

**PITSTONE PARISH COUNCIL
SEPTEMBER 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	£ -	£ 3,194.76	£ 3,194.76
P189	Tanswell Technology Ltd	Administration	Monthly broadband & IT support	£ 9.00	£ 45.00	£ 54.00
P190	J&L Carpentry	Repairs & maintenance	Repairs to vandalised noticeboard	£ -	£ 83.00	£ 83.00
P191	Groom Grounds Maintenance	Open Space	Ground maintenance of recreation ground. £1000 per quarter. POSL273/20.	£ -	£ 1,000.00	£ 1,000.00
P192	Groom Ground Maintenance	Sport & leisure	Pavilion ground maintenance in August	£ -	£ 800.00	£ 800.00
P195	KLS	Sport & Leisure	Consumables for pavilion	£ 14.01	£ 70.04	£ 84.05
P197	Rospa	Skate park project/capital	Pre installation reports for skate park. PO98/21.	£ 50.00	£ 250.00	£ 300.00
P223	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
P198	N C Rowell	Sport & Leisure	Refund re pavilion cancellation	£ 14.56	£ 72.79	£ 87.35
P199	BMKALC	Administration	Planning Demystified Training for Cllr Mitra. PO124/21.5.	£ -	£ 60.00	£ 60.00
P202	IMServ	Sport & leisure	Meter half hourly data collection & EDV charge 18/9/21-17/9/22	£ 32.41	£ 162.08	£ 194.49
P203	IMServ	Sport & leisure	Meter annual maintenance 18/9/21-17/9/22	£ 11.53	£ 57.67	£ 69.20
P224	PKF Littlejohn	Administration	External audit fee	£ 400.00	£ 2,000.00	£ 2,400.00
P225	R Haynes	Maintenance	Bus shelter cleaning 27/9/21	£ -	£ 60.00	£ 60.00
P226	Roll In Trade Ltd	Youth Café	Youth café management in August	£ -	£ 458.33	£ 458.33
P227	Pitstone Allotment Association	Allotments	Transfer of subscriptions collected on PAAs behalf	£ -	£ 444.00	£ 444.00
Grants/Donations	n/a	Grants & Donations	None on the agenda this month	£ -	£ -	£ -
Sub total of standard bacs				£ 1,066.04	£ 11,430.30	£ 12,496.34

Direct debits/charges

dd	Sage	Administration	Payroll & accounting software for September	£ 4.60	£ 23.00	£ 27.60
dd	CNG	Sport & leisure	Pavilion gas to 27/8/21	£ 3.35	£ 67.06	£ 70.41
dd	Buckinghamshire Council	Sports & Leisure	pavilion refuse bin rental & empty during August 2021	£ -	£ 24.85	£ 24.85
cc dd	Lloyds Bank	Administration	Monthly cc admin fee	£ -	£ 3.00	£ 3.00
cc	Vistaprint	Skate park project/S106	2 x vinyl banners to promote photography competition	£ 13.52	£ 67.60	£ 81.12
cc	Sipgate	Administration	Monthly telephone charges for council 26/7/21	£ -	£ 15.00	£ 15.00
cc	Sipgate	Administration	Monthly telephone charges for car scheme 1/8/21	£ -	£ 10.00	£ 10.00
cc	Sipgate	Administration	Monthly telephone charges for council 5/8/21	£ -	£ 15.00	£ 15.00
cc	Post Office	PPP & Allotments	Postage	£ -	£ 12.42	£ 12.42
dd	Opus	Sport & leisure	Elec at pavilion 31/7-30/8/21	£ 12.85	£ 256.98	£ 269.83
dd	Eon	Street Lighting	Street light elec 1-31/8/21	£ 48.12	£ 240.59	£ 288.71
dd	TV Licencing	Sport & Leisure	Annual hospitality TV Licence for pavilion	£ -	£ 159.00	£ 159.00
Sub total of direct debits & charges				£ 82.44	£ 894.50	£ 976.94
TOTAL OUTGOINGS				£ 1,148.48	£ 12,324.80	£ 13,473.28

Insurance amendments

No amendments required this month.

Inter-account transfers

None required this month.

£ - £ - £ -

Write-offs

No write-offs required this month.

