

Holbrook Parish Council
Responsible Financial Officers Report to meeting 15th September 2025

Details of expenditure for the period to 31st August 2025

| Date | Payee | Amount |
|-------------|--|---------------|
| 18.08.25 | Mrs J M Hazlewood – Expenses (BACs) | £ 39.49 |
| 18.08.25 | Mrs J M Hazlewood – Salary (BACs) | £ 771.60 |
| 18.08.25 | Community Caretaker – Salary (BACs) | £ 343.92 |
| 18.08.25 | J Ambrose – Chairman’s Allowance (BACs)) | £ 26.53 |
| 18.08.25 | J. Ambrose – Travel expenses (BACs) | £ 9.00 |
| 18.08.25 | HMRC (to be paid 5.9.25) PAYE & Employers NI (BACs) | £ 281.74 |
| 18.08.25 | E-ON Next – pavilion electricity (DD) | £ 18.87 |
| 18.08.25 | WAVE – pavilion water (DD) | £ 53.54 |
| 18.08.25 | Holbrook Methodist Church - hire of room (BACs) | £ 10.00 |
| 18.08.25 | SEALE - parish papers (BACs) | £ 569.00 |
| 18.08.25 | Lloyds Bank monthly bank charges (DD) | £ 4.89 |
| 18.08.25 | Babergh District Council Waste/dog bin emptying (BACs) | £ 3,884.40 |
| 18.08.25 | PKF External Audit (BACs) | £ 378.00 |
| 18.08.25 | Lottery 1 st prize (BACs) | £ 23.25 |
| 18.08.25 | Lottery 2 nd prize (BACs) | £ 13.95 |
| 18.08.25 | Lottery 3 rd prize (BACs) | £ 9.30 |

BANK RECONCILIATION to 31ST AUGUST 2025

| | |
|--|---------------------|
| Lloyds Bank Community Account | |
| Opening Balance 01/04/24 | £ 56,429.84 |
| Receipts (less interest included below) | £ 36,485.05 |
| Balance Transfer from NS & I | £ 13,907.52 |
| Totals | £ 106,822.41 |
| Less payments 24/25 | £ 23.25 |
| Less payments 25/26 | £ 33,077.79 |
| Transfer from Community A/c to Deposit | £ 30,000.00 |
| | £ 63,101.04 |
| Receipts less payments | £ 43,721.37 |
| Balance on statement No.97 | £ 44,026.36 |
| Outstanding payments | £ 304.99 |
| | £ 43,721.37 |
| NS & I Account | |
| Closed | |
| | |
| | |
| Reade Field Account | |
| Balance brought forward from statement 89 | £ 15,109.50 |
| Add interest | £ 5.93 |
| Add receipts | £ 556.00 |
| Balance on Statement 90 | £ 15,671.43 |
| Total Community A/C + Reade Field A/C | £ 59,392.80 |
| Lloyds Bank Fixed Term Investment A/c | |
| Deposit Account Balance 01.08.25 | £ 20,115.03 |
| Add interest | £ 95.17 |
| Balance on Statement 5 | £ 20,210.20 |
| Total Resources at 31.08.25 | £ 79,603.00 |
| Outstanding payments | |
| HMRC | £ 281.74 |
| 2724 | £ 23.25 |
| | |
| | |
| | £ 304.99 |

