

**PITSTONE PARISH COUNCIL  
JULY 2021 FINANCIAL SUMMARY**

**Expenditure from Unity**

Code	Beneficiary	Cost Centre	Description	VAT	Net	Gross
Various	Various	Employment	Confidential salary/wage payments, plus HMRC PAYE & NI, NEST & expenses	£ 14.47	£ 3,455.01	£ 3,469.48
P74	David Rollins	Youth Café	Café management in May 2021	£ -	£ 463.98	£ 463.98
P77	Beacon Surveying Services	Skate Park project	QS services, pre-tender. PO20200227-346/19.10b.3	£ 285.00	£ 1,425.00	£ 1,710.00
P99	Tanswell Technology Ltd	Sport & leisure	IT at pavilion, monthly fee	£ 9.00	£ 45.00	£ 54.00
P80	Groom Ground Maintenance	Sport & leisure	Pavilion ground maintenance in May	£ -	£ 1,265.00	£ 1,265.00
P79	Groom Grounds Maintenance	Open Space	Ground maintenance of recreation ground. £1000 per quarter. POSL273/20.	£ -	£ 1,000.00	£ 1,000.00
P92	J Leonard Limited	Sport & leisure	3 concrete spurs to extend life of fence at pavilion. PO49/21.3	£ -	£ 150.00	£ 150.00
P93	J Leonard Limited	Devolved Services	Grass cut 2	£ -	£ 620.00	£ 620.00
P94	TonerGiant	Administration	2 x sets of toner for pavilion Kyocera laser printer	£ 99.88	£ 499.36	£ 599.24
P95	T Clubb & Son Ltd	Sport & Leisure	tarmac path at pavilion 49/21.3b	£ 273.00	£ 1,365.00	£ 1,638.00
P96	Wicksteed Leisure	Sport & Leisure + S106	3 x unaccompanied playground inspections (2 PPC & Hever Close still has S106 maintenance)	£ 36.00	£ 180.00	£ 216.00
P97	BMALC	Administration	New councillor training course for Cllr Heyman	£ -	£ 38.00	£ 38.00
P98	Haynes	Maintenance	Bus shelter cleaning x 4 on 14/6/21	£ -	£ 60.00	£ 60.00
P110	IAC Ltd	Administration	Internal audit fee	£ 73.15	£ 365.75	£ 438.90
P111	ACE Fire & Security	Sport & Leisure	Fire alarm panel call out	£ 85.00	£ 17.00	£ 102.00
Grants/Donations	n/a	Grants & Donations	None on the agenda this month	£ -	£ -	£ -
<b>Sub total of standard bacs</b>				<b>£ 875.50</b>	<b>£ 10,949.10</b>	<b>£ 11,824.60</b>

**Direct debits/charges**

dd	Sage	Administration	Payroll & accounting software for June	£ 4.60	£ 23.00	£ 27.60
dd	CNG	Sport & leisure	Pavilion gas to 25/5/21	£ 5.74	£ 114.74	£ 120.48
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental during May 2021	£ -	£ 10.50	£ 10.50
cc dd	Lloyds Bank	Administration	Monthly cc admin fee	£ -	£ 3.00	£ 3.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/5/21	£ -	£ 10.00	£ 10.00
cc dd	1Password	Administration	secure password storage	£ 13.66	£ 68.32	£ 81.98
cc	Amazon	Administration	Paper	£ 2.65	£ 13.15	£ 15.80
cc	Amazon	Sport & Leisure	screwdriver for pavilion repairs	£ 1.50	£ 7.49	£ 8.99
cc	Post Office	PPP/Guide	PPP postage	£ -	£ 10.20	£ 10.20
cc	Acronis	Administration	Back up software	£ 4.67	£ 23.32	£ 27.99
dd	Opus	Sport & leisure	Elec at pavilion 31/3-29/4/21	£ 12.28	£ 245.61	£ 257.89
dd	Opus	Sport & leisure	Elec at pavilion 30/4-30/5/21	£ 12.23	£ 244.68	£ 256.91
dd	Eon	Street Lighting	Street light elec 1-31/5/21	£ 48.97	£ 244.83	£ 293.80
<b>Sub total of direct debits &amp; charges</b>				<b>£ 106.30</b>	<b>£ 1,018.84</b>	<b>£ 1,125.14</b>

**TOTAL OUTGOINGS** £ 981.80 £ 11,967.94 £ 12,949.74

**Insurance amendments**

No amendments required this month.

