

**PITSTONE PARISH COUNCIL
21 MAY 2020 FINANCIAL SUMMARY**

Expenditure from Unity - 21 May 2020 meeting

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI and NEST	£ -	£ 3,022.98	£ 3,022.98
P35	D Rollins	Youth Café	Youth café Management in April	£ -	£ 416.66	£ 416.66
P39	Horwood & James	Sport & Leisure	Draft legal agreement re licence for hire of kitchen	£ 52.00	£ 260.00	£ 312.00
P40	Groom Grounds Maintenance	Sport & Leisure	Ground keeping in April at pavilion. PO20191031-217/19.5B	£ -	£ 740.00	£ 740.00
P42	CML Ltd	Sport & Leisure	40 tonnes of 50/50 sport mix top dressing. PO20200312-SL138/19.2	£ 329.73	£ 1,648.64	£ 1,978.37
P43	R Haynes	Maintenance	Cleaning of 4 bus shelters 11/5/20	£ -	£ 60.00	£ 60.00
P49	J Leonard Limited	Devolved Services	Grass verge cut 1	£ -	£ 625.00	£ 625.00
P50	J Leonard Limited	Devolved Services	Grass verge cut 2	£ -	£ 625.00	£ 625.00
P59	IAC Audit & Consultancy Ltd	Administration	Internal Audit. 3 year contract from 2020/21. £365.75pa (£385 with 5% disc). PO20200227-331/19.	£ 73.15	£ 365.75	£ 438.90
Sub total of standard bacs				£ 454.88	£ 7,764.03	£ 8,218.91

One payment not to be approved until resolved negotiations between Huck Tek/BC or Huck Tek commence on site

E16	Huck Tek	S106/Play Space	Payment 1 - 50% of materials for play space project	£ 5,251.03	£ 26,255.13	£ 31,506.16
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Grants & donations at 21 May 2020 meeting

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 to 21 May 2020

P41	Sage	Administration	Accounting and payroll software subscription for May 2020	£ 4.60	£ 23.00	£ 27.60	
P48	Eon	Street Lighting	Street lighting unmetered electricity 1-30/4/2020	£ 52.03	£ 260.13	£ 312.16	
P47	CNG	Sports & Leisure	Gas at pavilion to 23/4/20	£ 0.26	£ 5.10	£ 5.36	
C/Card dd	E408	Sipgate	Administration	Monthly phone package for Covid-19 - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	E9	Sipgate	Administration	Monthly phone package for assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	E9	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	E30	Amazon Business	Administration	Paper for printer x 5	£ 3.74	£ 18.71	£ 22.45
C/Card	P44	Net World Sports	Sport & Leisure	Set of corner flags for junior football pitch. PO20200312-SL137/19.4	£ -	£ 25.94	£ 25.94
C/Card dd	P45	Lloyds Bank	Finance	Credit Card monthly fee	£ -	£ 3.00	£ 3.00
C/Card dd	E7	Microsoft	Administration	Office 365 Business - reverse charge VAT	£ -	£ 189.60	£ 189.60
C/Card dd	P51	Opus Energy	Sports & Leisure	Electricity at pavilion 31/3-29/4/20	£ 2.49	£ 49.87	£ 52.36
Sub total of direct debits				£ 63.12	£ 605.35	£ 668.47	
TOTAL OUTGOINGS				£ 518.00	£ 8,369.38	£ 8,887.38	

Insurance amendments

Notified Came & Co of forthcoming construction works at pavilion and awaiting notification of premium increase.

Inter-account transfers

£2,144.90 from NatWest Reserve Account for S106 maintenance funds to transfer to Unity Trust Bank Account via written instruction to NatWest current account (awaiting for this to be actioned) and subsequent cheque to Unity Bank.