Summary to 31st August 2025 5/12ths=41.7%

| | Budget | Total spent ytd | Remaining | % spent | Comments |
|---|--------------------|--------------------|--------------------|--|--|
| Subscriptions and memberships | | | | | |
| SALC | £ 651.00 | £ 640.23 | £ 10.77 | 98% | All subscriptions paid |
| Society of Local Council Clerks | £ 188.00 | £ 190.00 | -£ 2.00 | 101% | |
| Community Action Suffolk | £ 30.00 | £ 30.00 | £ - | 100% | |
| 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 | £ 982.00 | £ 973.23 | £ 8.77 | | |
| Grants | | | | | |
| Suffolk Accident Rescue Service | £ 25.00 | £ 25.00 | £ - | 100% | |
| Citizen's Advice Bureau | £ 50.00 | £ 50.00 | £ - | 100% | |
| Headway | £ 50.00 | £ 50.00 | £ - | 100% | |
| Holbrook PCC | £ 500.00 | £ 500.00 | £ - | 100% | |
| Holbrook Academy | £ 30.00 | | £ 30.00 | 0% | |
| RBL Poppy Appeal | £ 50.00 | | £ 50.00 | 0% | |
| P3 Group | £ 60.00 | | £ 60.00 | 0% | |
| Community 1st Responders | £ 100.00 | £ 100.00 | -£ 40.00 | 100% | |
| Holbrook Toddler Group | £ 500.00 | £ 500.00 | -£ 400.00 | 500% | |
| TOTAL | £ 1,365.00 | £ 1,225.00 | -£ 300.00 | | |
| Salaries and expenses | | | | | |
| Clerk's Salary | £ 11,864.58 | £ 4,823.00 | £ 7,041.58 | 41% | National Pay Agreement now agreed at 3.2% to be back dated |
| Employer's NI | £ 968.00 | £ 410.70 | £ 557.30 | 42% | |
| Clerk's expenses | £ 450.00 | £ 170.06 | £ 416.40 | 38% | |
| Councillors' expenses (Travel) | £ 100.00 | £ 33.60 | £ 66.40 | 34% | |
| Chairman's allowance | £ 300.00 | £ 166.65 | £ 133.35 | 56% | Agreement to increase Chairs allowance to £400 post budget |
| Community Caretaker Salary | £ 4,126.98 | £ 1,719.60 | £ 2,407.38 | 42% | Offset by grant from Babergh |
| Community Caretaker Expenses | £ 100.00 | £ 39.98 | £ 60.02 | 40% | Walking shoes |
| Salc Payroll | £ 180.00 | £ 82.80 | £ 97.20 | 46% | 6 months payroll services: payroll charges are increasing |
| TOTAL | £ 18,089.56 | £ 7,446.39 | £ 10,643.17 | | |
| Asset Maintenance and other works | | | | | |
| Footway lighting | £ 2,304.00 | £ 1,989.20 | £ 314.80 | 86% | Fully paid - surplus |
| Waste / Dog bin emptying | £ 3,876.00 | £ 3,884.40 | -£ 8.40 | 100% | Fully paid |
| Alton Green | £ 504.00 | £ 276.00 | £ 228.00 | 55% | One cut, possibly one more to come in September |
| Reade Field SCC Grass cutting | £ 1,223.00 | £ 634.22 | £ 588.78 | 52% | |
| R.Field/Church Green other grass | £ 950.00 | £ 393.00 | £ 557.00 | 41% | Plants for memorial on Church Green |
| Reade Field Other maintenance | £ 160.00 | | £ 160.00 | 0% | |
| Tree Work | £ 1,000.00 | | £ 1,000.00 | 0% | |
| Playground Renewals & Mainten. | £ 3,000.00 | £ 11,834.40 | -£ 8,834.40 | 394% | To be partly offset by grant - budget set assuming completion in 24-25 |
| Playground inspection | £ 202.00 | £ 202.00 | £ 202.00 | 0% | Inspection due Sept |
| Pavilion Maintenance | £ 750.00 | £ 204.53 | £ 545.47 | 27% | Water & LX |
| Gen Maintenance incl.SID & Defib | £ 500.00 | | £ 500.00 | 0% | |
| Benches, bins, noticeboards | £ 200.00 | £ 91.35 | £ 108.65 | 46% | Materials for new noticeboard Reade Road end Reade Field |
| GHGW | £ 150.00 | £ 7.90 | £ 142.10 | 5% | |
| Fitness classes | £ 2,075.00 | £ 725.00 | £ 1,350.00 | 35% | No classes in August |
| Community Self Help Scheme | £ 100.00 | | £ 100.00 | 0% | |
| TOTAL | £ 16,994.00 | £ 20,040.00 | -£ 3,046.00 | 118% | |
| Administration | | | | | |
| Stationery and Office Supplies | £ 400.00 | £ 148.94 | £ 251.06 | 37% | Photocopying, Microsoft licence |
| Books and reference materials | £ 50.00 | | £ 50.00 | 0% | |
| Insurance | £ 1,000.00 | £ 374.04 | £ 625.96 | 37% | Pavilion Insurance. HPC general insurance due 1.10.25 |
| Information Commissioner | £ 45.00 | £ 47.00 | -£ 2.00 | 104% | |
| Hall Hire | £ 530.00 | £ 142.00 | £ 388.00 | 27% | |
| Courses and Training | £ 400.00 | £ 72.00 | £ 328.00 | 18% | |
| Audit Fees | £ 670.00 | £ 638.00 | £ 32.00 | 95% | Internal Audit fees paid - External Audit fees to be paid this month |
| Water testing equipment | £ 356.00 | £ - | £ 356.00 | 0% | |
| Parish Papers | £ 3,200.00 | £ 1,694.00 | £ 1,506.00 | 53% | 3rd edition to be paid this month |
| Lottery | £ 600.00 | £ 243.20 | £ 356.80 | 41% | Includes licence fee |
| Youth Parish Council | £ 200.00 | | £ 200.00 | 0% | |
| Bank Charges | £ 60.00 | £ 24.89 | £ 35.11 | 41% | |
| Other admin, inc. IT | £ 500.00 | £ 9.10 | £ 490.90 | 2% | |
| TOTAL ADMINISTRATION | £ 8,011.00 | £ 3,393.17 | £ 4,617.83 | 42% | |
| TOTAL EXPENDITURE | £ 45,441.56 | £ 33,077.79 | £ 11,923.77 | 73% | |
| RESERVES | | | | | |
| Contribution to Election costs | £ 500.00 | | £ 500.00 | 0% | |
| Contribution to pavilion project | £ 5,000.00 | | £ 5,000.00 | 0% | |
| TOTAL FOR RESERVES | £ 5,500.00 | £ - | £ - | | |
| TOTAL EXPENDITURE INCLUDING FROM RI | £ 50,941.56 | £ 33,077.79 | £ 11,923.77 | | |
| RECEIPTS | | | | | |
| | Agreed | Received to date | Remaining | Notes | |
| Precept | £ 37,500.00 | £ 18,750.00 | £ 18,750.00 | Half precept paid - second payment due September | |
| VAT | £ 6,163.00 | £ 4,473.62 | £ 1,689.38 | Budget included VAT on basketball court, invoice not received 24/5 | |
| CIL funding | £ - | | £ - | | |
| Football | £ 370.00 | £ 90.00 | £ 280.00 | | |
| NS&I interest | £ 15.00 | | £ 15.00 | Bank Account now closed - interest transferred to Community A/C | |
| Grant for Community Caretaker | £ 4,126.98 | £ 4,126.98 | £ - | Grant paid in full | |
| Lottery Income | £ 600.00 | | £ 600.00 | To offset prize money | |
| Advertising | £ 2,000.00 | £ 297.00 | £ 1,703.00 | | |
| Grants | £ - | £ 8,662.00 | -£ 8,662.00 | Grant for basketball court | |
| Other | £ 150.00 | | | Contributions from PCs for water testing: now will be paid directly to programme | |
| Other | £ - | £ 85.45 | -£ 85.45 | GHGW funds from Fete receipts | |
| TOTALS | £ 50,924.98 | £ 36,485.05 | £ 14,289.93 | | |
| INC LESS EXP & CONTRIBUTION TO RESER | -£ 16.58 | £ 3,407.26 | | | |