**Inter-account transfers**

Transfer of S106 to Unity Trust account now complete. £489.68 received 5/5/21.

£ - £ - £ -

**Write-offs**

No write-offs required this month.

£ - £ - £ -

**Receipts received, paid into a NatWest account**

			VAT	Net	Gross
NatWest	Financial	reserve account interest	£ -	£ 0.01	£ 0.01
NatWest	Financial	S106 account interest	£ -	£ 0.02	£ 0.02
			<b>£ -</b>	<b>£ 0.03</b>	<b>£ 0.03</b>

## Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross
25/05/2021	HMRC	VAT	April VAT return, HMRC to refund PPC	£ 3,515.34	£ -	£ -
27/05/2021	W Rabey	Grants & Donations Received	Contribution towards cost of memorial bench / picnic bench	£ -	£ 250.00	£ 250.00
07/06/2021	Wave	Allotments	Refund of overcharge of water used at allotments	£ -	£ 530.14	£ 530.14
09/06/2021	PJC/South Beds Driving School	Sport & Leisure	Hire of pavilion car park during May for driving/trailer lessons	£ -	£ 40.00	£ 40.00
09/06/2021	Tyre Changers	PPP	Advertising in issues 129-132	£ 9.00	£ 45.00	£ 54.00
09/06/2021	Ivinghoe Lettings	PPP	Advertising in issues 129-132	£ 9.00	£ 45.00	£ 54.00
09/06/2021	CMC	PPP	Advert for issue 129	£ 4.50	£ 22.50	£ 27.00
09/06/2021	Windmill Pharmacy	PPP	Advert for issue 129	£ 5.42	£ 27.08	£ 32.50
09/06/2021	Zest Yoga	Sport & Leisure	Hire of pavilion community room during May	£ 9.75	£ 48.75	£ 58.50
09/06/2021	Taekwondo	Sport & Leisure	Hire of pavilion community room during May	£ 7.39	£ 36.95	£ 44.34
10/06/2021	Tring Yoga Studios	PPP	Advert for issue 129	£ 2.50	£ 12.50	£ 15.00
10/06/2021	Travel Impressions	PPP	Advert for issue 129	£ 4.50	£ 22.50	£ 27.00
21/06/2021	Sports Injury & Pain Clinic	PPP	Advertising in issues 129-132	£ 16.20	£ 81.00	£ 97.20
14/06/2021	P&U FC	Sport & Leisure	Storage fee & hire of community room during May (no matches held)	£ 8.07	£ 40.33	£ 48.40
22/06/2021	Ivinghoe Turf	PPP	Advertising in issues 129-132	£ 9.00	£ 45.00	£ 54.00
				<b>£3,600.67</b>	<b>£1,246.75</b>	<b>£1,332.08</b>
<b>TOTAL INCOMINGS</b>				<b>£3,600.67</b>	<b>£1,246.78</b>	<b>£1,332.11</b>

## Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross
13/05/2021	P&IJFC	Sport & Leisure	April hire of pavilion	£ 96.80	£ 484.00	£ 580.80
09/06/2021	P&IJFC	Sport & Leisure	May hire of pavilion	£ 148.00	£ 740.00	£ 888.00
08/06/2021	National Trust	Pitstone Hill	Compensation for loss of rag pitt. Down Farm payment.	£ -	£ 548.00	£ 548.00
08/06/2021	Ashbys	PPP	Advert for issue 129 - reminder issued	£ 4.50	£ 22.50	£ 27.00
08/06/2021	Barry Cato Motor Repairs	PPP	Advert for issue 129 - reminder issued	£ 2.50	£ 12.50	£ 15.00
08/06/2021	Handyman Dave	PPP	Advertising in issues 129-132	£ 9.00	£ 45.00	£ 54.00
22/06/2021	HMRC	VAT	1-31/5/21 VAT Return	£ 1,255.06	£ -	£ -
<b>TOTAL INCOME PENDING</b>				<b>£ 1,515.86</b>	<b>£ 1,852.00</b>	<b>£ 2,112.80</b>

## Summary of those in credit with the parish council:

None	£ -	£ -	£ -	£ -
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## Summary of accounts where the parish council is in credit:

None	£ -	£ -	£ -	£ -
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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
PEP Ltd	Skate park project/S106	Civil & Structuring engineering services to skate park project.	£ -	£ 1,000.00	£ 1,000.00
CDMPC	Skate park project/S106	Principal designer/CDM services to skate park project.	£ -	£ 2,000.00	£ 1,000.00
Beacon Surveying Services	Skate Park project/S106	QS services, pre-tender. PO20200227-346/19.10b.3	£ 285.00	£ 1,425.00	£ 1,710.00
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. Management fee August 2020-July 2021. PO120/20-30/7. Service suspended until covid guidelines permit reinstatement.	£ 534.53	£ 2,672.63	£ 3,207.16
David Rollins	Youth Café		£ -	£ 833.32	£ 833.32
Horwood & James	Administration	Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.		tbc	£ -
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	£ 90.00	£ 450.00	£ 540.00
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.	£ 50.90	£ 254.50	£ 305.40
David Pidworth Stage Hire	Open Space	Stage for 2021 Party in the Park event. 2021 event cancelled due to Covid restrictions. May reconsider for next year. ( Diverted from grants & donations)	£ 240.00	£ 1,200.00	£ 1,440.00

	Groom Grounds Maintenance	Open Space	Ground maintenance of recreation ground. £1000 per quarter. POSL273/20.	£	-	£	3,000.00	£	3,000.00
	Groom Grounds Maintenance	Sport & Leisure	Ground maintenance at pavilion. £10,500 over year.	£	-	£	7,811.00	£	7,811.00
	tbc	Administration	Community fibre publicity support (tbc). PO256/20-26/11 max £500)	£	100.00	£	500.00	£	600.00
	RoSPA	Open Space	Playground safety inspection training course for new staff member. 28/7/21. PO245/20-26/11	£	52.00	£	260.00	£	312.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/6/21	£	-	£	10.00	£	10.00
cc	Sipgate	Administration	Monthly telephone charges for council 1/6/21	£	-	£	15.00	£	15.00
cc	Amazon	Sport & Leisure	Wildlife camera for pavilion as recommended by ecologist to tackle badger issues 49/21.3c	£	13.33	£	66.66	£	79.99
cc	Amazon	Sport & Leisure	Extension lead for hirers of pavilion	£	1.32	£	6.57	£	7.89
	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. £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.	£	-	£	30.00	£	30.00
	R Lawry Agricultural Services	Grass cutting	Grass verge cutting @ £620 per cut	£	390.00	£	1,950.00	£	2,340.00
	J Leonard Ltd	Devolved Services	Tree risk assessment for oak and ash on recreation ground.	£	-	£	2,480.00	£	2,480.00
	Patrick Stileman Ltd	Open Space	paint container roof with waterproof coating 49/21.3d	£	40.00	£	200.00	£	240.00
	J Leonard Ltd	Sport & Leisure	Repair of wooden fence on Local Green Space by The Crescent SL21/21	£	-	£	520.00	£	520.00
	J Leonard Ltd	Open Space	Themoplastic alphabet snake and hopscotch for windor road 49/21.7 (max costs)	£	-	£	110.00	£	110.00
	tbc	Sport & Leisure	12 bird boxes 65/21	£	160.00	£	800.00	£	960.00
	tbc	Miscellaneous	CCTV maintenance agreement SL20/21.4	£	-	£	-	£	-
	ACE	Sport & Leisure	Amended fire alarm agreement to enable monitoring SL20/21.4	£	92.40	£	462.00	£	554.40
	ACE	Sport & Leisure	Power/USB/HDMI socket extension lower on wall SL20/21.4	£	57.20	£	286.00	£	343.20
	Vita Electricals	Sport & Leisure	Pavilion noticeboard SL20/21.4	-	-	-	-	-	-
	Greenbarnes	Street furniture	Quarterly charges, to appear on June statement	£	320.00	£	1,600.00	£	1,920.00
	Unity Trust Bank	Administration	Survey of MUGA surface levels	£	-	£	1.70	£	1.70
	MKSurveys	Open Space		£	76.00	£	380.00	£	456.00
				£	13,469.33	£	67,346.63	£	80,815.96

#### 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 - Anglian Water (due Jan 22)	£ 200.00

#### Bank Reconciliation & S106 Summary:

See separate document

#### Project Summaries:

See separate sheets for Allotment Financial Summary, pavilion financial summary, skate park project financial summary & pavilion re-build financial summary.

#### Budget Monitor & 3 year budget forecast:

See separate document.