

**PITSTONE PARISH COUNCIL
25 JUNE 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	£	-	£ 3,100.98
			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
P97	Neville Special Projects	FSIF Grant and S106 Project	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
P98	Bannerman Consulting Engineers	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£	450.00	£ 2,250.00
P99	Beacon Surveying Services	Pavilion project/S106	Ground keeping on recreation ground, April-June. PO20191031-217/19.5A	£	-	£ 950.00
P73	Groom Grounds Maintenance	Open Space	Youth café Management in May	£	-	£ 416.66
P74	D Rollins	Youth Café	JCB & driver hire for 1 day to complete allotment track works. PO20200227-363/19.1	£	-	£ 290.00
P76	J Hawkins	Allotments	QS services to pavilion redevelopment project. PO253/19.2iv/9-1-20	£	450.00	£ 2,250.00
P77	Beacon Surveying Services	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	£	-	£ 3,570.58
P78	CDMPC	Pavilion project/S106	PAT tests PO SL123/19.2a/13-2-2020.	£	12.00	£ 60.00
P79	Vita Electrical	Youth Café	Additional insurance re pavilion redevelopment and associated switch of insurance provider to Ecclesiastical for 3-year long term agreement & 4% inflation. PO20200521-52/20-3d & SL7/20.3. See breakdown below.	£	-	£ 3,759.45
P81	Arthur J Gallagher (parent company of Came & Co broker)	Administration + pavilion project	Cleaning of 4 bus shelters 15/6/20	£	-	£ 60.00
P82	R Haynes	Maintenance	Repair capping rail on fencing at pavilion.	£	-	£ 30.00
P91	J Leonard Ltd	Sport & Leisure	Remove tree shoots from bottom of trees on recreation ground.	£	-	£ 10.00
P92	J Leonard Ltd	Open Space	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19	£	-	£ 625.00
P93	J Leonard Ltd	Devolved Services	Installation of replacement playground gate for Windsor Road. PO SL125/19.2b/13-2-20.	£	-	£ 510.00
P94	J Leonard Ltd	Sport & Leisure	Dispose of youth shelter to scrap metal merchants. PO20200227-346/19.7b. Invoice received for £35.28. Payment to J Leonard from A G Evans £35.28 for scrap value. Therefore zero to pay.	£	-	£ -
P95	J Leonard Ltd	Sport & Leisure	Payment to J Leonard from A G Evans £35.28 for scrap value. Therefore zero to pay.	£	-	£ -
P96	James Cato	Maintenance	PO21/20-30/4/20. Part payment for renovation of Vicarage Road and Cheddington Road noticeboards (2 of 6)	£	-	£ 422.00
Sub total of standard bacs				£	26,835.79	£ 147,923.62
				£		£ 174,759.41

One payment not to be approved until Huck Tek commence on site on 6/7/2020

E16	Huck Tek	S106/Play Space	Payment 1 - 50% of materials for play space project	£	5,251.03	£ 26,255.13
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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

P63	Sage	Administration	Accounting and payroll software subscription for June 2020	£	4.60	£ 23.00	
P61	Eon	Street Lighting	Street lighting unmetered electricity 1-31/5/2020	£	53.76	£ 268.80	
P62	CNG	Sports & Leisure	Gas at pavilion to 23/5/20	£	0.09	£ 1.72	
C/Card dd	P36	Sippgate	Administration	Monthly phone package for Covid-19 - reverse charge VAT	£	-	£ 10.00
C/Card dd	P37	Sippgate	Administration	Monthly phone package for assistant - reverse charge VAT	£	-	£ 10.00
C/Card dd	P38	Sippgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£ 10.00
c/card	P66	Pharma-Depot	Administration	500 disposable surgical face masks. PO20200423-SC8/20.	£	-	£ 192.86
c/card dd	P67	1Password	Administration	Password security software	£	15.52	£ 77.60
C/Card	P68	Camiers	Pavilion project/S106	12-yard skip hire re pavilion & container clear out. PO20200227-346/19.6	£	61.00	£ 305.00
C/Card dd	P70	Lloyds Bank	Finance	Credit Card monthly fee	£	-	£ 3.00
	P60	Wave	Allotments	Water at allotments to 15/3/2020	£	-	£ 413.13
	P80	Opus Energy	Sports & Leisure	Electricity at pavilion 30/4-30/5/20	£	1.11	£ 22.26

