

**PITSTONE PARISH COUNCIL
MAY 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 and NEST	£	-	£ 4,805.42	£ 4,805.42
P44	Almar (Tring) Limited	Administration	Printing of PPP Issue 128	£	-	£ 855.00	£ 855.00
P45	SLCC	Administration	Annual membership	£	-	£ 208.00	£ 208.00
P46	BALC/NALC/LCR	Administration	Annual membership	£	-	£ 544.43	£ 544.43
P47	Arthur J Gallagher	Administration	Insurance	£	-	£ 3,946.45	£ 3,946.45
P48	IMServ	Sport & leisure	Pavilion Electricity meter service period 1/2/21-17/9/21	£	6.93	£ 34.67	£ 41.60
P49	ACE	Sport & Leisure	Annual maintenance agreement for intercom & access control	£	96.00	£ 480.00	£ 576.00
P50	ACE	Sport & Leisure	Annual maintenance agreement for intruder alarm	£	51.60	£ 258.00	£ 309.60
P51	ACE	Sport & Leisure	Annual maintenance agreement for fire alarm	£	56.00	£ 280.00	£ 336.00
P52	Ambivent	Sport & leisure	Annual maintenance agreement for heating / air conditioning	£	170.00	£ 750.00	£ 900.00
P53	Action4Youth	Youth Café	Annual membership	£	-	£ 100.00	£ 100.00
P54	Lamps & Tubes	Lighting	LED roll out to Albion Road	£	891.68	£ 4,458.38	£ 5,350.06
P55	Capel Manor College	Administration	Lantra basic tree risk assessment course for new staff member. PO245/20-26/11	£	-	£ 200.00	£ 200.00
P56	J Leonard Limited	Administration	Disposal of waste	£	-	£ 65.00	£ 65.00
P60	Tanswell Technology Ltd	Sport & leisure	IT at pavilion, monthly fee	£	9.00	£ 45.00	£ 54.00
P61	Groom Ground Maintenance	Sport & leisure	Pavilion ground maintenance in April	£	-	£ 515.00	£ 515.00
P62	Haynes	Maintenance	Bus shelter cleaning x 4 on 17/5/21	£	-	£ 60.00	£ 60.00
P33	J Leonard Limited	Devolved Services	Correct invoice now received for grass verge cut 1	£	-	£ 620.00	£ 620.00
P64	KLS	Sport & leisure	mop heads for pavilion	£	2.00	£ 10.00	£ 12.00
Sub total of standard bacs				£	1,283.21	£ 18,235.35	£ 19,498.56

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
None on the agenda			£	-	£ -
Sub total of grants and donations			£	-	£ -

Direct debits/charges

dd	Eon	Street Lighting	Street lighting unmetered electricity 1-24/4/21	£	43.62	£ 218.12	£ 261.74
dd	Sage	Administration	Payroll & accounting software for May	£	4.60	£ 23.00	£ 27.60
dd	CNG	Sport & leisure	Pavilion gas to 23/4/21	£	6.95	£ 138.93	£ 145.88
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental during April 2021	£	-	£ 8.40	£ 8.40
n/a	Wave	Allotments	Credit note for water used at allotments. Currently held on account. Requested refund to bank account.	£	-	£ 530.14	£ 530.14
n/a	Wave	Sports & Leisure	Water at pavilion 15/2-14/5 (£1,086.16 minus £479.02 held on account)	£	-	£ 607.14	£ 607.14
cc dd	Lloyds Bank	Administration	Monthly cc admin fee	£	-	£ 3.00	£ 3.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/4/21	£	-	£ 10.00	£ 10.00
cc	Sipgate	Administration	Monthly telephone charges for council	£	-	£ 15.00	£ 15.00
cc	Helping Hand Company	Administration	Extra long litter picker	£	6.85	£ 34.23	£ 41.08
cc	Microsoft	Administration	Annual subscription to office online services	£	-	£ 189.60	£ 189.60
cc	Amazon	Sport & Leisure	extra cctv signs	£	0.60	£ 3.03	£ 3.63
cc	Amazon	Administration	USBs for PPC	£	13.35	£ 66.60	£ 79.95
cc	Amazon	Administration	USBs for CCTV	£	4.60	£ 22.99	£ 27.59
cc	Amazon	Sport & Leisure	Air freshners for pavilion	£	3.45	£ 17.27	£ 20.72
cc	Amazon	Sport & Leisure	Replacement wet/dry hoover for pavilion	£	25.00	£ 125.00	£ 150.00
cc	Amazon	Administration	Locktite glue	£	0.33	£ 1.67	£ 2.00
cc	Wilko	Administration	2 x frames for volunteer of year certificates	£	1.83	£ 9.17	£ 11.00

Sub total of direct debits & charges	£	111.18	£	2,023.29	£	2,134.47
TOTAL OUTGOINGS	£	1,394.39	£	20,258.64	£	21,633.03

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 (funds moved from S106 account to current account, nowing pending cheque to Unity account, £489.68)

£ - £ 489.68 £ 489.68

Write-offs

No write-offs required this month.

£ 25.00 £ 125.00 £ 150.00

Receipts received, paid into a NatWest account

NatWest Financial S106 account interest

	VAT		Net		Gross
£	-	£	0.02	£	0.02
£	-	£	0.02	£	0.02

Receipts received, paid into Unity account

	Company	Cost Centre	Description
05/05/2021	Buckinghamshire Council	S106 for pavilion	Claim 8 re Beacon SS Certificate 8 for front car park & ramp works
14/05/2021	P&IUGC	Sport & Leisure	April hire of pavilion

	VAT		Net		Gross
£	-	£	14,576.25	£	14,576.25
£	34.17	£	170.83	£	205.00
£	34.17	£	14,747.08	£	14,781.25

TOTAL INCOMINGS	£	34.17	£	14,747.10	£	14,781.27
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Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT		Net		Gross
13/05/2021	P&IUGC	Sport & Leisure	April hire of pavilion	£	96.80	£	484.00	£ 580.80
19/05/2021	HMRC	VAT	April VAT return, HMRC to refund PPC	£	3,515.34	£	-	£ -
TOTAL INCOME PENDING				£	96.80	£	484.00	£ 580.80

Summary of those in credit with the parish council:

None (P&IUGC credit now used)

Summary of accounts where the parish council is in credit:

Wave, allotment water consumption credit note £ - £ 530.14 £ 530.14

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.				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	£	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
	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. PO245/20-26/11	£	52.00	£	260.00	£	312.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/5/21	£	-	£	10.00	£	10.00
cc dd	1Password	Administration	secure password storage	\$	19.15	\$	95.76	\$	114.91
	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
	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
	J Leonard Ltd	Devolved Services	Grass verge cutting @ £620 per cut	£	-	£	3,100.00	£	3,100.00
	Patrick Stileman Ltd	Open Space	Tree risk assessment for oak and ash on recreation ground.	£	40.00	£	200.00	£	240.00
				£	10,904.45	£	54,522.26	£	65,426.71

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:

No amendments to skate park project or pavilion project documents this month.

Budget Monitor & 3 year budget forecast:

See separate document.