

**PITSTONE PARISH COUNCIL  
NOVEMBER 2021 FINANCIAL SUMMARY**

**Expenditure from Unity**

| Code                              | Beneficiary              | Cost Centre        | Description   | VAT      | Net             | Gross              |
|-----------------------------------|--------------------------|--------------------|---|----------|-----------------|--------------------|
|                                   |                          |                    | Confidential salary/wage payments, plus HMRC PAYE & NI, & NEST plus overtime & backdated pay increase | £        | -               | £ 5,849.76         |
| Various                           | Various                  | Employment         |   | £        | 310.05          | £ 1,550.29         |
| P286                              | Greenbarnes              | Street furniture   | Pavilion noticeboard SL20/21.4  | £        | 127.00          | £ 635.00           |
| P287                              | Groom Ground Maintenance | Sport & leisure    | Pavilion ground maintenance in Oct  | £        | 479.52          | £ 2,397.60         |
| P288                              | L&T Illuminations        | Lighting           | Christmas lighting for recreation ground and pavilion   | £        | -               | £ 150.00           |
| P289                              | J Leonard Ltd            | Sport & Leisure    | Welding remedial works to Windsor Road slide PO 224/21.7  | £        | -               | £ 120.00           |
| P290                              | J Leonard Ltd            | Sport & Leisure    | Affix 2 x wooden benches into concrete bases at recreation ground play area PO SL45/21.3              | £        | 159.50          | £ 797.50           |
| P296                              | L Eagling                | Administration     | Refund of purchase of 3 x Apple ipad for 2 members and 1 staff  | £        | -               | £ 356.50           |
| P309                              | Kayes Interiors          | Sport & Leisure    | 50% deposit for black out blinds at pavilion  | £        | -               | £ 412.03           |
| P314                              | Roll In Trade Ltd        | Youth Café         | Youth café management in Oct  | £        | 387.60          | £ 1,938.00         |
| P310                              | UK Roller Shutters       | Sport & Leisure    | Convert 3 x roller shutters to electric. PO 224/21.5  | £        | 11.37           | £ 56.85            |
| P313                              | KLS                      | Sport & Leisure    | Toilet paper for pavilion   | £        | 9.00            | £ 45.00            |
| P317                              | Tanswell Technology Ltd  | Administration     | Monthly broadband & IT support  | £        | 14.00           | £ 70.00            |
| P318                              | Vita Electrical Co       | Sport & Leisure    | Pavilion PAT tests  | £        | 97.00           | £ 485.00           |
| P321                              | Swarco                   | Maintenance        | Maintenance contract for 2 x mVAS   | £        | -               | £ 60.00            |
| P323                              | Haynes                   | Maintenance        | Bus shelter cleaning on 22/11/21  | £        | -               | £ -                |
| Grants/Donations                  | n/a                      | Grants & Donations | None on the agenda for payment this month   | £        | -               | £ -                |
| <b>Sub total of standard bacs</b> |                          |                    |   | <b>£</b> | <b>1,595.04</b> | <b>£ 14,923.53</b> |
|                                   |                          |                    |   | <b>£</b> |                 | <b>£ 16,518.57</b> |