Additional Commentary

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 31st August 2025

EXPENDITURE

Subscriptions: All Subscriptions now paid

Grants: most grants now paid – some will be paid later in the year, such as poppy wreath and possible grant to fund a prize for Holbrook Academy Awards Evening

Salary Costs: five months salary payments made – NJC pay scales affecting clerk salary have now been agreed by unions and have been backdated to April 2025

Payroll costs: 6 months' payroll charges, a further 6 months to come

Street Lighting: Fully paid – surplus in budget.

Dog & Waste Bin emptying: Fully paid

Parish Papers: 3 editions paid – 3 further editions this year

Grass Cutting: 2 quarters of contract grass cutting paid – one cut for Alton Green paid, plus some additional grass cutting from local contractor

Playground Renewals and Maintenance: basketball court surface and lines. When the budget was set, it was thought the charges would be payable in the 24/25 financial year.

Pavilion Maintenance: as well as any essential maintenance costs, the budget set includes water and electricity and annual PAT testing.

Bank Charges: The basic monthly charge for the Community Account is £4.25 per month, plus .50p for all cheque transactions. The interest on the transferred £10,000 from the Community Account to the Reade Field Account may earn additional interest to counteract these charges.

INCOME

Precept: the first half of the precept has been received – the second half will be paid in September.

Cleansing Grant: now received for the full year

VAT: a Vat claim has been received in full

Football: The Veterans Team have paid for additional hires

Reade Field Account: When the sale of the new lottery tickets are launched, they will be paid directly into the Reade Field Account where possible. £10,000 has been transferred from the Community Account to earn some interest. A sum of £556 in lottery tickets has been received up to and including 1st September.

Other Grants: Grant from Babergh received for basketball surface

NS&I Account: this account has been closed and transferred to the Community Account - some additional interest was received

Fixed Term Investment Account: we are continuing to receive monthly interest statements – the investment of 20,000 has increased to £20,210.20 on 29th August

Advertising: two one-off ads paid for plus one annual ad received.

Other Income: a small amount of income has been received from the Greener Holbrook Greener World stall at the annual fete.