

**PITSTONE PARISH COUNCIL
OCTOBER 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	£ -	£ 3,459.24	£ 3,459.24
P215	Beacon Surveying Services	S106/Pavilion Redevelopment	QS services re pavilion project, post-tender. PO253/19.2iv/9-1-20. Approved electronically in line with previous resolution. Will be reclaimed from S106.	£ 450.00	£ 2,250.00	£ 2,700.00
P216	Neville Special Projects	Grant funding/Pavilion redevelopment	Construction of extended and refurbished pavilion. PO20200324-374/19.d and PO20200521-52/20.3C1 (total cost £892,645). To be reclaimed from Football Foundation and New Homes Bonus grants. Approved electronically in line with previous resolution.	£ 50,561.50	£ 252,807.50	£ 303,369.00
P219	Community Impact Bucks	Administration	Second half of community building annual sub (first half paid May)	£ 2.00	£ 25.00	£ 30.00
P220	Groom Grounds Maintenance	Sport & Leisure	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B.	£ -	£ 750.00	£ 750.00
P225	J Leonard Ltd	Devolved Services	5th grass cut. PO20200130-323/19	£ -	£ 625.00	£ 625.00
P226	J Leonard Ltd	Play Space	Make safe Windsor Road swing sets following frame failure	£ -	£ 50.00	£ 50.00
P227	J Leonard Ltd	Devolved Services	Side out Crispin Field alley. PO20200820-155/20.	£ -	£ 180.00	£ 180.00
P230	GeoXphere Ltd	Administration	Parish Online annual membership (if resolve to renew)	£ 10.50	£ 52.50	£ 63.00
P234	Almar (Tring) Ltd	Administration	Printing for pavilion and volunteer of year	£ -	£ 33.70	£ 33.70
P235	Communicorp	Administration	Local Councils Update annual subscription (if resolve to renew)	€ -	€ 75.00	€ 75.00
P239	James Cato	Maintenance	Renovation of 4 x noticeboards. PO21/20-30/4/20 (Vc Rd & Ched Rd paid except perspex to Vic Rd + £40 replace delicious backs that had rotted)	£ -	£ 643.00	£ 643.00
P241	Staples	Administration	Stationery	£ 5.49	£ 27.43	£ 32.92
P261	Vitesse	Administration	Black toner	£ 40.00	£ 200.00	£ 240.00
P262	Haynes	Maintenance	Bus shelter cleaning x 4 on 19/10/20	£ -	£ 60.00	£ 60.00
P263	Interior Options Ltd	Pavilion Fit Out S106	15 x padded arena chairs with black frames & seating. PO20200810-137/20.c	£ 223.50	£ 1,117.50	£ 1,341.00
Sub total of standard bacs				£ 51,292.99	£ 262,355.87	£ 313,651.86

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
P238 Royal British Legion	Grants and Donations	Annual donation in lieu of fresh wreath PO203/20-24.9.20	£ -	£ 150.00	£ 150.00
Sub total of grants and donations			£ -	£ 150.00	£ 150.00

Direct debits/charges

dd	P221	Sage	Administration	Accounting and payroll software monthly subscription	£ 4.60	£ 23.00	£ 27.60
dd	P233	CNG	Sports & Leisure	Gas at pavilion to 30/9/20 (estimated)	£ 0.17	£ 3.38	£ 3.55
dd	P240	Wave	Allotments	Water 115/5-14/8/20 (actual read in June. Estimated in August)	£ -	£ 1,167.68	£ 1,167.68
dd	P242	Eon	Street Lighting	Street lighting unmetered electricity 1-30/9/20	£ 44.39	£ 221.97	£ 266.36
dd	P253	Opus Energy	Sports & Leisure	Electricity at pavilion 31/8-29/9 estimated	£ 5.44	£ 108.85	£ 114.29
C/Card dd	P184	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P185	Sipgate	Administration	Monthly phone package for assistant - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card dd	P190	Sipgate	Administration	Monthly phone package for covid - reverse charge VAT	£ -	£ 10.00	£ 10.00
C/Card	P228	clicksend	Administration	Top up of account for text messages for car scheme	£ -	£ 100.00	£ 100.00
C/Card	P192	Amazon	Pavilion Fit Out S106	45l Thermal box. PO20200820-137/20.b	£ -	£ 24.99	£ 24.99
C/Card	P214	Shred Station	Administration	Onsite shredding service. PO160/12-20082020	£ 15.60	£ 75.00	£ 93.60
C/Card dd	P193	Lloyds Bank	Finance	Credit Card monthly fee	£ -	£ 3.00	£ 3.00
charge	p217	Unity Trust Bank	Finance	Foreign Transfer Charge	£ -	£ 24.00	£ 24.00
charge	p231	Unity Trust Bank	Finance	Manual credit charge	£ -	£ 0.30	£ 0.30
charge	p232	Unity Trust Bank	Finance	service charge	£ -	£ 33.45	£ 33.45
Sub total of direct debits & charges				£ 70.20	£ 1,815.62	£ 1,888.82	
TOTAL OUTGOINGS				£ 51,363.19	£ 264,321.49	£ 315,690.68	

Insurance amendments

Extended Contracts Work insurance for pavilion. Notified of provisional value for new build. Ongoing liaison re contents.