£ - £ - £ -

Receipts received, paid into a NatWest account

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

Receipts received, paid into Unity account

	Company	Cost Centre	Description	VAT	Net	Gross
20/09/2021	Mr Cox	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
20/09/2021	Mr Saunders	Allotments	Allotment tenancy & PAA subscription	£ -	£ 60.00	£ 60.00
20/09/2021	Mrs Ridgley	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
20/09/2021	Mrs Hickman	Allotments	Allotment tenancy & PAA subscription	£ -	£ 45.00	£ 45.00
20/09/2021	Mr and Mrs Stack	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
20/09/2021	Mr & Mrs Parkins	Allotments	Allotment tenancy & PAA subscription	£ -	£ 45.00	£ 45.00
17/09/2021	Mr & Mrs Fynes-Clinton	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
14/09/2021	Mrs Leek	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
13/09/2021	Mr & Mrs Lloyd	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
13/09/2021	Mr Fraser	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
13/09/2021	Mr and Mrs Pearce	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
13/09/2021	Mr Turney	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
13/09/2021	Mrs Stafford	Allotments	Allotment tenancy & PAA subscription	£ -	£ 7.50	£ 7.50
13/09/2021	Mrs Gould	Allotments	Allotment tenancy & PAA subscription	£ -	£ 7.50	£ 7.50
08/09/2021	Mr Bratt & Ms Dent	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
07/09/2021	Mr Moule & Joanne Spragg	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mrs Lambert	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mr Darby	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mrs Creasey	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mr Hutchinson	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mrs Buckpitt	Allotments	Allotment tenancy & PAA subscription	£ -	£ 7.50	£ 7.50
06/09/2021	Mr and Mrs Nice	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
06/09/2021	Mr Brooks	Allotments	Allotment tenancy & PAA subscription	£ -	£ 45.00	£ 45.00
06/09/2021	Miss Rankin	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
06/09/2021	Mr Spiller	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
06/09/2021	Mr and Mrs Jones	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
10/09/2021	Buckinghamshire Council	Precept	Second half precept payment	£ -	£ 77,500.00	£ 77,500.00
03/09/2021	HMRC	VAT	VAT return for 1-31/7/21	£ 253.25	£ -	£ -
31/08/2021	PJC Driver Training	Sport & Leisure	Hire of pavilion car park during August for driving lessons	£ -	£ 40.00	£ 40.00
20/09/2021	Mr & Mrs Lee	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
20/09/2021	Mr Brindle	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
21/09/2021	Mr & Mrs Gresty	Allotments	Allotment tenancy & PAA subscription	£ -	£ 45.00	£ 45.00
21/09/2021	Mr Richardson	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
21/09/2021	Mr & Mrs Anderson	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
21/09/2021	P&I UFC	Sports & Leisure	Pitch & room hire during August	£ 68.07	£ 340.33	£ 408.40
21/09/2021	CMC Golf	PPP Advertising	Advertising in issue 130	£ 4.50	£ 22.50	£ 27.00
21/09/2021	Tring Yoga Studio	PPP Advertising	Advertising in issue 130-133	£ 9.00	£ 45.00	£ 54.00
21/09/2021	R Powell & Son Electrical	PPP Advertising	Advertising in issue 130	£ 4.50	£ 22.50	£ 27.00
21/09/2021	Zest Yoga	Sports & Leisure	Community Room hire for yoga classes during August	£ 23.40	£ 117.00	£ 140.40
27/09/2021	Mr Lowe	Allotments	Allotment tenancy & PAA subscription	£ -	£ 60.00	£ 60.00
27/09/2021	Mrs Wills	Allotments	Allotment tenancy & PAA subscription	£ -	£ 60.00	£ 60.00
27/09/2021	Mrs Bembridge	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
27/09/2021	Mrs Atherton	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
24/09/2021	Mrs Quinn	Allotments	Allotment tenancy & PAA subscription	£ -	£ 7.50	£ 7.50
24/09/2021	Mr Brophy	Allotments	Allotment tenancy & PAA subscription	£ -	£ 30.00	£ 30.00
23/09/2021	Mrs Edwards	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.50	£ 15.50
24/09/2021	Ashby's	PPP Advertising	Advertising in issue 130	£ 4.50	£ 22.50	£ 27.00
22/09/2021	The Green Room	PPP Advertising	Advertising in issue 130	£ 4.50	£ 22.50	£ 27.00
27/09/2021	Mrs Hunter	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
27/09/2021	Miss Woodhead	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
27/09/2021	Mr Cecere	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
27/09/2021	Mr & Mrs Davies	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
28/09/2021	PJC Driver Training	Sport & Leisure	Hire of pavilion car park during September for driving lessons	£ -	£ 40.00	£ 40.00
29/09/2021	Mrs Crutchfield	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
29/09/2021	Mr Jacobs	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
29/09/2021	Mrs Killick	Allotments	Allotment tenancy & PAA subscription	£ -	£ 15.00	£ 15.00
29/09/2021	Barry Cato Motor Repair	PPP Advertising	Advertising in issue 130	£ 2.50	£ 12.50	£ 15.00
29/09/2021	The Appliance Professor	PPP Advertising	Advertising in issue 130	£ 4.50	£ 22.50	£ 27.00

