

**PITSTONE PARISH COUNCIL  
OCTOBER 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 plus quarterly expenses	£ 1.33	£ 3,672.47	£ 3,673.80
P228	Geosphere	Administration	Annual subscription to Parish Online mapping software (if resolve to renew)	£ 12.00	£ 60.00	£ 72.00
P229	Communicorp	Administration	Annual subscription to Local Councils Update (if resolve to renew)	£ -	£ 75.00	£ 75.00
P232	Glasdon UK	Sport & Leisure	Double hoop external bin for pavilion + sacks	£ 86.55	£ 432.74	£ 519.29
P241	Groom Ground Maintenance	Sport & Leisure	Pavilion ground maintenance in Sept	£ 118.00	£ 590.00	£ 708.00
P233	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
P233	Toner Giant	Administration	Toner for kyocera printer	£ 59.16	£ 295.79	£ 354.95
P236	CIB	Administration	Community Building Annual Subscription, Payment 2 of 2. PO353/20.	£ -	£ 30.00	£ 30.00
P250	ACS Plumbing & Heating	Sport & Leisure	Replacement disabled toilet bowl	£ 56.83	£ 284.17	£ 341.00
P260	Tanswell Technology Ltd	Administration	Monthly broadband & IT support	£ 9.00	£ 45.00	£ 54.00
P261	Roll In Trade Ltd	Youth Café	Youth café management in Sept	£ -	£ 411.93	£ 411.93
		Devolved Services, Grass/Hedges,				
P262	Ross Lawry Agricultural Services	S106	Grass and hedge cutting	£ -	£ 2,378.99	£ 2,378.99
P263	Almar (Tring) Ltd	PPP	PPP printing	£ -	£ 925.00	£ 925.00
P264	R Haynes	Maintenance	Bus shelter & pavilion window cleaning 26/10/21	£ -	£ 100.00	£ 100.00
P270	J Leonard Ltd	Sport & Leisure	Playground repairs	£ -	£ 50.00	£ 50.00
P271	J Leonard Ltd	Devolved Services	Grass cutting - cut 5	£ -	£ 620.00	£ 620.00
P272	J Leonard Ltd	Devolved Services	Grass cutting - ut 6	£ -	£ 620.00	£ 620.00
P273	J Leonard Ltd	Devolved Services	Footpath strimming	£ -	£ 180.80	£ 180.80
P274	J Leonard Ltd	Sport & Leisure	Pavilion bench fitting	£ -	£ 280.00	£ 280.00
P275	J Leonard Ltd	Sport & Leisure	Install double bin at pavilion	£ -	£ 60.00	£ 60.00
P276	J Leonard Ltd	Sport & Leisure	Repair pavilion fence gravel boards	£ -	£ 180.00	£ 180.00
P277	J Leonard Ltd	Devolved services	Glebe Close footpath siding out	£ -	£ 275.00	£ 275.00
P278	J Leonard Ltd	Devolved services	Cheddington Rd/Crispin Field alley siding out	£ -	£ 225.00	£ 225.00
P279	Groom Ground Maintenance	Sport & Leisure	Groom Ground Maintenance now VAT registered. Prior invoices being reissued to account for VAT.	£ 1,332.00	£ -	£ -
Grants/Donations	n/a	n/a	None on the agenda this month	£ -	£ -	£ -
		Grants & Donations				
<b>Sub total of standard bacs</b>				<b>£ 1,726.87</b>	<b>£ 12,051.89</b>	<b>£ 12,446.76</b>