**Direct debits/charges**

|   |                         |                      |  |          |                 |                    |
|---|-------------------------|----------------------|--|----------|-----------------|--------------------|
| dd  | Sage                    | Administration       | Payroll & accounting software for November                               | £        | 4.60            | £ 23.00            |
| dd  | Regent Gas              | Sport & leisure      | Pavilion gas 5/10-9/11/21  | £        | 5.95            | £ 118.99           |
| dd  | Buckinghamshire Council | Sports & Leisure     | pavilion refuse bin rental & empty during Oct 21                         | £        | -               | £ 24.85            |
| dd  | Wave                    | Sports & Leisure     | Water at pavilion. Bill £115.89. No dd taken at still £957.46 in credit. | £        | -               | £ -                |
| dd  | Wave                    | Allotments           | Water at allotments 15/8-15/11/21 (estimated)                            | £        | -               | £ 172.65           |
| cc dd   | Lloyds Bank             | Administration       | Monthly cc admin fee   | £        | -               | £ 3.00             |
| cc  | Royal British Legion    | Grants and donations | Donation in lieu of fresh wreath. PO208/21.                              | £        | -               | £ 150.00           |
| cc  | Sipgate                 | Administration       | Monthly telephone charges for car scheme 1/10/21                         | £        | -               | £ 10.00            |
| cc  | Sipgate                 | Administration       | Monthly telephone charges for council 1/10/21                            | £        | -               | £ 15.00            |
| cc  | Lock and Key Centre     | Administration       | Key cutting  | £        | -               | £ 10.00            |
| cc  | Amazon                  | Administration       | 2 x hole punch (2 hole and 4 hole)                                       | £        | 4.98            | £ 24.90            |
| cc  | Amazon                  | Administration       | spray air  | £        | 0.57            | £ 2.85             |
| cc  | Lock and Key Centre     | Sport & Leisure      | thumb turn lock for pavilion door  | £        | 5.83            | £ 29.17            |
| cc  | Care Check              | Administration       | CRB check for volunteer  | £        | 2.00            | £ 10.00            |
| cc  | Amazon                  | Administration       | Lanyards & badge holders for car scheme + pens                           | £        | 5.01            | £ 25.03            |
| cc  | Amazon                  | Administration       | Envelopes for invitations  | £        | 0.98            | £ 4.92             |
| cc  | Amazon                  | Administration       | Replacement litter picker for staff member                               | £        | 1.33            | £ 6.65             |
| dd  | Eon                     | Street Lighting      | Street light elec 1-31/10/21   | £        | 48.12           | £ 240.59           |
| dd  | Opus                    | Sport & Leisure      | elec at pavilion   | £        | 12.99           | £ 259.84           |
| dd  | Opus                    | Sport & Leisure      | Final elec bill re pavilion  | £        | 2.34            | £ 46.78            |
| dd  | SSE Southern Electric   | Sport & Leisure      | Electricity at the pavilion to 17/11/21                                  | £        | 20.05           | £ 401.09           |
| dd  | Buckinghamshire Council | Sport & leisure      | Annual premises licence  | £        | -               | £ 70.00            |
| <b>Sub total of direct debits &amp; charges</b> |                         |                      |  | <b>£</b> | <b>114.75</b>   | <b>£ 1,649.31</b>  |
|   |                         |                      |  | <b>£</b> |                 | <b>£ 1,764.06</b>  |
| <b>TOTAL OUTGOINGS</b>                          |                         |                      |  | <b>£</b> | <b>1,709.79</b> | <b>£ 16,572.84</b> |
|   |                         |                      |  | <b>£</b> |                 | <b>£ 18,282.63</b> |

**Insurance amendments**

£1550 noticeboard, £1023 for 3 ipads with keyboards, 1 iphone and £1397 christmas lights requested to be added to cover

**Inter-account transfers**

None required this month.

£ - £ - £ -

**Write-offs**

None this month.

£ - £ - £ -

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

|         |           |                          |
|---------|-----------|--------------------------|
| NatWest | Financial | reserve account interest |
| NatWest | Financial | S106 account interest    |

|          | VAT      |          | Net         |          | Gross       |
|----------|----------|----------|-------------|----------|-------------|
| £        | -        | £        | 0.01        | £        | 0.01        |
| £        | -        | £        | 0.02        | £        | 0.02        |
| <b>£</b> | <b>-</b> | <b>£</b> | <b>0.03</b> | <b>£</b> | <b>0.03</b> |

**Receipts received, paid into Unity account**

|            | Company/Name | Cost Centre     | Description                             |
|------------|--------------|-----------------|---|
| 01/11/2021 | Ms T Creasy  | Allotments      | Allotment tenancy & PAA subscription    |
| 11/11/2021 | J D Ballers  | Sport & Leisure | Hire of training area Nov 21-Mar 22     |
| 11/11/2021 | Hartbeeps    | Sport & Leisure | Community room hire during October 2021 |
| 12/11/2021 | Taekwondo    | Sport & Leisure | Community room hire during October 2021 |
| 19/11/2021 | Zest Yoga    | Sport & Leisure | Community room hire during October 2021 |

|                        | VAT            |          | Net           |          | Gross         |
|------------------------|----------------|----------|---------------|----------|---------------|
| £                      | -              | £        | 15.00         | £        | 15.00         |
| £                      | 76.80          | £        | 384.00        |          |               |
| £                      | 20.48          | £        | 102.38        | £        | 122.86        |
| £                      | 7.39           | £        | 36.95         | £        | 44.34         |
| £                      | 14.63          | £        | 73.13         | £        | 87.76         |
| <b>£</b>               | <b>119.30</b>  | <b>£</b> | <b>611.46</b> | <b>£</b> | <b>269.96</b> |
| <b>TOTAL INCOMINGS</b> | <b>£119.30</b> | <b>£</b> | <b>611.49</b> | <b>£</b> | <b>269.99</b> |

