

**PITSTONE PARISH COUNCIL
APRIL 2021 FINANCIAL SUMMARY**

Expenditure from Unity

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
			Confidential salary/wage payments, plus HMRC PAYE & NI and NEST (new rates of pay where applicable)	£	-	£ 3,447.35
Various	Various	Employment		£	0.37	£ 1.83
P507	Almar (Tring) Limited	Administration	Printing of pavilion poster	£	20.00	£ 100.00
P508	Vitesse	Administration	Black toner cartridge	£	5.00	£ 25.00
P8	Community Impact Bucks	Sport & leisure	Community Building Subscription, payment 1 of 2	£	-	£ 80.25
P9	S Davies	Administration	Quarterly expenses	£	-	£ 110.00
P10	Robert Haynes	Maintenance	Bus shelter cleaning x 4 and pavilion window cleaning	£	-	£ 300.00
P11	Groom Grounds Maintenance	Open Space	Tree works to recreation ground and local green space	£	-	£ 909.00
P12	Groom Grounds Maintenance	Sport & leisure	Ground keeping at the pavilion site during mar 21	£	74.19	£ 370.95
P14	PPL PRS Ltd	Sport & leisure	Music licence for pavilion	£	9.00	£ 45.00
P18	Tanswell Technology	Sport & leisure	IT services at pavilion	£	2,915.25	£ 14,576.25
P30	Neville Special Projects	Pavilion redevelopment S106	Works to front ramp and car park	£	45.00	£ 225.00
P31	Buckland Landscapes	Open Space	3 x replacement trees @ £75 each. SL246/20	£	-	£ 250.00
P32	J Leonard Limited	Open Space	Fence repairs to Local Green Space	£	-	£ 620.00
P33	J Leonard Limited	Devolved Services	Grass verge cut number 1 - query outstanding re value of invoice	£	-	£ 40.00
P34	J Leonard Limited	Maintenance	mVAS moving/data downloads	£	-	£ 818.00
P35	J Leonard Limited	Sport & leisure	Repair to pavilion interceptor (pitch drainage system) & supply keys	£	14.82	£ -
P36	HMRC	VAT	1-31/3/21 VAT return	£		£ -
Sub total of standard bacs				£	3,083.63	£ 21,918.63
						£ 24,987.44

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	
P16 & 17	Names withheld until after the presentation	Grants & donations	Volunteer of the Year x 2 for 2021	£	-	£ 100.00
Sub total of grants and donations				£	-	£ 100.00
						£ 100.00

Direct debits/charges

dd	P15	Eon	Street Lighting	Street lighting unmetered electricity 1-31/3/21	£	45.88	£ 229.38	£ 275.26
dd	P6	Sage	Administration	Payroll & accounting software for April	£	4.60	£ 23.00	£ 27.60
dd	P13	CNG	Sport & leisure	Pavilion gas to 26/3/21	£	7.36	£ 147.21	£ 154.57
dd	P20	Opus Energy	Sports & Leisure	Electricity at pavilion 28/2-30/3/21. Plus see refund below.	£	13.02	£ 260.37	£ 273.39
dd	P21 credit	Opus Energy	Sports & Leisure	Refund of old meter billing 31/8/20-15/4/21.	£	38.84	£ 776.69	£ 815.53
				Rebill of old meter billing 31/8/20-15/4/21. Results in £144.41 credit being transferred back to the parish council via bacs	£	31.96	£ 639.16	£ 671.12
dd	P21 rebill	Opus Energy	Sports & Leisure	Quarterly service charge	£	-	£ 32.25	£ 32.25
debit	P509	Unity Trust Bank	Administration	pavilion refuse bin rental during March 2021	£	-	£ 8.40	£ 8.40
dd	P7	Buckinghamshire Council	Sports & Leisure	Telephony charges for car scheme	£	-	£ 10.00	£ 10.00
dd	cc	Siggate	Administration	HP copier paper	£	3.75	£ 18.75	£ 22.50
dd	cc	Amazon	Administration	HP copier paper	£	3.75	£ 18.75	£ 22.50
dd	cc	Amazon	Administration	CCTV log book	£	1.47	£ 7.32	£ 8.79
dd	cc	Amazon	Administration	paper, wallets & sweeper	£	5.82	£ 29.08	£ 34.90
dd	cc	Clicksend	Administration	Text service top up charge	£	-	£ 100.00	£ 100.00
dd	cc	Lloyds Bank	Administration	Monthly fee	£	-	£ 3.00	£ 3.00
Sub total of direct debits & charges				£	156.45	£ 2,303.36	£ 2,459.81	

