

Holbrook Parish Council
Responsible Financial Officers Report to meeting 23rd October 2023
Details of expenditure for the period 01.09.23-30.09.23 inclusive

05/09/23	Barton Electrical - PAT testing pavilion (BACs)	£ 180.00
19/09/23	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26.00
19/09/23	Mrs J M Hazlewood – Clerk’s Salary January (BACs)	£ 674.45
19/09/23	Mr W. Abbott – Community Caretaker Salary (BACs)	£ 247.38
19/09/23	HMRC – PAYE & Employer’s NI (BACs)	£ 200.54
19/09/23	J. Ambrose – Chairman’s allowance (Standing Order)	£ 75.00
19/09/23	Zurich – Parish Council Insurance (BACs)	£ 652.18
19/09/23	Holbrook Village Hall – Meeting Room hire (BACs)	£ 75.00
19/09/23	Babergh District Council – Election expenses (BACs)	£ 179.08
19/09/23	Community Heartbeat Trust – defibrillator (BACs)	£3,414.00
19/09/23	Mark Thompson – fitness classes (BACs)	£ 100.00
12/09/23	Amazon – Stationery, (Debit Card)	£ 67.36

BANK RECONCILIATION		
Year to 30th September		
Lloyds Bank		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included below)	£ 39,798.27
	Total Receipts	£ 94,006.10
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 24,952.74
	Receipts less payments	£ 69,053.36
	Balance on statement No.74	£ 69,253.90
	Outstanding payments	£ 200.54
		£ 69,053.36
NS & I Account		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	£ 13,616.36
Reade Field Account		
	Opening Balance 01/05/23	£ 3,515.64
	Add interest	£ 3.14
	Add receipts	£ 444.00
	Balance on Statement 67	£ 3,962.78
	Total Funds	£ 86,632.50
Outstanding cheques/outstanding payments		
	HMRC	£ 200.54
		£ 200.54

Summary to 30th September 2023 - 6/12ths (50%)

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 617.39	£ 59.61	91%	All subscriptions now fully paid
Society of Local Council Clerks	£ 150.00	£ 146.00	£ 4.00	97%	
Community Action Suffolk	£ 30.00	£ 80.00	-£ 50.00	267%	Added subscription to Pro Help Suffolk for pavilion
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 956.39	£ 13.61		
Grants and Donations - S.137					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	HA, Poppy Wreath
Holbrook Village Hall	£ 300.00	£ 300.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	Poppy wreath ordered for Remembrance
Holbrook Helpers	£ 500.00	£ 500.00	£ -	100%	
P3 Group	£ 60.00	£ 40.00	£ 20.00	67%	
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
TOTAL	£ 1,565.00	£ 1,465.00	£ 100.00	94%	
Salaries and expenses					
Clerk's Salary	£ 10,612.92	£ 5,058.30	£ 5,554.62	48%	National Pay increase still to be agreed beg April 23
Employer's NI	£ 144.00	£ 70.44	£ 73.56	49%	
Clerk's expenses	£ 420.00	£ 204.51	£ 215.49	49%	
Councillors' expenses (Travel)	£ 100.00		£ 100.00	0%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	2 quarters paid
Community Caretaker Salary	£ 3,521.96	£ 1,605.48	£ 1,916.48	46%	
Community Caretaker Expenses	£ 100.00	£ 17.99	£ 82.01	18%	
Salc Payroll	£ 170.57		£ 170.57	0%	
TOTAL	£ 15,369.45	£ 7,106.72	£ 8,262.73		
Asset Maintenance and other works					
Footway lighting	£ 5,103.64	£ 2,835.81	£ 2,267.83	56%	Considerably cheaper than budget. LED balance to com
Waste / Dog bin emptying	£ 2,000.00	£ 1,998.08	£ 1.92	100%	
Alton Green	£ 529.20	£ 456.00	£ 73.20	86%	
Church Green	£ 160.00	£ 60.00	£ 100.00	38%	
Reade Field SCC Grass cutting	£ 974.00	£ 517.10	£ 456.90	53%	
Reade Field Other grasscutting and tree work	£ 440.00	£ 390.00	£ 50.00	89%	
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 265.01	£ 634.99	29%	
General maintenance	£ 400.00	£ 1,027.99	-£ 627.99	257%	charged
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
Defibrillator	£ -	£ 3,414.00	-£ 3,414.00	N/A	Offset by grants £1250 & uncontested election savings
Fitness Classes	£ 2,000.00	£ 850.00	£ 1,150.00	43%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00		£ 250.00	0%	
TOTAL	£ 16,258.84	£ 12,005.99	£ 4,252.85	74%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 127.75	£ 272.25	32%	
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 960.18	£ 239.82	80%	All insurance paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	paid by DD
Meeting Hall Hire	£ 350.00	£ 225.00	£ 125.00	64%	
Courses and Training	£ 500.00	£ 96.00	£ 404.00	19%	Website training/SLCC course/SALC conference to com
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	External Auditor fees of £378 to be paid in August -
Election	£ 1,870.00	£ 179.08	£ 1,690.92	10%	Budget set for possible contested election - surplus
Parish Papers	£ 1,449.00	£ 904.00	£ 545.00	62%	3 editions paid for - 3 more to come
Lottery	£ 530.00	£ 245.60	£ 284.40	46%	Lottery winners, plus licence fee
Other admin & misc expenses	£ 260.00	£ 8.03	£ 251.97	3%	Refreshments for Annual PM
TOTAL	£ 7,227.00	£ 3,418.64	£ 3,808.36	47%	
TOTAL EXPENDITURE	£ 41,390.29	£ 24,952.74	£ 16,437.55	60%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ -		£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
TOTAL FOR RESERVES	£ 10,000.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RESERVES	£ 51,390.29	£ 24,952.74	£ 16,437.55		
RECEIPTS					
Precept	£ 31,930.00	£ 31,930.00	£ -		Fully paid
VAT	£ 5,700.00	£ 5,337.78	£ 362.22		Vat claim less than budgeted as additional lighting charge expected 22
Football	£ 250.00		£ 250.00		Not yet invoiced
NS&I interest	£ 15.00		£ 15.00		Statement and interest due in January 24
Babergh - Community Caretaker grant	£ 3,521.96	£ 880.49	£ 2,641.47		1st Quarter paid
Lottery Income	£ 1,020.00		£ 1,020.00		Lottery Income is being paid directly into Reade Field Account now.
Advertising	£ 900.00	£ 400.00	£ 500.00		Invoices have now been issued for annual adverts.
Other Grants	£ -	£ 1,250.00	-£ 1,250.00		Locality Grants for defib
Other	£ -	£ 1,126.79	-£ 1,126.79		Fundraising by The Swan - to be transferred to Reade Field Account
Other	£ -	-£ 1,126.79	£ 1,126.79		Transferred to Reade Field Account
TOTAL INCOME	£ 43,336.96	£ 39,798.27	£ 3,538.69		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 8,053.33	£ 14,845.53			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 30th September 2023, representing the first 6 months income and expenditure of the financial year 2023-2024