29/09/2021	K-Lin	PPP Advertising	Advertising in issue 130-133	£	16.20	£	81.00	£	97.20
29/09/2021	HMRC	VAT	1-31/8/21 VAT return	£	464.17	£	-	£	-
30/09/2021	Mrs Jones	Allotments	Allotment tenancy & PAA subscription	£	-	£	30.00	£	30.00
30/09/2021	Mr and Mrs Carter	Allotments	Allotment tenancy & PAA subscription	£	-	£	30.00	£	30.00
30/09/2021	Windmill Pharmacy	PPP Advertising	Advertising in issue 130	£	5.42	£	27.08	£	32.50

£864.51	£79,380.91	£79,528.00
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TOTAL INCOMINGS	£864.51	£79,380.93	£79,528.02
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Debtors Summary/Overdue Invoices/Income Pending:

Date of Invoice	Name	Cost Centre	Invoice/Description	VAT	Net	Gross	
01/09/2021	Mrs Keen	Allotments	Allotment tenancy & PAA subscription	£	-	£ 7.50	£ 7.50
01/09/2021	Mrs Somerville	Allotments	Allotment tenancy & PAA subscription	£	-	£ 7.50	£ 7.50
20/09/2021	Travel Impressions	PPP Advertising	Advertising in issue 130	£	4.50	£ 22.50	£ 27.00
20/09/2021	Greensleeves	PPP Advertising	Advertising in issue 130-133	£	19.50	£ 97.49	£ 116.99
20/09/2021	Cheddington Pre School	PPP Advertising	Advertising in issue 130-133	£	16.20	£ 81.00	£ 97.20
27/09/2021	Parkinsons Knockout	PPP Advertising	Advertising in issue 130-133	£	9.00	£ 45.00	£ 54.00
20/09/2021	P&I JFC	Sports & Leisure	Pitch hire during August	£	24.80	£ 124.00	£ 148.80
28/09/2021	Women's Institute	Sports & Leisure	Hire of community room	£	12.00	£ 60.00	£ 72.00

TOTAL INCOME PENDING	£	2,679.53	£	160,510.24	£	161,037.51
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Summary of those in credit with the parish council:

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

Wave, re pavilion water	£	-	-£	1,073.35	-£	1,073.35
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Commitments:

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
Bendcrete	Skate park project/S106	Supply & installation of concrete skate park plus associated works eg drainage, landscaping. PO98/21.	£	33,907.00	£	169,535.00	£	203,442.00
Bendcrete	Skate park project/S106	Supply & installation of tarmac footpath to ensure connectivity. PO98/21.	£	3,280.00	£	16,400.00	£	19,680.00
Rospa	Skate park project/S106	post installation reports for skate park. PO98/21.	£	79.00	£	395.00	£	474.00
Buckinghamshire Council	Pitstone & Ivinghoe Safety Scheme	Works outside Brookmead School.	£	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	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
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
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.	£	-	£	650.00	£	650.00
J Leonard Ltd	Devolved Services	Estimated at 6 cuts during the season. Plus cost of fitting padlocks to fence by recreation ground play area to permit access.	£	-	£	1,240.00	£	1,240.00
		Grass verge cutting @ £620 per cut	£	-	£	1,240.00	£	1,240.00

	tbcc	Sport & Leisure	Themoplastic alphabet snake and hopscotch for windor road 49/21.7 (max costs)	£	160.00	£	800.00	£	960.00
	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	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	Sippgate	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
	Glasdon UK	Sport & Leisure	Double hoop external bin for pavilion + sacks	£	86.55	£	432.74	£	519.29
				£	134,529.32	£	672,646.59	£	807,175.91

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.