TOTAL OUTGOINGS	£	3,240.08	£	24,321.99	£	27,547.25
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Insurance amendments	No amendments required this month. Annual renewal due next month.					
Inter-account transfers	NatWest S106 account bank reconciliation to replenish funds already spent from Unity Trust account (S106 account to current account, then cheque to Unity account, if approved)	£	-	£	489.68	£ 489.68
on agenda for consideration	Return accrual/reserve funding temporarily relocated to Unity account last financial year to cover high project expenditure (bacs to be raised if approved)	£	-	£	18,366.17	£ 18,366.17
Write-offs	One old wet/dry Hoover which no longer cleans (at pavilion) directly replaced with new version	£	25.00	£	125.00	£ 150.00

Receipts received, paid into a NatWest account

			VAT		Net		Gross
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
29/03/2021	HMRC	VAT	February 2021 VAT claim	£	428.46	£	-	£ -
09/04/2021	Buckinghamshire Council	Devolved Services	Payment for 2021/22 financial year devolved services	£	-	£	3,552.28	£ 3,552.28
13/04/2021	Plumm Property	PPP/Guide	PPP128-131	£	42.00	£	210.00	£ 252.00
08/04/2021	Fine Antique Clocks & Barometers	PPP/Guide	PPP128-131	£	9.00	£	45.00	£ 54.00
13/04/2021	T&S Treecare	PPP/Guide	PPP128-131	£	9.00	£	45.00	£ 54.00
12/04/2021	A J Groom & Sons	PPP/Guide	PPP128-131	£	9.00	£	45.00	£ 54.00
12/04/2021	Moren Associates	PPP/Guide	PPP128-131	£	16.20	£	81.00	£ 97.20
12/04/2021	Buckinghamshire Council	Grants & Donations	Coronavirus Business Restart Grant for pavilion	£	-	£	8,000.00	£ 8,000.00
20/04/2021	Network Rail / Onsite Central	Sport & Leisure	Car park usage & cleaning fee w/c 22 Feb	£	37.50	£	187.50	£ 225.00
16/04/2021	Travel Impressions Ltd	PPP/Guide	PPP128	£	4.50	£	22.50	£ 27.00
20/04/2021	Buckinghamshire Council	Precept	First half precept payment	£	-	£	77,500.00	£ 77,500.00
n/a	Opus	Sport & Leisure	Credit back to PPC from Opus re old meter billing.	£	-	£	144.41	£ 144.41
21/04/2021	Hawthorn Gardening	PPP/Guide	PPP128-131	£	9.00	£	45.00	£ 54.00
				£564.66		£89,877.69		£90,013.89
TOTAL INCOMINGS				£564.66		£89,877.71		£90,013.91

Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT		Net		Gross
27/04/2021	Buckinghamshire Council	S106 for pavilion	Claim 8 re Beacon SS Certificate 8 for front car park & ramp works	£	-	£	14,576.25	£ 14,576.25
			TOTAL INCOME PENDING	£	-	£	14,576.25	£ 14,576.25

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:

	Wave, pavilion sewerage rebate, held on account	£	-	£	479.02	£ 479.02
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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/£250 per day + VAT. (£575 Stage 1, £1450 Stage 2)	£	405.00	£	2,025.00	£ 2,430.00
CDMPC	Skate park project/S106	Principal designer/CDM services to skate park project.	£	-	£	1,000.00	£ 1,000.00
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.	£	1,466.40	£	7,332.00	£	8,798.40
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. Service suspended until covid guidelines permit reinstatement.	£	-	£	2,916.62	£	2,916.62
Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.			tbw		£	-
Neville Special Projects Ltd	Pavilion Project/S106	12 month retention value, to claim from S106	£	-	£	22,640.10	£	22,640.10
Neville Special Projects Ltd	Pavilion Project/FF Grant	12 month retention value, funded by FSIF, funds held	£	-	£	890.65	£	890.65
Tanswell Technology	Administration	Ongoing broadband and IT support. PO178/20-17/9/20. £45pm	£	54.00	£	270.00	£	324.00
IMServe	Sport & Leisure	Ongoing costs associated with elec meter. Years 2-5 = £211.50 per annum	£	42.30	£	211.50	£	253.80
Buckinghamshire Council	Sport & Leisure	Refuse & Recycling bin rental and collection. SL215/20.14. Cost estimated, dependent upon volume of empties requested.	£	53.00	£	265.00	£	318.00
David Pidworth Stage Hire	Open Space	Stage for 2021 Party in the Park event. Tbc nearer the time. Diverted from grants & donations)	£	240.00	£	1,200.00	£	1,440.00
tbw	Administration	Community fibre publicity support (tbw). PO256/20-26/11 max £500)	£	100.00	£	500.00	£	600.00
Capel Manor	Open Space	Lantra basic tree risk assessment course for new staff member. PO245/20-26/11	£	40.00	£	200.00	£	240.00
RoSPA	Open Space	Playground safety inspection training course for new staff member. PO245/20-26/11	£	52.00	£	260.00	£	312.00
ACE	Sport & Leisure	Annual maintenance agreement for intercom & access control	£	96.00	£	480.00	£	576.00
ACE	Sport & Leisure	Annual maintenance agreement for intruder alarm	£	51.60	£	258.00	£	309.60
ACE	Sport & Leisure	Annual maintenance agreement for fire alarm	£	56.00	£	280.00	£	336.00
cc	Sipgate	Monthly telephone charges for car scheme	£	-	£	10.00	£	10.00
cc	Sipgate	Monthly telephone charges for council	£	-	£	15.00	£	15.00
cc	Helping Hand Company	Extra long litter picker	£	6.85	£	34.23	£	41.08
cc	Microsoft	Annual subscription to office online services	£	-	£	189.60	£	189.60
cc	Amazon	extra CCTV signs	£	0.60	£	3.03	£	3.63
cc	Amazon	USBs for PPC	£	13.35	£	66.60	£	79.95
cc	Amazon	USBs for CCTV	£	4.60	£	22.99	£	27.59
cc	Amazon	Air fresheners for pavilion	£	3.45	£	17.27	£	20.72
cc	Amazon	Replacement wet/dry hoover for pavilion	£	25.00	£	125.00	£	150.00
cc	Amazon	Locktite glue	£	0.33	£	1.67	£	2.00
cc	Wilko	2 x frames for volunteer of year certificates	£	1.83	£	9.17	£	11.00
Wicksteed Leisure	Sport & Leisure	3 x unaccompanied playground inspections	£	-	£	180.00	£	180.00
Swarco	Maintenance	mVAS lamp post fixing kit	£	7.60	£	38.00	£	45.60
Haynes	Sport & Leisure	Pavilion window cleaning, inside and outside, £50 per time, approx 3-4 times per year	£	30.00	£	150.00	£	180.00
CIB	Administration	Community Building Annual Subscription, Payment 2 of 2 (due 1/10/21). PO353/20.	£	-	£	30.00	£	30.00
Lamps & Tubes	Lighting	Roll out of LED lanterns to Albion Road (9 lanterns). PO363/20.	£	891.68	£	4,458.38	£	5,350.06
R Lawry Agricultural Services	Grass cutting	£150per cut for Huck Teck play space & £175 per cut for Marsworth Road. Other prices as per last year. Estimated at 6 cuts during the season.	£	390.00	£	1,950.00	£	2,340.00
Patrick Stileman Ltd	Open Space	Tree risk assessment for oak and ash on recreation ground.	£	40.00	£	200.00	£	240.00
			£	11,497.49	£	57,487.44	£	68,984.93

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	Precept	Second half precept payment (due 17/9/21)	£ 77,500.00
National Trust	Agency Services	Compensation for loss of rag pit - Down Farm (due June 21)	£ 548.00
National Trust	Agency Services	Compensation for loss of rag pit - Anglian Water (due Jan 22)	£ 200.00

Bank Reconciliation & S106 Summary:

See separate document

Project Summaries:

See separate Pavilion Phase II document. No amendments to skate park project document this month.

Budget Monitor & 3 year budget forecast:

See separate documents for 2020/21 closing position and 2021/22 to 27/4/21