

Holbrook Parish Council
Responsible Financial Officers Report to meeting 17th February 25
Details of expenditure for the period to 31st January 2024

Date	Payee	Amount
13.01.25	Amazon – stationery, files, poly-pockets etc (debit card)	£ 43.83
21.01.25	Mrs J M Hazlewood – Salary (including services to Tattingstone (BACs)	£ 829.40
21.01.25	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
21.01.25	Community Caretaker – Salary (BACs)	£ 322.23
21.01.25	HMRC – PAYE & Employer's NI (BACs)	£ 245.65
21.01.25	E-ON Electricity – pavilion electricity (Direct Debit)	£ 19.65
21.01.25	M. Thompson – fitness classes (BACs)	£ 150.00
21.01.25	Vertas – contract grass cutting (BACs)	£ 284.40

BANK RECONCILIATION		
Year to 31st January		
Lloyds Bank		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included b	£ 54,993.43
	Total Receipts	£ 109,286.22
	Less payments 23/24	
	Less payments 24/25	£ 49,601.11
	Receipts less payments	£ 59,685.11
	Balance on statement No.	£ 59,944.71
	Outstanding payments	£ 259.60
		£ 59,685.11
NS & I Account		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement	£ 13,721.71
Reade Field Account		
	Opening Balance 01/01/25	£ 5,082.79
	Add interest	£ 4.32
	Add receipts	
	Balance on Statement 83	£ 5,087.11
Total Funds		£ 78,493.93
Outstanding cheques/outstanding payments		
	VRC	£ 245.65
	'15	£ 13.95
		£ 259.60

Summary to 31st January 2025: 10/12ths = 83%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 625.27	£ 51.73	92%	slightly less than budgeted, but SLCC is slightly more
Society of Local Council Clerks	£ 150.00	£ 183.00	£ 33.00	122%	Increase due to salary band updated
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	2nd payment now reversed
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 951.27	£ 18.73		
Grants					
Holbrook Toddler Group	£ 500.00	£ 500.00	£ -	100%	Toddler group no longer running
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00	£ 60.00	£ -	100%	Grant for fuel and equipment
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	Cheque cancelled, replaced by BACs payment
TOTAL	£ 1,465.00	£ 1,435.00	£ 30.00		
Salaries and expenses					
Clerk's Salary	£ 11,441.43	£ 9,752.80	£ 1,688.63	85%	Clerk's salary will be over, due to services to Tatt -see below
Employer's NI	£ 324.00	£ 299.87	£ 24.13	93%	As above, offset by receipts
Clerk's expenses	£ 450.00	£ 301.22	£ 426.60	67%	
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 76.60	23%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	3 quarters
Community Caretaker Salary	£ 3,866.72	£ 2,900.07	£ 966.65	75%	Offset by cleansing grant
Community Caretaker Expenses	£ 100.00	£ 81.43	£ 18.57	81%	Black sacks & new jacket
Salc Payroll	£ 175.00	£ 163.20	£ 11.80	93%	This will be overbudget, as includes chsrge for last year
TOTAL	£ 16,757.15	£ 13,746.99	£ 3,010.16		
Asset Maintenance and other works					
Footway lighting	£ 3,118.81	£ 2,094.33	£ 1,024.48	67%	No indicative cost at budgeting time - saving made
Waste / Dog bin emptying	£ 3,230.00	£ 3,229.20	£ 0.80	100%	A huge increase, but one we had been made aware of
Alton Green	£ 480.00	£ 480.00	£ -	100%	Two trims paid for
Reade Field SCC Grass cutting	£ 1,086.00	£ 1,137.60	£ 51.60	105%	All invoices now paid
R.Field/Church Green other grass	£ 950.00	£ 510.00	£ 440.00	54%	
Reade Field Other maintenance	£ 150.00	£ 45.50	£ 104.50	30%	Plants
Tree Work (was hedgehog proj)	£ 1,800.00		£ 1,800.00	0%	No expenditure to date
Playground Renewals & Mainten.	£ 3,000.00	£ 17,881.20	£ 14,881.20	596%	Partially offset by grant of £10,000 - basketball ct to come
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	Paid in full
Pavilion Maintenance	£ 750.00	£ 432.82	£ 317.18	58%	LX & Water, plus bait boxes
Gen Maintenance incl.SID & Defib	£ 500.00	£ 750.13	£ 250.13	150%	Strimmer - half offset by grant. Defib support - bulbs
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	No expenditure to date
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 1,575.00	£ 475.00	77%	Awaiting possible fee for cleaning from the Academy.
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
TOTAL	£ 17,616.81	£ 28,353.78	£ 10,736.97	161%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 267.09	£ 132.91	67%	2 further months of instant ink to come
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,200.00	£ 868.29	£ 331.71	72%	All insurance currently paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Village Hall/Room Hire	£ 535.00	£ 318.00	£ 217.00	59%	
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	Probable underspend
Audit Fees	£ 670.00	£ 472.00	£ 198.00	70%	All audit fees now paid
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 2,461.00	£ 519.00	127%	Cost increase since budget set. 1 more edition to come
Lottery	£ 600.00	£ 537.50	£ 62.50	90%	Income pd to Reade F. A/C Adjustment to be done y/e
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 73.97	£ 526.03	12%	Refreshments APM/gov.uk emails
TOTAL	£ 6,432.00	£ 5,114.07	£ 1,317.93	80%	
TOTAL EXPENDITURE	£ 43,240.96	£ 49,601.11	£ 6,360.15	115%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		To reserves at end of year
Contribution to pavilion project	£ 5,000.00		£ -		To reserves at end of year
TOTAL FOR RESERVES	£ 5,500.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RI	£ 48,740.96	£ 49,601.11	£ 6,360.15		
RECEIPTS					
Precept	£ 35,123.00	£ 35,123.00	£ -		All precept paid
VAT	£ 2,600.00	£ 2,996.42	£ 396.42		VAT reclaim
Football	£ 250.00		£ 250.00		to be invoiced plus invoice sent to veterans
NS&I interest	£ 15.00		£ 15.00		Due Jan/Feb
Babergh - Community Caretaker grant	£ 3,866.00	£ 4,747.21	£ 881.21		Includes last quarter from 23/24 and full year 24/25
Lottery Income	£ 600.00	£ 120.00	£ 480.00		transferred from Reade Field account to refund overpayment
Advertising	£ 1,300.00	£ 1,399.00	£ 99.00		Ads paid so far
Other Grants		£ 10,250.00	£ 10,250.00		Grant for new & replacement play equipment & locality grant
Other	£ -	£ 95.00	£ 95.00		Contribution to Water Testing, Chelmondiston PC/funds from GHGW
Other	£ -	£ 262.80	£ 262.80		Clerk services to Tattingstone PC
TOTAL INCOME	£ 43,754.00	£ 54,993.43	£ 11,239.43		
INC LESS EXP & CONTRIBUTION TO RESER	£ 4,986.96	£ 5,392.32			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31st January 2025, 10/12ths of the financial year. For regular payments, such as salaries, this should be approximately 83% of annual expenditure