Inter-account transfers

None required.

£ -

Write-offs

Windsor Road play swings will require write off in due course. Independent valuation to be obtained for pavilion.

£ -

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
			£	-	£	0.02	£	0.02

Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross	
02/10/2020	Buckinghamshire Council	S106 Play Space Project	Claim 3, final, re S106 Huck Teck Play Space	£	-	£ 21,932.49	£ 21,932.49
28/09/2020	Miss Woodhead	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
28/09/2020	Miss Woodhead	Allotments	Plot tenancy & PAA sub	£	-	£ 7.50	£ 7.50
25/09/2020	Mr Moule & Joanne Spragg	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
28/09/2020	Mrs Ranger	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
29/09/2020	Mr and Mrs Jones	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
30/09/2020	Mr Harris	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
30/09/2020	Mrs Gould	Allotments	Plot tenancy & PAA sub	£	-	£ 7.50	£ 7.50
30/09/2020	Mr Tillett	Allotments	Plot tenancy & PAA sub	£	-	£ 30.00	£ 30.00
30/09/2020	Mr Cecere	Allotments	Plot tenancy & PAA sub	£	-	£ 15.50	£ 15.50
30/09/2020	Mr and Mrs Carter	Allotments	Plot tenancy & PAA sub	£	-	£ 30.00	£ 30.00
30/09/2020	Mrs Killick	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
30/09/2020	Mrs Creasey	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
24/09/2020	Mr Saunders	Allotments	Plot tenancy & PAA sub	£	-	£ 60.00	£ 60.00
11/09/2020	Mr Turney	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
17/09/2020	Mr Richardson	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
25/09/2020	HMRC	VAT	August 2020 VAT Return	£	38,473.11	£ -	£ -
29/09/2020	Buckinghamshire Council	Precept	To be paid in 2 halves, April and October	£	-	£ 69,960.00	£ 69,960.00
06/10/2020	Mr Cox	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
02/10/2020	Mrs Atherton	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
01/10/2020	Mrs Edwards	Allotments	Plot tenancy & PAA sub	£	-	£ 15.00	£ 15.00
01/10/2020	Footworks	PPP & Guide	Advertising in issues 126-129	£	9.00	£ 45.00	£ 54.00
07/10/2020	Greensleeves	PPP & Guide	Advertising in issue 126-129	£	19.50	£ 97.50	£ 117.00
05/10/2020	Izba Smart Home Solutions	PPP & Guide	Advertising in issue 126	£	2.50	£ 12.50	£ 15.00
07/10/2020	Beacon View Windows	PPP & Guide	Advertising in issue 126	£	9.00	£ 45.00	£ 54.00
07/10/2020	Windmill Pharmacy	PPP & Guide	Advertising in issue 126	£	5.42	£ 27.08	£ 32.50
09/10/2020	Football Foundation	Grant expenditure for Pavilion Project	Claim 4 from FSIF re pavilion works, to Certificate 5	£	-	£ 10,112.00	£ 10,112.00
				£38,518.53	£102,562.07	£102,607.49	
TOTAL INCOMINGS				£38,518.53	£102,562.09	£102,607.51	

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
01/10/2020	Buckinghamshire Council	Grant expenditure for Pavilion Project	New Homes Bonus Grant, Claim 2, re pavilion works to certificate 5	£	-	£ 242,695.20	£ 242,695.20
21/10/2020	HMRC	VAT	September VAT Return	£	57,005.32	£ -	£ -
TOTAL INCOME PENDING				£	172,560.90	£ 528,448.94	£ 528,585.19

Summary of those in credit with the parish council:

P&I/UC	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:

