

**PITSTONE PARISH COUNCIL
NOVEMBER 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	£	-	£ 2,871.97	£ 2,871.97
			Construction of extended and refurbished pavilion. PO20200324-374/19.d and PO20200521-52/20.3C1 (total cost £892,645).	£	34,793.56	£ 173,967.82	£ 208,761.38
P264	Neville Special Projects	Grant funding/Pavilion redevelopment	M&E advise for Ribas Stage 3. PO20191017a Min SL79/19.2a from 10/10/19 Final invoice	£	44.00	£ 220.00	£ 264.00
P266	Bannerman Consulting Engineers	Pavilion project/S106	QS services, post-tender. PO253/19.2iv/9-1-20.	£	465.00	£ 2,325.00	£ 2,790.00
P265	Beacon Surveying Services	Sport & Leisure	Fire equipment and signage for pavilion	£	127.53	£ 637.67	£ 765.20
P267	Ardenoak Fire Limited	Street Lighting	Fix Vicarage Road outages to columns 8, 9 and 10	£	57.80	£ 289.00	£ 346.80
P268	Lamps & Tubes Illuminations	Pavilion Fit Out S106 & PPC	Associated items of kitchen equipment. PO20200820-137/20.b	£	75.58	£ 377.69	£ 453.27
P270	KLS	Sport & Leisure	Pavilion consumables eg cleaning products	£	28.60	£ 142.95	£ 171.55
P271	KLS	Pavilion Fit Out S106 & PPC	Pavilion fittings and consumables	£	51.03	£ 255.10	£ 306.13
P272	KLS	Pavilion Fit Out S106 & PPC	Pavilion toilet paper dispensers & paper	£	51.38	£ 256.91	£ 308.29
P273	KLS	Pavilion Fit Out S106 & PPC	Grass cutting for parish council open space. PO20200227-354/19.3d. Max £475 per cut. Cuts 4, 5 and 6. 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)	£	-	£ 1,215.00	£ 1,215.00
P274	Ross Lawry Agricultural Services	Open Space	Grass cutting along 40mph Marsworth Road. PO20200227-354/19.e. £110 per cut x 2 cuts. Price fixed for 2 years from 20/21	£	-	£ 220.00	£ 220.00
P274	Ross Lawry Agricultural Services	Open Space	Hedge cutting PO20200227-354/19.3c for the parish council (no allotment hedge). Price fixed for 2 years from 20/21.	£	-	£ 460.00	£ 460.00
P274	Ross Lawry Agricultural Services	Open Space	PPP printing	£	-	£ 855.00	£ 855.00
P275	Almar (Tring) Ltd	PPP & Guide	Café management for September	£	-	£ 416.66	£ 416.66
P296	D Rollins	Youth café	Café management for October	£	-	£ 416.66	£ 416.66
P297	D Rollins	Youth café	V mop	£	10.00	£ 49.99	£ 59.99
P310	KLS	Sport & Leisure	Maintenance agreement re 2 x mvas	£	91.53	£ 457.66	£ 549.19
P311	Swarco	Maintenance	3-yearly tree risk assessment. PO20200820-147/20.5a	£	160.00	£ 800.00	£ 960.00
P312	Patrick Stileman	Trees & hedges	Bus shelter cleaning x 4 on 16/11/20	£	-	£ 60.00	£ 60.00
P313	Haynes	Maintenance	Erect misc items at pavilion	£	-	£ 152.00	£ 152.00
P314	J Leonard Limited	S106 fit out	Fix clatter bridge	£	-	£ 30.00	£ 30.00
P315	J Leonard Limited	S106 Hever Close	Clean graffiti off roundabout road sign	£	-	£ 25.00	£ 25.00
P316	J Leonard Limited	Devolved services	Room booking software subscription	£	27.40	£ 137.00	£ 164.40
P317	Hallmaster	Sport & Leisure	PAT tests & install TV	£	26.33	£ 131.67	£ 158.00
P318	Vita Electrical Co	S106 fit out	Signs for Huck Tek playground on Vicarage Road	£	-	£ 230.00	£ 230.00
P319	Signs Realm	Open Space	Swing bin, oven thermometer and antibacterial soap	£	5.44	£ 27.18	£ 32.62
P320	KLS	S106 fit out & Sports and Leisure	Replacement litter picker for employee	£	5.04	£ 25.20	£ 30.24
P321	Parrs	Litter & Dog Waste	Independent Fire Risk Assessment for pavilion	£	105.00	£ 525.00	£ 630.00
P322	Combat Fire	Sport & Leisure	Lever arch files	£	1.91	£ 9.56	£ 11.47
P323	Staples	Administration	Groundkeeping at pavilion in October	£	-	£ 1,160.00	£ 1,160.00
P324	Groom Grounds Maintenance	Sport & Leisure	Lock and keys for container at pavilion	£	11.82	£ 59.08	£ 70.90
P338	R Saintey	Sport & Leisure	Refund of postage	£	-	£ 21.12	£ 21.12
P339	D Nicholls	Administration	Insurance update re new build pavilion	£	-	£ 372.58	£ 372.58
P340	A J Gallagher	Administration	Fix columns in Vicarage Road, Albion Road and Crispin Field	£	37.00	£ 185.00	£ 222.00
P341	Lamps & Tubes Illuminations	Street Lighting	Legionella Risk Assessment SL215/20.15-8/10	£	60.60	£ 303.00	£ 363.60
P342	First Environment	Sport & Leisure		£			
Sub total of standard bacs				£	36,236.56	£ 189,688.47	£ 225,925.03

