

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 18<sup>th</sup> November 2024**  
**Details of expenditure for the period to 31<sup>st</sup> October 2024**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
20.09.24	Timpson – key cutting (Debit Card)	£ 18.00
20.09.24	Mr J Ambrose – Chairman’s Allowance (SO)	£ 75.00
27.09.24	Community Action Suffolk - Annual insurance Ansvar (BACs)	£560.29
22.10.24	Mrs J M Hazlewood – Salary (BACs)	£726.45
22.10.24	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
22.10.24	Community Caretaker – Salary (BACs)	£322.23
22.10.24	HMRC – PAYE & Employer’s NI (BACs)	£202.31
22.10.24	Holbrook Village Hall – Meeting Hall hire (BACs)	£ 58.00
22.10.24	SEALE – Printing Parish Papers (BACs)	£586.00
22.10.24	Playquip – Safety Inspection Reade Field (BACs)	£192.00
22.10.24	SALC – 6 months payroll services	£ 80.40
22.10.24	Vertas – Contract Grass Cutting	£284.40
22.10.24	M & D Cordle – Alton Water Grass Cutting (BACs)	£240.00
22.10.24	E-ON Electricity – pavilion electricity to be debited 24.10 (Direct Debit)	£ 66.58
22.10.24	E-ON Electricity – pavilion electricity to be debited 25.10 (Direct Debit)	£ 9.66
22.10.24	S. Ingleton – Bulbs (BACs)	£ 52.13
22.10.24	Holbrook Methodist Church – Meeting Room Hire (BACs)	£ 40.00
22.10.24	M. Thompson – fitness classes (BACs)	£250.00
22.10.24	Reade Field Lottery – Sept 1 <sup>st</sup> £20.75, 2 <sup>nd</sup> £12.45. 3 <sup>rd</sup> £8.30 ) cheques	£ 41.50
22.10.24	Reade Field Lottery – Oct 1 <sup>st</sup> £20.75, 2 <sup>nd</sup> £12.45. 3 <sup>rd</sup> £8.30 ) & BACs	£ 41.50

<b>BANK RECONCILIATION</b>		
<b>Year to 31st October 2024</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included b	53701.63
	<b>Total Receipts</b>	<b>£ 107,994.42</b>
	Less payments 23/24	£ -
	Less payments 24/25	£ 42,455.16
	<b>Receipts less payments</b>	<b>£ 65,539.26</b>
	Balance on statement No.87	£ 65,754.02
	Outstanding payments	£ 214.76
		<b>£ 65,539.26</b>
<b>NS &amp; I Account</b>		
	Balance at 01/04/24	£ 13,721.71
	Interest	
	Balance on statement	<b>£ 13,721.71</b>
<b>Reade Field Account</b>		
	Opening Balance 01/10/24	£ 4,769.59
	Add interest	£ 3.80
	Add receipts	£ 277.00
	Balance on Statement 80	<b>£ 5,050.39</b>
<b>Total Funds</b>		<b>£ 84,311.36</b>
<b>Outstanding cheques/outstanding payments</b>		
	HMRC	£ 202.31
	2713	£ 12.45
		<b>£ 214.76</b>