£ 2,144.90

Receipts received to 30 April 2020, paid into a NatWest account

				VAT	Net	Gross	
	NatWest	Financial	Reserve accrual account interest	£	-	£ 5.23	£ 5.23
	NatWest	Financial	S106 account interest	£	-	£ 0.78	£ 0.78
				£	-	£ 6.01	£ 6.01

Receipts received to 21 May 2020, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross	
01/05/2020	AVDC	Precept	First half of precept	£	-	£ 69,960.00	£ 69,960.00
01/05/2020	Buckinghamshire Council	Grant Income	New Homes Bonus Grant claim 1 (of total £370,000)	£	-	£ 24,700.00	£ 24,700.00
14/05/2020	P&IJFC	Sports & Leisure	Pavilion hire in Feb & March 2020	£	98.99	£ 494.94	£ 593.93
14/05/2020	P&IJFC	Grant & Donation Income	Contribution towards pavilion phase II building redevelopment (have to account for VAT on donation as receive a benefit)	£	250.00	£ 1,250.00	£ 1,500.00
				£348.99	£96,404.94	£96,753.93	
TOTAL INCOMINGS				£348.99	£96,410.95	£96,759.94	

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
24/03/2020	Cheddington Pre School	PPP	PPP 124-127 Wish to continue advertising.	£	16.20	£ 81.00	£ 97.20
n/a	Buckinghamshire Council	S106 Income	Huck Tek play space project S106 claim 1 - negotiating with Huck & BC	£	-	£ 40,055.13	£ 40,055.13
TOTAL INCOME PENDING				£	1,063.17	£ 329,356.96	£ 330,420.13

Summary of those in credit with the parish council:

P&IUFC	1 x match at 19/20 rate paid for but subsequently cancelled	£	9.25	£	46.25	£	55.50
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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 meeting (£5k paid invoice 1, £3.5k paid invoice 2, £750 paid invoice 3, £750 remaining)	£	750.00	
CDMPC	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/£3,200 at £0.8m	£	3,200.00	
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.	£	16,290.00	
Easy-Gate Ltd	Play Space/S106	Replacement playground gate for Windsor Rd. PO SL125/19.2a/13-2-20.	£	730.00	
J Leonard Ltd	Play Space/S106	Installation of replacement playground gate for Windsor Road. PO SL125/19.2b/13-2-20.	£	520.00	
J Leonard Ltd	Sport & Leisure	Dispose of youth shelter to scrap metal merchants. PO20200227-346/19.7b	tbc		
J Hawkins	Allotments	JCB & driver hire for 1 day to complete allotment track works. PO20200227-363/19.1	£	290.00	
David Rollins	Youth Café	Management fee August 2019-July 2020 (April-July logged here)	£	1,249.98	
John Groom (Ground Keeping)	Open Space	Ground-keeping on the recreation ground 2020/21. £950pq. PO20191031-217/19.5A	£	3,800.00	
John Groom (Ground Keeping)	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa.	£	9,260.00	
John Groom (Ground Keeping)	Sport & Leisure	Extra £1k approved for additional summer pitch renovation following over-use by permitting 5 teams to play. PO20200227-315/19.2	£	1,000.00	
BCC	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111. TBC.	£	4,750.00	
Vita Electrical	Youth Café	PAT tests PO SL123/19.2a/13-2-2020.	£	60.00	

	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
	Camiers	Pavilion project/S106	12-yard skip hire re pavilion & container clear out. PO20200227-346/19.6	£	366.00
	J Leonard Ltd	Pavilion project/S106	Labour to assist with pavilion & container clear out. PO20200227-346/19.7	tbc	
	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	£	3,750.00
	Horwood & 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 telephone rental for Covid-19 support group. PO20200326-398/19.4. Est 12 months.	£	110.00
C/Card	Pharma-Depot	Administration	500 disposable surgical face masks. PO20200423-SC8/20.	£	192.86
C/Card dd	Sipgate	Administration	Telephone system for Covid-19 support group. PO20200326-398/19.4	£	70.00
C/Card dd	Sipgate	Administration	Monthly phone package for clerk	£	10.00
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	£	915,225.00
C/Card dd	1Password	Administration	Password security software	\$	114.91
	Abode	Maintenance	Renovation of 6 x noticeboards. PO21/20-30/4/20	£	1,025.00
	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
				£	1,062,449.84

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

Bank Reconciliation & S106 Summary:

See separate document

Pavilion Phase II Project Summary:

See separate document

Budget Monitor & 3 year budget forecast:

See separate document.