**Direct debits/charges**

dd	Sage	Administration	Payroll & accounting software for October	£ 4.60	£ 23.00	£ 27.60
dd	CNG	Sport & leisure	Pavilion gas to 3/9/21	£ 0.45	£ 8.94	£ 9.39
dd	Regent Gas	Sport & leisure	Pavilion gas 3/9-4/10/21	£ 4.97	£ 99.31	£ 104.28
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental & empty during Sept 21	£ -	£ 17.55	£ 17.55
cc dd	Lloyds Bank	Administration	Monthly cc admin fee	£ -	£ 3.00	£ 3.00
CC	Nisbets	Sport & Leisure	Urn for pavilion	£ 3.35	£ 16.79	£ 20.14
CC	Nisbets	Sport & Leisure	teapot for pavilion	£ 15.99	£ 79.99	£ 95.98
cc	Green Magic	Sport & Leisure	Sign holders for pavilion	£ 13.12	£ 65.60	£ 78.72
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/9/21	£ -	£ 10.00	£ 10.00
cc	Amazon	Sport & Leisure	Reflective posts for pavilion grass	£ 22.04	£ 110.16	£ 132.20
cc	Amazon	Sport & Leisure	Safety goggles re acid cleaner for pavilion	£ 2.52	£ 12.60	£ 15.12
cc	Amazon	Administration	Thick laminating pouches for external signs	£ 1.83	£ 9.12	£ 10.95
cc	Amazon	Sport & Leisure	Thick gloves to use with acid cleaner at pavilion	£ 0.42	£ 2.08	£ 2.50
cc	Amazon	Sport & Leisure	2 wall clocks for pavilion	£ 4.66	£ 23.32	£ 27.98
cc	Amazon	Sport & Leisure	neutradol for pavilion	£ 2.45	£ 12.22	£ 14.67
dd	Eon	Street Lighting	Street light elec 1-30/9/21	£ 46.57	£ 232.83	£ 279.40
auto	Unity Trust Bank	Administration	Bank service charge 30-9-21	£ -	£ 36.75	£ 36.75
<b>Sub total of direct debits &amp; charges</b>				<b>£ 122.97</b>	<b>£ 763.26</b>	<b>£ 886.23</b>

<b>TOTAL OUTGOINGS</b>	<b>£ 1,849.84</b>	<b>£ 12,815.15</b>	<b>£ 13,332.99</b>
------------------------	-------------------	--------------------	--------------------

**Insurance amendments** No amendments required this month.

**Inter-account transfers** None required this month.

**Write-offs** Broken toilet bowl, see above for replacement

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

Company Name	Cost Centre	Description
NatWest	Financial	reserve account interest - none this month
NatWest	Financial	S106 account interest

	VAT	Net	Gross
£	-	£ -	£ -
£	-	£ 0.02	£ 0.02
<b>£</b>	<b>-</b>	<b>£ 0.02</b>	<b>£ 0.02</b>

**Receipts received, paid into Unity account**

Date	Company/Name	Cost Centre	Description
01/10/2021	Mrs Keen	Allotments	Allotment tenancy & PAA subscription
04/10/2021	Mrs Somerville	Allotments	Allotment tenancy & PAA subscription
30/09/2021	Cheddington Pre School	PPP Advertising	Advertising in issue 130-133
11/10/2021	Parkinsons Knockout	PPP Advertising	Advertising in issue 130-133
11/10/2021	Mrs A Dragon	Allotments	Allotment tenancy & PAA subscription
13/10/2021	Mr N Greig	Allotments	Allotment tenancy & PAA subscription
14/10/2021	Zest Yoga	Sports & Leisure	Room hire during September
14/10/2021	Travel Impressions	PPP Advertising	Advertising in issue 130
26/10/2021	P&I UFC	Sports & Leisure	Pitch hire during September
18/10/2021	P&I JFC	Sports & Leisure	Pitch hire during September
18/10/2021	P&I JFC	Sports & Leisure	Pitch hire during August
19/10/2021	HMRC	VAT	VAT return for 1-30/9/21

	VAT	Net	Gross
£	-	£ 7.50	£ 7.50
£	-	£ 7.50	£ 7.50
£	16.20	£ 81.00	£ 97.20
£	9.00	£ 45.00	£ 54.00
£	-	£ 7.50	£ 7.50
£	-	£ 7.50	£ 7.50
£	17.55	£ 87.75	£ 105.30
£	4.50	£ 22.50	£ 27.00
£	70.02	£ 350.08	£ 420.10
£	139.20	£ 696.00	£ 835.20
£	24.80	£ 124.00	£ 148.80
£	980.52	£ -	£ -
<b>£</b>	<b>1,261.79</b>	<b>£ 1,436.33</b>	<b>£ 1,717.60</b>