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		
tbc	Pitstone Memorial Hall Charity	Grants and Donations	Grants towards roof repairs (for consideration at the meeting)	£	-	£ 6,000.00	£ 6,000.00
Sub total of grants and donations				£	-	£ 6,000.00	£ 6,000.00

Direct debits/charges

dd	P300	Sage	Administration	Accounting and payroll software monthly subscription	£	4.60	£ 23.00	£ 27.60
dd	P299	CNG	Sports & Leisure	Gas at pavilion to 31/10/20 (estimated) NB This estimate is less than the meter reading taken after handover from NSP.	£	0.47	£ 9.49	£ 9.96
dd	P302	Wave	Allotments	Water 14/8-14/11/20 (August actual, November estimated)	£	-	£ 136.23	£ 136.23
dd	P301	Wave	Sports & Leisure	Water 15/8-14/11/20 at pavilion (estimated)	£	-	£ 739.13	£ 739.13
dd	P302	Eon	Street Lighting	Street lighting unmetered electricity 1-31/10/20	£	45.88	£ 229.38	£ 275.26
dd	P298	Opus Energy	Sports & Leisure	Electricity at pavilion 29/9-1/11 estimated (NB Their estimated readings are less than those taken when the meter was removed on 24/10/20)	£	45.89	£ 229.47	£ 275.36
C/Card	P218	Royal British Legion	Grants and Donations	Wreath for pavilion. PO203/20-24.9.20	£	-	£ 18.25	£ 18.25
C/Card dd	P222	Siggate	Administration	Monthly phone package for covid - reverse charge VAT	£	-	£ 10.00	£ 10.00
C/Card dd	P223	Siggate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£ 10.00	£ 10.00
C/Card dd	P224	Siggate	Administration	Monthly phone package for car scheme - reverse charge VAT	£	-	£ 10.00	£ 10.00
C/Card	P243	Amazon	Sport & Leisure	Face shield re covid kid	£		£ 4.75	£ 4.75

C/Card	P244	Amazon	Sport & Leisure	Hand sanitiser for pavilion	£	4.17	£	20.82	£	24.99
C/Card	P245	Amazon	Sport & Leisure	Heavy duty non slip door wedges	£	4.80	£	24.15	£	28.95
C/Card	P249	Amazon	Sport & Leisure	Spray mop	£	3.67	£	18.32	£	21.99
C/Card	P250	Amazon	Administration	A4 paper	£	3.55	£	17.73	£	21.28
C/Card	P251	Amazon	Sport & Leisure	Disposable aprons	£	-	£	5.72	£	5.72
C/Card	P252	Metcalfe	Play Space	Padlocks and chains	£	4.58	£	22.92	£	27.50
C/Card	P246	Amazon	Sport & Leisure	Drawing pins	£	1.00	£	5.02	£	6.02
C/Card	P247	Amazon	Sport & Leisure	Aprons for cleaner	£	2.54	£	12.74	£	15.28
C/Card	P248	Amazon	Sport & Leisure	Covid box, hand wash, laminating pouches	£	4.04	£	20.13	£	24.17
C/Card	P276	McColls	Administration	Leaving gift and card for employee	£	2.79	£	13.96	£	16.75
C/Card	P286	Amazon	S106 fit out	120x120 wipe board for main entrance	£	9.00	£	45.00	£	54.00
C/Card	P287	Amazon	S106 fit out	babychange	£	22.49	£	112.46	£	134.95
C/Card dd	P294	Lloyds Bank	Finance	Credit Card monthly fee	£	-	£	3.00	£	3.00
Sub total of direct debits & charges					£	159.47	£	1,741.67	£	1,901.14
TOTAL OUTGOINGS					£	36,396.03	£	197,430.14	£	233,826.17