EXPENDITURE

Subscriptions: All paid

Grants: no award requested from Holbrook Academy – an award has been included in next year's budget as the school hopes to re-instate a successful awards evening.

Salary Costs: Now up to date with backdated pay included

Payroll costs: The invoice for the second half of 23-24 was not received until this financial year. If both invoices for this year are submitted in time, this will be overspent, but is included in the reserves from last year's budget.

Street Lighting: There was no available information re costs at the time of budgeting. A prudent approach was adopted and has resulted in an underspend.

Dog & Waste Bin emptying: fortunately we had advanced warning of the massive increase in the cost of emptying bins and this was reflected in the agreed budget.

Parish Papers: the parish papers continue to expand and the June/July version was particularly large. The printers have changed ownership: The editorial team have tried to trim some of the pages to reduce costs although the savings are only minimal. We have received some further requests for advertising and we are awaiting the cost of adding new colour pages into the next issue to accommodate this.

Grass Cutting: Alton Green has received two cuts which has been fully paid. The SCC contract grass cutting has now been paid in full for the year. Possible further invoice to come from local contractor for additional cutting on the Reade Field.

Playground Renewals and Maintenance: the full cost of the new play equipment has been met, but we are now awaiting the re-surfacing of the basketball court, which will be offset by a grant. The addition of lines to the court will incur a further £1,200

General Maintenance: a replacement industrial strimmer has been bought for the P3 group – this was agreed at the July meeting and the purchase made following that meeting.

INCOME

Precept: the full precept has now been received.

Cleansing Grant: a payment has been received for the final quarter of 23/24. The whole of the grant for 24/25 has also been received, which will result in an increase in the budget, due to the late payment of quarter 4 for 23/24.

VAT: a Vat claim has been received in full

Reade Field Account: Lottery income is mainly being paid into this account directly. An adjustment will be made at the end of the financial year to reimburse the main account with the amount spent on prize money and the licence.

Other Grants: £10,000 has been received from Babergh towards the cost of the new play equipment and £250 has been received towards the new strimmer from the County Councillor's locality budget. A further grant of £8,662 from Babergh DC has been received for the re-surfacing of the basketball court.

Other: Chelmondiston Council have contributed £50 towards water testing and Tatingstone Parish Council have paid for the Clerk to minute 3 of their meetings. They have now appointed a clerk. A contribution has been received towards hall hire for part of the Greener Arts Festival.

NS&I Account: we only receive one statement a year – usually in January or February. A statement is now being chased.

Advertising: we have had a few additional ads this year and at the same time have lost a couple, including the full page ad from the RHS. Reminders have been sent out to advertisers who have yet to pay their invoices.

Football: Invoices have been sent to Thw Swan Football team and the Veteran's team – the latter having hired the pitch for possibly 4 matches (to be confirmed)