EXPENDITURE

Street Lighting: with widely varying charges over the past 3 years, it has been difficult to budget accurately. The costs this year are less than budgeted, but I believe there are still costs outstanding from the LED lighting project carried out last year which can come from this budget heading.

Parish Papers: the parish papers continue to expand and the costs have risen this year quite considerably but some of the shortfall will be met by increased advertising.

SID Maintenance Gold Cover: this is now only available for 3 years. Prior to this we were paying annually and the budget for 23/24 was based on an annual cover. This budget is therefore overspent.

Audit Fees: budget is £55 overspent.

Election costs: we budgeted for a contested election, which is considerably more expensive than an uncontested election. There has been a saving here therefore, as we had an uncontested election. These funds can be put towards the balance of the defibrillator.

Salaries: no national agreement reached as yet for the NJC pay scales – 3% increase was included in the budget, however it is looking likely that a larger increase will be recommended, similar to last year, so this will tip the clerk's salary over budget. Because the salary agreements were not announced until December 22, the budget was based on a more modest increase. The same could happen again this year, which will be considered when budgeting for 24/25

Subscriptions: we have paid for a subscription to CAS for Pro Help Suffolk admin help with the process of applying for a grant to replace the pavilion.

Lottery – we are paying the lottery income into the Reade Field Account and we may need to transfer some money back into the lottery expenditure account to cover the prize funds. It is proposed to transfer the earmarked pavilion funds from the Treasurer's account to the Reade Field account later in the year, where it will earn a small amount of interest.

Trees – it is anticipated that we will need some tree work doing on the Reade Field before the end of this financial year and the Tree Warden has advised that a budget for some remedial work next year would be advisable.

Accessible Gate – this should be installed in the next couple of weeks and will have to be paid for. This was an unbudgeted expenditure and may have to come from general reserves. An application for a small grant towards the gate has been submitted, but without result as yet.

INCOME

Precept: half of the precept has been received, the other half will be received in September

VAT: VAT claim for 22/23 paid in full. The final claim was slightly less than budgeted as it was anticipated that the final payment for the lighting project would have been paid by the end of 31st March 23, but we are still awaiting the final invoice.

Babergh – Community Caretaker Grant: we will shortly receive the cleansing grant for the second quarter.

Other: Funds have been raised by The Swan Football Club towards the new pavilion and have been transferred to the Reade Field Account. Also funds from the Holbrook Trail, the Wildlife Walk and the auction of the Haywain and post box topper have all been donated to the pavilion fund. Some have been paid into the Treasurers account and transferred. Funds can be paid directly in the Reade Field Account now that we have a paying in book for that account. for the Reade Field

Account, so funds can be paid directly into that account. A separate income spreadsheet has been started for the Reade Field Account.

Advertising: the Swan have paid for some one off ads, the RHS has paid for their annual ad which runs from September to September. Most of the annual advertisers have been invoiced from 1st October. A couple of advertisers started in January and will be invoiced when their next 12 month period starts

Grant funding: The Council is lucky to have received locality funding towards the defibrillator both from County Councillor Simon Harley and from District Councillor Mary McLaren. A locality grant has also been agreed for the Greener Holbrook Greener World group to purchase water testing equipment to test the quality of the water in the Stour and Orwell. A small team of volunteers from the GHGW group has agreed to carry out regular testing.