Sub total of direct debits	£	136.08	£	1,337.37	£	1,473.45
TOTAL OUTGOINGS	£	26,971.87	£	149,260.99	£	176,232.86

Insurance amendments	Joint name contract works cover re pavilion extension and refurbishment placed with Ecclesiastical	£	-	£	1,968.49	£	1,968.49
	Switch from Hiscox to Ecclesiastical, 3-year long term agreement & 4% inflation (annual premium)	£	-	£	2,527.56	£	2,527.56
	Refund from Hiscox due to early termination	£	-	-£	736.00	-£	736.00

Inter-account transfers	£2,144.90 S106 transfer moved from NatWest S106 account to NatWest current account. Cheque now posted to Unity Trust Bank Account.					£	2,144.90
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Write-offs	Wicksteed Leisure	Windsor Road playspace	1 x broken playground gate, see above for replacement			£	1,144.90	£	1,144.90
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Receipts received, paid into a NatWest account

				VAT		Net		Gross	
	NatWest	Financial	Reserve accrual account interest	£	-	£	0.28	£	0.28
	NatWest	Financial	S106 account interest	£	-	£	0.50	£	0.50
				£	-	£	0.78	£	0.78

Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT		Net		Gross	
22/05/2020	Cheddington Pre School	PPP	Advertising PPP124-127	£	16.20	£	81.00	£	97.20
19/06/2020	Ivinghoe Lettings	PPP	Advertising in editions 125-128	£	9.00	£	45.00	£	54.00
					£16.20		£81.00		£97.20
			TOTAL INCOMINGS		£16.20		£81.78		£97.98

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT		Net		Gross	
25/06/2020	National Trust	Agency Services	Compensation for loss of rag pit (due June 2020) PO raised by NT, order no 85275457	£	-	£	548.00	£	548.00
			TOTAL INCOME PENDING	£	-	£	548.00	£	548.00

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
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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, £500 remaining)	£	750.00				
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				
Beacon Surveying Services	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£	9,075.00				
David Rollins	Youth Café	Management fee August 2019-July 2020	£	833.32				
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.	£	6,860.00				
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. (£26,255.13 paid 30/4/20)	£	82,917.93				
RoSPA	Play Space/S106	Huck play space post installation inspection PO2020-03-12/139/19.4b	£	395.00				
Wicksteed Leisure	Play Space/S106	Annual playground inspections for Windsor Road and Hever Close. PO20200312-SL139/19.4a	£	120.00				

C/Card	Camiers	Pavilion project/S106	6-yard skip hire re pavilion & container clear out - extra	£	195.00
	J Leonard Ltd	Devolved Services	Side out green lane. PO20200326-397/19.2. Est	£	400.00
	J Leonard Ltd	Devolved Services	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19	£	3,125.00
	Honwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.	tbc	
	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
	Action 4 Youth	Youth Café	Annual membership. PO20200326-393/19.3	£	100.00
	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	£	2,850.00
	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	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	£	660.00
C/Card dd	Sipgate	Administration	Monthly phone package for Covid-19	£	10.00
C/Card dd	Sipgate	Administration	Monthly phone package for assistant	£	10.00
	Clicksend	Administration	text costs for Covid-19 support group. PO20200326-398/19.4. Estimate. Depends on use.	£	100.00
	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)	£	738,576.05
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Amended kitchen refit. PO2020-6-11-SL7/20.4	£	1,875.00
	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	tbc	
	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
	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
	Buckinghamshire Council	Sport & Leisure	Premises Licence application. PO20200611-SL8/20.3a	£	100.00
	Buckinghamshire Council	Sport & Leisure	Premises Licence variation application re community building/DPS. PO20200611-SL8/20.3b	£	23.00
	Bucks Herald	Sport & Leisure	Advertising of Premises Licence application. PO20200611-SL8/20.3a	£	345.00
	Almar	Sport & Leisure	Printing of Premises Licence application notices. PO20200611-SL8/20.3a	tbc	
	Construction Materials Limited	Sports & Leisure	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	£	318.00
				£	870,935.96

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
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.