	143,326.29
10/07/2020	Football Stadia Improvement Fund	Pavilion redevelopment grant	Claim 1 re pavilion extension and refurbishment	£	-	£ 5,174.76	£	5,174.76
20/07/2020	HMRC	VAT	Q1 VAT Return	£	27,434.35	£ -	£	-
24/07/2020	National Trust	Agency Services	Compensation for loss of rag pit. PO raised by NT, order no 85275457	£	-	£ 548.00	£	548.00
				£27,434.35	£149,049.05	£149,049.05		
TOTAL INCOMINGS				£27,434.35	£149,049.08	£149,049.08		

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross		
20/07/2020	Buckinghamshire Council	S106 Play Space	Claim 1 from S106 re Huck Tek playspace	£	-	£ 66,810.26	£	66,810.26
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
24/07/2020	Buckinghamshire Council	S106 for Pavilion Project	Claim 3 from S106 re pavilion works, to Certificate 3	£	-	£ 108,517.60	£	108,517.60
			TOTAL INCOME PENDING	£	-	£ 179,755.68	£	179,755.68

Summary of those in credit with the parish council: P&IUCF 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)	£	2,025.00
Bannerman Consulting Engineers	Pavilion project/S106	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)	£	220.00
Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£	6,825.00
David Rollins	Youth Café	Management fee August 2019-July 2020	£	416.66
Groom Grounds Maintenance	Open Space	Ground-keeping on the recreation ground 2020/21. £950pq. PO20191031-217/19.5A	£	2,850.00
Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£	3,433.36
BCC	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111. TBC.	£	4,750.00
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. £109173.06.	£	56,662.80
RoSPA	Play Space/S106	Huck play space post installation inspection PO2020-03-12/139/19.4b	£	395.00

	Vita Electrical	Play Space	Electrical works associated with removal of one lighting column from new play space area	tbw	
	J Leonard Ltd	Devolved Services	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19	£	3,125.00
	J Leonard Ltd	Devolved Services	Right of Way maintenance. PO20200130-323/19	£	200.00
	Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.	tbw	
	Beacon Surveying Services	Skate Park project/S106	QS services, pre-tender. PO20200227-346/19.10b.3	£	2,850.00
	Beacon Surveying Services	Skate Park project/S106	QS services, post-tender. PO20200227-346/19.10b.3	£	3,735.00
	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
	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
	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
	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
	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
C/Card	Network1d Sports	Sports & Leisure	Replacement net and ties for Hever Close goal.	£	56.93
C/Card dd	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	10.00
C/Card dd	Sipgate	Administration	Monthly phone package for covid - reverse charge VAT	£	10.00
C/Card	Amazon	Administration	Disposable latex gloves for staff	£	8.71
C/Card	Amazon	Administration	hazard tape & popper wallets	£	12.36
C/Card	Amazon	Administration	anti-bac wipes for staff	£	14.68
	Lamps & Tubes Illuminations Ltd	Street Lighting	Upgrade of 16 lanterns in Crispin Field/Morton Close to LED. PO20200625-93/20	£	7,926.00
	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)	£	627,880.63
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Amended kitchen refit. PO2020-6-11-SL7/20.4	£	1,915.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Addition of pedestrian barrier to frontage. PO2020-6-11-SL7/20.5c	£	294.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Addition of TV cabling etc to function room. PO2020-6-11-SL7/20.5d	£	220.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Aerial - under investigation	tbw	
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Extra cost for increased size of double store/groundkeepers store door. PO2020-6-11-SL7/20.5d	£	300.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Extra cost for new benches throughout. PO20-6-25-83/20c2	£	2,390.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Value Engineering saving re ventilation. July 2020.	-£	10,000.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Roller shutters x 2 door sets on pitch side. XXXXXXXXXXXX £6,300	£	6,300.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Enhanced glazing to community room feature windows. XXXXXXXXXXXX £350	£	350.00
	TV Licensing	Sports & Leisure	Hospitality TV licence for pavilion. PO2020-6-11-SL7/20.5e	£	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
	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	£	1,963.16
C/Card	Buckinghamshire Council	Sport & Leisure	Premises Licence application. PO20200611-SL8/20.3a. Supplementary fee of £23 re DPS waived by BC.	£	100.00
C/Card	Bucks Herald	Sport & Leisure	Advertising of Premises Licence application. PO20200611-SL8/20.3a	£	345.00
				£	731,149.79

Amounts not yet due to the parish council:

Description	Cost Centre	Name	Amount
AVDC	S106	See S106 summary on Bank Reconciliation for details of various provisions	
AVDC	Precept	To be paid in 2 halves, April and October	£ 69,960.00
AVDC	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	(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)	£ 26,321.18
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

Pavilion Phase II Project Summary:

See separate document

Budget Monitor & 3 year budget forecast:

See separate document.