	20p overpayment to L Graves, adjust next back						
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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/E250 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
Buckinghamshire Council	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School. £4,750. Approved 31/10/19. Min 222/19.1c. PO20191111. TBC. 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)	£	950.00	£	4,750.00	£	5,700.00
Bannerman Consulting Engineers	Pavilion project/S106	QS services, post-tender. PO253/19.2iv9-1-20.	£	44.00	£	220.00	£	264.00
Beacon Surveying Services	Pavilion project/S106	Management fee August 2020-July 2021. PO120/20-30/7.	£	465.00	£	2,325.00	£	2,790.00
David Rollins	Youth Café	Ground-keeping on the recreation ground 2020/21. £950pq. PO20191031-217/19.5A	£	-	£	4,583.26	£	4,583.26
Groom Grounds Maintenance	Open Space	Ground-keeping at the pavilion 2020/21. PO20191031-217/19.5B. £10k pa + £1k extra renovation.	£	-	£	1,900.00	£	1,900.00
Groom Grounds Maintenance	Sport & Leisure	Nematodes treatment for pavilion. PO20200820-147/20.3b	£	-	£	2,593.36	£	2,593.36
Groom Grounds Maintenance	Sport & Leisure	3-yearly tree risk assessment. PO20200820-147/20.5a	£	-	£	500.00	£	500.00
Patrick Stileman	Trees & hedges	2.5% retention payable September 2022 ie 12m after completion. PPC funds.	£	160.00	£	800.00	£	960.00
Huck Tek Ltd	Play Space	Grass cutting @ £625 per cut x 8 cuts. PO20200130-323/19 (5 paid)	£	534.53	£	2,672.63	£	3,207.16
J Leonard Ltd	Devolved Services	Right of Way maintenance. PO20200130-323/19	£	-	£	1,875.00	£	1,875.00
J Leonard Ltd	Devolved Services	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.	£	-	£	200.00	£	200.00
Horwood & James	Administration				tbc	£	-	
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	£	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	£	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	£	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	£	530.00
		Ross Lawry Agricultural Services	Open Space	Pitstone Hill hedge cutting PO20200820-147/20.5b	£	-	tbc		tbc	
		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	£	330.00
C/Card dd	P222	Sipgate	Administration	Monthly phone package for covid - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card dd	P223	Sipgate	Administration	Monthly phone package for clerk - reverse charge VAT	£	-	£	10.00	£	10.00
C/Card dd	P224	Sipgate	Administration	Monthly phone package for car scheme - reverse charge VAT	£	-	£	10.00	£	10.00
		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)	£	41,722.56	£	208,612.82	£	250,335.38
		Neville Special Projects Ltd	Pavilion Project/S106/Grant	Contract revisions (see breakdown on separate spreadsheet)	£	79.20	£	396.00	£	475.20
		Neville Special Projects Ltd	Pavilion Project/S106/Grant	Hand dryers (estimate £300-400)	£	80.00	£	400.00	£	480.00
		KLS	Pavilion Fit Out S106	Associated items of kitchen equipment. PO20200820-137/20.b	£	72.54	£	362.69	£	435.23
		KLS	Sport & Leisure	Pavilion consumables eg cleaning products	£	25.97	£	129.86	£	155.83
		Mrs Crutchfield	Pavilion Fit Out S106	Crockery for pavilion. PO20200810-137/20.b	£	-	£	30.00	£	30.00
		tbc	Pavilion Fit Out S106	Racking x 3 external storage areas. PO20200810-137/20.c	£	189.00	£	945.00	£	1,134.00
C/Card	P218	Royal British Legion	Grants and Donations	Wreath for pavilion. PO203/20-24.9.20	£	-	£	18.25	£	18.25
C/Card	P236	Chiltern Society	Administration	Annual membership (if chose to renew)	£	-	£	30.00	£	30.00
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	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	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
		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. £45pm	£	54.00	£	270.00	£	324.00
		IMServ	Sport & Leisure	Install replacement meter at pavilion etc	£	240.01	£	1,200.05	£	1,440.06
		IMServ	Sport & Leisure	Ongoing costs associated with elec meter. Years 2-5 = £211.50 per annum	£	42.30	£	211.50	£	253.80
		Combat Fire	Sport & Leisure	Independent Fire Risk Assessment for pavilion	£	105.00	£	525.00	£	630.00
		Ardenoak Fire Limited	Sport & Leisure	Fire equipment and signage for pavilion	£	199.30	£	996.49	£	1,195.79
		First Environment	Sport & Leisure	Legionella Risk Assessment SL215/20.15-8/10	£	60.60	£	303.00	£	363.60
		Buckinghamshire Council	Sport & Leisure	Refuse & Recycling bin rental and collection. SL215/20.14. Cost estimated, dependent upon volume of empties requested.	£	56.40	£	282.00	£	338.40
		Creative Play	Sport & Leisure	2 x replacement swing sets for Windsor Road. PO218/20.3-8/10.	£	1,811.60	£	9,058.00	£	10,869.60
					£	52,065.87	£	260,329.37	£	312,395.24

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	New Homes Bonus Grant	£370,000 for pavilion project. Payable in arrears following presentation of invoices. (Claim 1 for £24,700 25/3/20) (Claim 2 £242,695.20)	£ 102,604.80
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. Payable in arrears following presentation of invoices (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) (Claim 3 for £6,658.41 submitted 20/8/20)(claim 4 for £10,112.30 submitted 1/10/20)	£ 9,550.70
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.