**Debtors Summary/Overdue Invoices/Income Pending:**

| Date of Invoice | Name         | Cost Centre     | Invoice/Description  |
|-----------------|--------------|-----------------|--|
| 20/09/2021      | Greensleeves | PPP Advertising | Advertising in issue 130-133 - NB Potential bad debtor. Final reminder issued - deadline 17/11/21. |
| 11/11/2021      | P&I JFC      | Sport & Leisure | Pitch hire during October 2021   |
| 11/11/2021      | P&IUFC       | Sport & Leisure | Pitch hire during October 2021   |
| 23/11/2021      | HMRC         | VAT             | 1-31/10/21 VAT return  |

|   | VAT      |   | Net    |   | Gross  |
|---|----------|---|--------|---|--------|
| £ | 19.50    | £ | 97.49  | £ | 116.99 |
| £ | 108.00   | £ | 540.00 | £ | 648.00 |
| £ | 95.37    | £ | 476.83 | £ | 572.20 |
| £ | 2,015.42 | £ | -      | £ | -      |

|                             |          |                 |          |                 |          |                 |
|-----------------------------|----------|-----------------|----------|-----------------|----------|-----------------|
| <b>TOTAL INCOME PENDING</b> | <b>£</b> | <b>2,476.89</b> | <b>£</b> | <b>2,337.27</b> | <b>£</b> | <b>1,877.14</b> |
|-----------------------------|----------|-----------------|----------|-----------------|----------|-----------------|

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

|      |   |   |   |   |   |   |
|------|---|---|---|---|---|---|
| None | £ | - | £ | - | £ | - |
|------|---|---|---|---|---|---|

**Summary of accounts where the parish council is in credit:**

|                         |   |   |    |        |    |        |
|-------------------------|---|---|----|--------|----|--------|
| Wave, re pavilion water | £ | - | -£ | 957.46 | -£ | 957.46 |
|-------------------------|---|---|----|--------|----|--------|

**Commitments:**

|                              |                                   |   |
|------------------------------|-----------------------------------|---|
| CDMPC                        | Skate park project/S106           | Principal designer/CDM services to skate park project.  |
| Beacon Surveying Services    | Skate Park project/S106           | QS services, pre-tender. PO20200227-346/19.10b.3  |
| Beacon Surveying Services    | Skate Park project/S106           | QS services, post-tender. PO20200227-346/19.10b.3   |
| Bendcrete                    | Skate park project/S106           | Supply & installation of concrete skate park plus associated works eg drainage, landscaping. PO98/21.                   |
| Bendcrete                    | Skate park project/S106           | Supply & installation of tarmac footpath to ensure connectivity. PO98/21.   |
| Bendcrete                    | Skate park project/S106           | Supply & installation of aluminium access track.  |
| Rospa                        | Skate park project/S106           | post installation reports for skate park. PO98/21.  |
| Buckinghamshire Council      | Pitstone & Ivinghoe Safety Scheme | Works outside Brookmead School.   |
| Horwood & James              | Administration                    | Legal costs in association with draft lease to 1st Ivinghoe & Pitstone Scouts. PO20190227-346/19.8.                     |
| Neville Special Projects Ltd | Pavilion Project/S106             | 12 month retention value, to claim from S106  |
| Neville Special Projects Ltd | Pavilion Project/FF Grant         | 12 month retention value, funded by FSIF, funds held  |
| J Leonard Ltd                | Youth Café                        | Relocate basketball hoops & outdoor table tennis table to pavilion site. PO129/21                                       |
| 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. ( |
| Groom Grounds Maintenance    | Open Space                        | Diverted from grants & donations)   |
| Groom Grounds Maintenance    | Sport & Leisure                   | Ground maintenance of recreation ground. £1000 per quarter. POSL273/20.   |
| tbc                          | Administration                    | Ground maintenance at pavilion. £11k over year.   |
| Swarco                       | Maintenance                       | Community fibre publicity support (tbc). PO256/20-26/11 max £500)   |
| Sunnyside Rural Trust        | Miscellaneous                     | mVAS lamp post fixing kit   |
| ACE                          | Sport & Leisure                   | 12 bird boxes 65/21   |
|                              |                                   | CCTV maintenance agreement SL20/21.4  |

