

Holbrook Parish Council
Responsible Financial Officers Report to meeting 17th March 25
Details of expenditure for the period to 28th February 2025

Date	Payee	Amount
07.02.25.	Sports Direct - Community Caretaker boots (debit card)	£ 23.99
18.02.25	Mrs J M Hazlewood – Salary (BACs)	£ 759.20
18.02.25	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 37.99
18.02.25	Community Caretaker – Salary (BACs)	£ 322.23
18.02.25	HMRC – PAYE & Employer's NI (BACs)	£ 216.16
18.02.25	E-ON Electricity – pavilion electricity (Direct Debit)	£ 8.86
18.02.25	WAVE – pavilion water (Direct Debit)	£ 38.03
18.02.25	SEALE – Printing of parish papers (BACs)	£ 520.00
18.02.25	M. Thompson – fitness classes (BACs)	£ 200.00
18.02.25	Suffolk Cloud – website hosting (BACs)	£ 120.00
18.02.25	Holbrook Village Hall – meeting hall hire (BACs)	£ 87.00
18.02.25	Lottery prizes, February, 1 st , 2 nd and 3 rd	£ 46.50

BANK RECONCILIATION		
Year to 28th February 2025		
Lloyds Bank		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included below)	£ 55,483.43
	Total Receipts	£ 109,776.22
	Less payments 23/24	£ -
	Less payments 24/25	£ 51,981.07
	Receipts less payments	£ 57,795.15
	Balance on statement No.91	£ 58,062.46
	Outstanding payments	£ 267.31
		£ 57,795.15
NS & I Account		
	Balance at 01/04/24	£ 13,721.71
	Interest	£ 137.59
	Balance on statement 13	£ 13,859.30
Reade Field Account		
	Opening Balance 01/02/25	£ 5,087.11
	Add interest	£ 4.46
	Add receipts	
	Balance on Statement 84	£ 5,091.57
Total Funds		£ 76,746.02
Outstanding cheques/outstanding payments		
	HMRC	£ 216.16
	2715	£ 13.95
	2718	£ 23.25
	2719	£ 13.95
		£ 267.31

Summary to 28th February 2025: 11/12ths = 92%

	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%	Not required this year
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	£ 10,701.80	£ 739.63	94%	March sal £949 to come, overspend offset by Tatt payments
Employer's NI	£ 324.00	£ 326.23	-£ 2.23	101%	As above, offset by receipts
Clerk's expenses	£ 450.00	£ 327.22	£ 426.60	73%	One further month to come
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 76.60	23%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	One further quarter to come
Community Caretaker Salary	£ 3,866.72	£ 3,222.30	£ 644.42	83%	Offset by cleansing grant - one further month to come
Community Caretaker Expenses	£ 100.00	£ 105.42	-£ 5.42	105%	Black sacks, new jacket & boots, slight overspend
Salc Payroll	£ 175.00	£ 163.20	£ 11.80	93%	This will be overbudget, as includes chrg for last year
TOTAL	£ 16,757.15	£ 15,094.57	£ 1,662.58		
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	£ 479.71	£ 270.29	64%	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	£ 1,775.00	£ 275.00	87%	One further month's classes to come
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
TOTAL	£ 17,616.81	£ 28,600.67	-£ 10,983.86	162%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 279.08	£ 120.92	70%	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	£ 405.00	£ 130.00	76%	
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	£ 2,981.00	-£ 1,039.00	154%	All editions now paid - some of overspend offset by income
Lottery	£ 600.00	£ 584.00	£ 16.00	97%	March lottery winners to be paid
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 193.97	£ 406.03	32%	APM/gov.uk emails, website hosting, virus protection to come
TOTAL	£ 6,432.00	£ 5,899.56	£ 532.44	92%	
TOTAL EXPENDITURE	£ 43,240.96	£ 51,981.07	-£ 8,740.11	120%	
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	£ 51,981.07	-£ 8,740.11		
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	£ 40.00	£ 210.00		The Swan invoiced but not yet received. £40 veterans
NS&I interest	£ 15.00		-£ 25.00		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	£ 1,849.00	-£ 549.00		Advertising income to date
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 Tattingsstone PC
TOTAL INCOME	£ 43,754.00	£ 55,483.43	-£ 11,769.43		
INC LESS EXP & CONTRIBUTION TO RESERVES	£ 4,986.96	£ 3,502.36			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 28th February 2025, 11/12ths of the financial year. For regular payments, such as salaries, this should be approximately 92% 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 – the deficit on the clerk's salary is offset by the contributions received from Tattingsstone Council for clerk services

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 have agreed the quote for additional colour pages if required

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. I am checking there are no further invoices outstanding for additional grass cutting on the Reade Field, or Church Green.

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

Tree Work: some remedial tree work has been carried out on the Reade Field – invoice will be reflected in end of year payments

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. A locality grant towards the cost was received.

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.

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 promised for the re-surfacing of the basketball court.

Other: Chelmondiston Council have contributed £50 towards water testing and Tattingsstone 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 now received the annual statement and the interest received at 1% is £137.59

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.

Football: Invoices have been sent to The Swan Football team and the Veteran's team. We have received income for use of the field for 2 matches from the Veteran's team.