Insurance amendments Contract Works insurance expired. Building (valued at £1m), associated works eg car park & illumination/systems etc (£30k), contents (£6k), tv (£500) and dug outs (£5k) added to insurance. Requested addition of (a) donated shelving 3 x £40 (b) additional contents including medical room est £1k.

Inter-account transfers None required. £ -

Write-offs Windsor Road play swings will require write off in due course. £ -

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
			£	-	£	0.02

Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross
26/10/2020	Buckinghamshire Council	Grant expenditure for Pavilion Project	New Homes Bonus Grant, Claim 2, re pavilion works to certificate 5	£	-	£
02/11/2020	HMRC	VAT	September VAT Return	£	57,005.32	£
10/11/2020	Buckinghamshire Council	New Homes Bonus Grant	Re pavilion construction. Final payment. To certificate 6 & practical completion.	£	-	£
05/11/2020	Buckinghamshire Council	S106	Re pavilion construction. Claim 5 to certificate 6.	£	-	£
				£57,005.32	£408,338.95	£408,338.95
TOTAL INCOMINGS				£57,005.32	£408,338.97	£408,338.97

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
05/11/2010	Football Foundation	FSIF Grant	Re pavilion construction. To certificate 6 & practical completion including Beacon & Bannerman.	£	-	£
25/11/2020	HMRC	VAT	October VAT return	£	36,241.22	£
tbc	Buckinghamshire Council	Grants and Donations	Local Restrictions Support Grant for pavilion	£	-	£
04/11/2020	Opus	Sport & Leisure	Credit to account re poor customer service	£	-	£
				£	207,257.18	£
TOTAL INCOME PENDING				£	207,257.18	£

Summary of those in credit with the parish council: P&IUF 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
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
Buckinghammead School	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School.	£	950.00	£	4,750.00	£	5,700.00
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.	£	-	£	3,749.94	£	3,749.94
Groom Grounds Maintenance	Open Space	Ground-keeping on the recreation ground 2020/21. E950p. PO20191031-217/19.5A	£	-	£	1,900.00	£	1,900.00
Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£	-	£	183.36	£	183.36
Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.	£	-	£	-	£	-