|   |           |   |            |     |            |
|---|-----------|---|------------|-----|------------|
| £ | -         | £ | 2,000.00   | £   | 1,000.00   |
| £ | 285.00    | £ | 1,425.00   | £   | 1,710.00   |
| £ | 747.00    | £ | 3,735.00   | £   | 4,482.00   |
| £ | 33,907.00 | £ | 169,535.00 | £   | 203,442.00 |
| £ | 3,280.00  | £ | 16,400.00  | £   | 19,680.00  |
| £ | 2,368.80  | £ | 11,844.00  | £   | 14,212.80  |
| £ | 79.00     | £ | 395.00     | £   | 474.00     |
| £ | 1,466.40  | £ | 7,332.00   | £   | 8,798.40   |
|   |           |   | tbc        | £   | -          |
| £ | -         | £ | 22,640.10  | £   | 22,640.10  |
| £ | -         | £ | 890.65     | £   | 890.65     |
| £ | -         |   | tbc        | tbc |            |
| £ | 240.00    | £ | 1,200.00   | £   | 1,440.00   |
| £ | -         | £ | 2,000.00   | £   | 3,000.00   |
| £ | -         | £ | -          | £   | -          |
| £ | 100.00    | £ | 500.00     | £   | 600.00     |
| £ | 7.60      | £ | 38.00      | £   | 45.60      |
| £ | -         | £ | -          | £   | -          |
| £ | 92.40     | £ | 462.00     | £   | 554.40     |

|    |                                       |                      |   |   |           |     |            |   |            |
|----|---------------------------------------|----------------------|---|---|-----------|-----|------------|---|------------|
|    | ACE                                   | Sport & Leisure      | Amended fire alarm agreement to enable monitoring SL20/21.4                                   | £ | 57.20     | £   | 286.00     | £ | 343.20     |
| cc | Care Check                            | Administration       | CRB check for volunteer   | £ | 2.00      | £   | 10.00      | £ | 12.00      |
| cc | Town and Country Planning Association | Administration       | Annual membership PO 237/21.4   | £ | -         | £   | 90.00      | £ | 90.00      |
| cc | Sipgate                               | Administration       | Monthly telephone charges for car scheme 1/11/21  | £ | -         | £   | 10.00      | £ | 10.00      |
| cc | Post Office                           | PPP & Guide          | PPP Postage   | £ | -         | £   | 7.92       | £ | 7.92       |
| cc | Post Office                           | Administration       | Invite postage  | £ | -         | £   | 3.96       | £ | 3.96       |
| cc | Care Check                            | Administration       | CRB check for volunteer   | £ | 2.00      | £   | 10.00      | £ | 12.00      |
| cc | Logitech                              | Administration       | 3 x ipad slim folio with keyboard for 2 x members & 1 x staff                                 | £ | 45.00     | £   | 224.97     | £ | 269.97     |
| cc | Hallmaster                            | Sport & Leisure      | Hallmaster facilities booking system annual subscription                                      | £ | 25.40     | £   | 127.00     | £ | 152.40     |
| cc | Tesco                                 | Administration       | Christmas gift & card for 5 members of staff  | £ | 9.92      | £   | 49.58      | £ | 59.50      |
| cc | Baggery Group                         | Litter & dog fouling | Sacks for litter pickers  | £ | 12.21     | £   | 61.05      | £ | 73.26      |
| cc | Amazon                                | Administration       | Paper and noticeboard pins  | £ | 8.45      | £   | 42.27      | £ | 50.72      |
|    | Misc                                  | Administration       | Annual volunteer thank you event. Invitations and refreshments. PO195/21.4                    | £ | 100.00    | £   | 500.00     | £ | 600.00     |
|    | J Leonard Ltd                         | Maintenance          | Cost to erect/dismount silent soldier. PO208/21.  | £ | -         | tbc | tbc        |   |            |
|    | Wicksteed Leisure                     | Sport & Leisure      | Burn down old markings & re-apply snake and hopscotch thermoplastic graphics. PO SL45/21.4.   | £ | 224.90    | £   | 1,124.50   | £ | 1,349.40   |
|    | Vita Electrical                       | Sport & Leisure      | Electrical points to control roller shutters  | - | -         | tbc | tbc        |   |            |
|    | UK Roller Shutters                    | Sport & Leisure      | Annual maintenance contract. PO 224/21.5  | £ | 110.00    | £   | 550.00     | £ | 660.00     |
|    | GES Ltd                               | Sport & Leisure      | Annual water samples  | £ | 55.00     | £   | 275.00     | £ | 330.00     |
|    | Kayes Interiors                       | Sport & Leisure      | Blinds at the pavilion PO 224/21.3  |   |           | £   | 356.50     | £ | 356.50     |
|    | ManoMano                              | Sport & Leisure      | Additional 4 x almond rectangular tables plus rubber mat to stand on for pavilion PO 224/21.6 | £ | 80.00     | £   | 400.00     | £ | 480.00     |
|    |                                       |                      |   | £ | 58,544.57 | £   | 292,722.86 | £ | 351,267.43 |

### 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 |          |
| 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 and skate park financial summary. No changes to pavilion project summary this month.

### Budget Monitor & 3 year budget forecast:

See separate document.