<b>TOTAL INCOMINGS</b>	<b>£ 1,261.79</b>	<b>£ 1,436.35</b>	<b>£ 1,717.62</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 - <b>NB Potential bad debtor</b>
07/10/2021	Ms T Creasy	Allotments	Allotment tenancy & PAA subscription

	VAT	Net	Gross
£	19.50	£ 97.49	£ 116.99
£	-	£ 15.00	£ 15.00
<b>£</b>	<b>2,543.08</b>	<b>£ 2,985.17</b>	<b>£ 3,567.21</b>

<b>TOTAL INCOME PENDING</b>	<b>£ 2,543.08</b>	<b>£ 2,985.17</b>	<b>£ 3,567.21</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	£	-	-£ 1,073.35	-£ 1,073.35
-------------------------	---	---	-------------	-------------

**Commitments:**

Company Name	Cost Centre	Description
PEP Ltd	Skate park project/S106	Civil & Structuring engineering services to skate park project.
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.
Rospa	Skate park project/S106	post installation reports for skate park. PO98/21.
Buckinghamshire Council	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School.

	VAT	Net	Gross
£	-	£ 1,000.00	£ 1,000.00
£	-	£ 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
£	79.00	£ 395.00	£ 474.00
£	1,466.40	£ 7,332.00	£ 8,798.40

	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. Paid for 2021-22 (Yr 2)	£	-	£	-	£	-
	Buckinghamshire Council	Sport & Leisure	Refuse & Recycling bin rental and collection. SL215/20.14. Cost estimated, dependent upon volume of empties requested.	£	47.39	£	236.95	£	284.34
	Roll In Trade Ltd	Youth Café	Café Management for August 2021-July 2022 £5,500pa split into 2 x 6m contracts. PO129/21.	£	-	£	5,041.67	£	5,041.67
	J Leonard Ltd	Youth Café	Relocate basketball hoops & outdoor table tennis table to pavilion site. PO129/21	£	-	tbc	tbc		
	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.	£	-	£	2,000.00	£	3,000.00
	Groom Grounds Maintenance	Sport & Leisure	Ground maintenance at pavilion. £11k over year.	£	-	£	-	£	-
	tbc	Administration	Community fibre publicity support (tbc). PO256/20-26/11 max £500)	£	100.00	£	500.00	£	600.00
	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
	Sunnyside Rural Trust	Miscellaneous	12 bird boxes 65/21	£	-	£	-	£	-
	ACE	Sport & Leisure	CCTV maintenance agreement SL20/21.4	£	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
	Greenbarnes	Street furniture	Pavilion noticeboard SL20/21.4	£	310.06	£	1,550.29	£	1,860.35
cc	Royal British Legion	Grants and donations	Donation in lieu of fresh wreath. PO208/21.	£	-	£	150.00	£	150.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/10/21	£	-	£	10.00	£	10.00
cc	Sipgate	Administration	Monthly telephone charges for council 1/10/21	£	-	£	15.00	£	15.00
cc	Lock and Key Centre	Administration	Key cutting	£	-	£	10.00	£	10.00
cc	Amazon	Administration	2 x hole punch (2 hole and 4 hole)	£	4.98	£	24.90	£	29.88
cc	Amazon	Administration	spray air	£	0.57	£	2.85	£	3.42
cc	Lock and Key Centre	Sport & Leisure	thumb turn lock for pavilion door	£	5.83	£	29.17	£	35.00
cc	Care Check	Administration	CRB check for volunteer	£	2.00	£	10.00	£	12.00
cc	Care Check	Administration	CRB check for volunteer	£	2.00	£	10.00	£	12.00
cc	Amazon	Administration	Lanyards & badge holders for car scheme + pens	£	5.01	£	25.03	£	30.04
	L&T Illuminations	Lighting	Christmas lighting for recreation ground and pavilion	£	479.52	£	2,397.60	£	2,877.12
	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		
	J Leonard Ltd	Sport & Leisure	Affix 2 x wooden benches into concrete bases at recreation ground play area PO SL45/21.3	£	-	£	440.00	£	440.00
	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
				£	56,588.61	£	282,943.05	£	339,531.66

#### 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.