	Ross Lawry Agricultural Services	Open Space	Pistone Hill hedge cutting PO20200820-147/20.5b Construction of extended and refurbished pavilion. PO20200324-374/19.d and PO20200521-52/20.3C1 (total cost £892,645)	£	-	£	200.00	£	200.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Contract revisions (see breakdown on separate spreadsheet)	£	6,929.00	£	34,645.00	£	41,574.00
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Hand dryers (estimate £300-400)	£	79.20	£	396.00	£	475.20
	Neville Special Projects Ltd	Pavilion Project/S106/Grant	Crockery for pavilion. PO20200810-137/20.b	£	80.00	£	400.00	£	480.00
	Mrs Crutchfield	Pavilion Fit Out S106	Racking x 3 external storage areas. PO20200810-137/20.c	£	-	£	30.00	£	30.00
	tb	Pavilion Fit Out S106	Annual membership (if chose to renew)	£	189.00	£	945.00	£	1,134.00
C/Card	P236	Chiltern Society	Pavilion PPE - free standing sanitiser dispensers etc	£	-	£	30.00	£	30.00
C/Card	P269	Phoenix	120x90 felt board for changing village	£	51.58	£	257.93	£	309.51
C/Card	P277	Amazon	120x90 wipe board for home changing	£	-	£	32.93	£	32.93
C/Card	P278	Amazon	120x90 felt board for medical room	£	-	£	26.74	£	26.74
C/Card	P279	Amazon	Cable ties	£	-	£	32.93	£	32.93
C/Card	P280	Amazon	7 x free standing A4 signs	£	-	£	4.41	£	4.41
C/Card	P281	Amazon	120x90 felt board for entrance	£	40.81	£	204.12	£	244.93
C/Card	P282	Amazon	blue tack white	£	-	£	32.93	£	32.93
C/Card	P283	Amazon	Cable ties	£	-	£	2.49	£	2.49
C/Card	P284	Amazon	Cable ties	£	-	£	4.41	£	4.41
C/Card	P285	Amazon	120x90 wipe board for away changing	£	-	£	26.74	£	26.74
C/Card	P285CN	Amazon	120x90 wipe board - refund as damaged	£	-	£	26.74	£	26.74
C/Card	P288	Amazon	hot water stickers & phone batteries	£	3.81	£	19.06	£	22.87
C/Card	P289	Amazon	marker pen	£	0.47	£	2.34	£	2.81
C/Card	P290	Amazon	S106 fit out	£	11.04	£	55.15	£	66.19
C/Card	P291	Amazon	external supra key box	£	1.45	£	7.20	£	8.65
C/Card	P292	Amazon	Key tags	£	1.41	£	7.05	£	8.46
C/Card	p295	All about Safes	Pens	£	47.82	£	239.12	£	286.94
C/Card dd	P325	Sipgate	4 x Z4 hook key safes	£	-	£	10.00	£	10.00
C/Card dd	P326	Sipgate	Monthly phone package for clerk - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card	P327	Amazon	Monthly phone package for car scheme - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card	P328	Amazon	Pavilion redevelopment	£	1.19	£	5.95	£	7.14
C/Card	P329	Amazon	Fire Assembly point sign	£	41.67	£	208.32	£	249.99
C/Card	P330	Amazon	Parcel drop box	£	2.66	£	13.29	£	15.95
C/Card	P331	Amazon	Crutches	£	-	£	74.58	£	74.58
C/Card	P332	Amazon	Key cabinet - office	£	5.50	£	27.49	£	32.99
C/Card	P333	Amazon	Medical cabinet for medical room	£	13.00	£	64.99	£	77.99
C/Card	P334	Amazon	physio table for medical room	£	5.66	£	28.26	£	33.92
C/Card	P335	Amazon	Administration	£	3.51	£	17.46	£	20.97
C/Card	P336	Amazon	Administration	£	0.95	£	4.73	£	5.68
C/Card	P337	Metcalles	Administration	£	1.00	£	4.98	£	5.98
C/Card	P343	MS&N	Pavilion redevelopment	£	5.93	£	29.66	£	35.59
C/Card		Aura Security Group	Pavilion redevelopment	£	2.00	£	10.00	£	12.00
C/Card		Christmas Card Company	Pavilion redevelopment	£	20.29	£	101.46	£	121.75
C/Card		Glasdon	Administration	£	-	£	393.00	£	393.00
			Litter & Dog Waste	£	65.10	£	325.49	£	390.59
			Topsy Jubilee Litter Bin with concrete ballast for layby opposite Masons. PO229/20-22/10/20						
	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	£	392.63	£	1,963.16	£	2,355.79
	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. E45pm	£	54.00	£	270.00	£	324.00
	IMServ	Sport & Leisure	Install replacement meter at pavilion etc	£	240.01	£	1,200.05	£	1,440.06
	IMServe	Sport & Leisure	Ongoing costs associated with elec meter. Years 2-5 = £211.50 per annum	£	42.30	£	211.50	£	253.80
			Refuse & Recycling bin rental and collection. SL215/20.14. Cost estimated, dependent upon volume of empties requested.	£	56.40	£	282.00	£	338.40
	Buckinghamshire Council	Sport & Leisure	2 x replacement swing sets for Windsor Road. PO218/20.3-8/10.	£	1,811.60	£	9,058.00	£	10,869.60
	Creative Play	Sport & Leisure							
				£	14,866.82	£	74,334.11	£	89,200.93

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
Football Stadia Improvement Fund	Grant re pavilion redevelopment	£35,924 max grant awarded for pavilion project. See separate summary sheet. Remaining allowance shown.	£ 2,110.49
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

Project Summaries:

See separate Pavilion Phase II and Nevilles contract positions

Budget Monitor & 3 year budget forecast:

See separate document.