## Summary to 31st October 7/12ths 58%

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
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%	
<b>TOTAL</b>	£ 970.00	£ 951.27	£ 18.73		
<b>Grants</b>					
Holbrook Toddler Group	£ 500.00		£ 500.00	0%	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	0%	To be paid November
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00		£ 60.00	0%	For fuel for machinery/ repairs etc.
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	Cheque cancelled, replaced by BACs payment
<b>TOTAL</b>	£ 1,465.00	£ 825.00	£ 640.00		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,441.43	£ 6,356.35	£ 5,085.08	56%	National pay rise agreed at 2.5% backdated to April 24
Employer's NI	£ 324.00	£ 144.97	£ 179.03	45%	
Clerk's expenses	£ 450.00	£ 223.22	£ 426.60	50%	
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 76.60	23%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	2 quarters
Community Caretaker Salary	£ 3,866.72	£ 1,933.38	£ 1,933.34	50%	Offset by cleansing grant
Community Caretaker Expenses	£ 100.00	£ 19.99	£ 80.01	20%	Black sacks
Salc Payroll	£ 175.00	£ 163.20	£ 11.80	93%	This will be overbudget, as includes chrg for last year
<b>TOTAL</b>	£ 16,757.15	£ 9,014.51	£ 7,742.64		
<b>Asset Maintenance and other works</b>					
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	£ 853.20	£ 232.80	79%	3 quarters paid, one quarter to come - will be £50 over
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%	
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	£ 331.03	£ 418.97	44%	
Gen Maintenance incl.SID & Defib	£ 500.00	£ 750.13	-£ 250.13	150%	Strimmer - half offset by grant. Defib suppor -bulbs
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
CIL Expenditure	£ -		£ -	N/A	
Fitness classes	£ 2,050.00	£ 1,050.00	£ 1,000.00	51%	Awaiting fee for cleaning from the Academy.
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
<b>TOTAL</b>	£ 17,616.81	£ 27,442.59	-£ 9,825.78	156%	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 187.29	£ 212.71	47%	
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	£ 225.00	£ 310.00	42%	
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	
Audit Fees	£ 670.00	£ 472.00	£ 198.00	70%	All audit fees now paid
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 1,941.00	£ 1.00	100%	Cost increase since budget set. 3 more editions to come
Lottery	£ 600.00	£ 398.00	£ 202.00	66%	Income pd to Reade F. A/C Adjustment to be done y/e
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 13.99	£ 586.01	2%	Refreshments APM
<b>TOTAL</b>	£ 6,432.00	£ 4,221.79	£ 2,210.21	66%	
<b>TOTAL EXPENDITURE</b>	£ 43,240.96	£ 42,455.16	£ 785.80	98%	
<b>RESERVES</b>					
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
<b>TOTAL FOR RESERVES</b>	£ 5,500.00	£ -	£ -		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	£ 48,740.96	£ 42,455.16	£ 785.80		
<b>RECEIPTS</b>					
Precept	£ 35,123.00	£ 35,123.00	£ -		All precept paid
VAT	£ 2,600.00	£ 2,996.42	-£ 396.42		VAT reclaim now received
Football	£ 250.00		£ 250.00		to be invoice in due course
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	£ 60.00	£ 540.00		transferred from Reade Field account to refund overpayment
Advertising	£ 1,300.00	£ 475.00	£ 825.00		Ads paid so far, remaining annual invoices sent this month
Other Grants		£ 10,250.00	-£ 10,250.00		Grant for new & replacement play equipment & locality grant
Other	£ -	£ 50.00	-£ 50.00		Contribution to Water Testing, Chelmondiston PC
Other	£ -		£ -		
<b>TOTAL INCOME</b>	£ 43,754.00	£ 53,701.63	-£ 9,947.63		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	-£ 4,986.96	£ 11,246.47			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> October 2024 – 7/12ths of the financial year. For regular payments, such as salaries, this should be approximately 58% of annual expenditure

### EXPENDITURE

**Subscriptions:** All paid

**Grants:** no request has been received as yet from Holbrook Academy – the budget is towards an award sponsored by Holbrook Parish Council

**Salary Costs:** a 5% contingency has been included in clerk's salary which will be dependant upon the national pay agreement for 1 April 2024-31<sup>st</sup> March 2025. These agreements have not been reached until 9 months into the year in previous years and there has been a similar pattern this year. An agreement has now been reached and the award is 2.5% backdated to April 2024. This is reflected in this month's salary to be ratified by Council. This should result in a small underspend.

**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 October/November edition has received very positive responses from residents, but the costs have almost doubled from the original budget.

**Grass Cutting:** Invoices have now been received for additional grass cutting of the Reade Field and Church Green and these are included in the September payments. A final cut for Alton Green has been requested.

**Playground Renewals and Maintenance:** the full cost of the new play equipment has been met.

**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 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. Lottery funds received so far total £1121.00

**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 has recently been agreed by Babergh DC.

**Other:** Chelmondiston Council have contributed £50 towards water testing.

**NS&I Account:** we only receive one statement a year – usually in January or February.