

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 17<sup>th</sup> November 2025**

**Details of expenditure for the period to 31<sup>st</sup> October 2025**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
23.09.25	Crocus Club (Crocus bulbs) (Debit Card)	£ 132.93
15.10.25	Postage Stamps (Debit Card)	£ 20.56
18.10.25	Wickes – items required for the noticeboard repairs (Debit Card)	£ 24.70
19.10.25	Amazon – bulb planter (Debit Card)	£ 34.95
21.10.25	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
21.10.25	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
21.10.25	Community Caretaker – Salary (BACs)	£ 343.92
21.10.25	J Ambrose – Chairman's Allowance (BACs))	£ 26.53
21.10.25	J. Ambrose – Mileage (BACs paid with allowance)	£ 8.10
21.10.25	HMRC (to be paid 5.11.25) PAYE & Employers NI (BACs)	£ 293.53
21.10.25	Lloyds Bank monthly bank charges (DD)	£ 4.25
21.10.25	E-ON Next – pavilion electricity (DD)	£ 18.54
21.10.25	CAS – Annual Insurance (BACs)	£ 560.39
21.10.25	M Thompson – fitness classes (BACs)	£ 350.00
21.10.25	SEALE – Parish Papers (BACs)	£ 599.00
21.10.25	SALC – 2 <sup>nd</sup> half of annual payroll service (BACs)	£ 111.60
21.10.25	Holbrook Village Hall – hall hire charges (BACs)	£ 58.00
21.10.25	Cloud Next – domain name hosting (BACs)	£ 59.98
21.10.25	Community Heartbeat Trust – Defibrillator maintenance	£ 198.00
21.10.25	Lottery 1 <sup>st</sup> prizes (September & October) 2 x £17.75	£ 35.50
21.10.25	Lottery 2 <sup>nd</sup> prizes (September & October) 2 x 10.65	£ 21.30
21.10.25	Lottery 3 <sup>rd</sup> prizes (September & October) 2 x 7.10	£ 14.20

**BANK RECONCILIATION to 31ST OCTOBER 2025**

<b>Lloyds Bank Community Account</b>		
Opening Balance 01/04/24	£	56,429.84
Receipts (less interest included below)	£	56,244.05
<b>Balance Transfer from NS &amp; I</b>	<b>£</b>	<b>13,907.52</b>
<b>Totals</b>	<b>£</b>	<b>126,581.41</b>
Less payments 24/25	£	23.25
Less payments 25/26	£	38,588.34
Transfer from Community A/c to Deposit	£	30,000.00
	£	68,611.59
<b>Receipts less payments</b>	<b>£</b>	<b>57,969.82</b>
Balance on statement No.99	£	58,263.35
Outstanding payments	£	293.53
	<b>£</b>	<b>57,969.82</b>
<b>NS &amp; I Account</b>		
Closed		
<b>Reade Field Account</b>		
Balance brought forward from statement 91	£	15,763.98
Add interest	£	7.76
Add receipts	£	9,482.64
Balance on Statement 92	£	<b>25,254.38</b>
<b>Total Community A/C + Reade Field A/C</b>	<b>£</b>	<b>83,224.20</b>
<b>Lloyds Bank Fixed Term Investment A/c</b>		
Balance brought forward from statement 6	£	<b>20,259.20</b>
Add interest	£	47.08
Balance on Statement 7	£	20,306.28
<b>Total Resources at 31.10.25</b>	<b>£</b>	<b>103,530.48</b>
<b>Outstanding payments</b>		
HMRC	£	293.53
	£	293.53

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
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%	
<b>TOTAL</b>	<b>£ 982.00</b>	<b>£ 973.23</b>	<b>£ 8.77</b>		
<b>Grants</b>					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	Grant for projector has now been agreed and is yet to be paid
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%	
<b>TOTAL</b>	<b>£ 1,365.00</b>	<b>£ 1,225.00</b>	<b>-£ 300.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,864.58	£ 6,985.21	£ 4,879.37	59%	National Pay Agreement now agreed at 3.2% and has been back dated
Employer's NI	£ 968.00	£ 609.93	£ 358.07	63%	
Clerk's expenses	£ 450.00	£ 237.06	£ 408.30	53%	
Councillors' expenses (Travel)	£ 100.00	£ 41.70	£ 58.30	42%	
Chairman's allowance	£ 300.00	£ 233.31	£ 66.69	78%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 2,407.44	£ 1,719.54	58%	Offset by grant from Babergh
Community Caretaker Expenses	£ 100.00	£ 39.98	£ 60.02	40%	Walking shoes
Salc Payroll	£ 180.00	£ 194.40	-£ 14.40	108%	final half year 24/5, first half year 25/6 - charges have increased by 35%
<b>TOTAL</b>	<b>£ 18,089.56</b>	<b>£ 10,749.03</b>	<b>£ 7,340.53</b>		
<b>Asset Maintenance and other works</b>					
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 - possible refund for Admirals Quarter to come
Alton Green	£ 504.00	£ 276.00	£ 228.00	55%	Requested one further cut
Reade Field SCC Grass cutting	£ 1,223.00	£ 634.22	£ 588.78	52%	2 quarters paid
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	£ 132.93	£ 27.07	83%	Crocus Bulbs - donation of £100 received in Reade Field A/C
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 assumed completion in 24-25
Playground inspection	£ 202.00	£ 202.00	£ 202.00	0%	Inspection due
Pavilion Maintenance	£ 750.00	£ 244.24	£ 505.76	33%	Water & LX to date
Gen Maintenance incl.SID & Defib	£ 500.00	£ 292.60	£ 207.40	59%	Bulb planter, materials for noticeboard repair, defib support
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	£ 1,075.00	£ 1,000.00	52%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 16,994.00</b>	<b>£ 20,855.24</b>	<b>-£ 3,861.24</b>	<b>123%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 242.44	£ 157.56	61%	Printer ink, Microsoft licence, stationery, stamps etc.
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,000.00	£ 934.43	£ 65.57	93%	Insurance fully paid
Information Commissioner	£ 45.00	£ 47.00	-£ 2.00	104%	
Hall Hire	£ 530.00	£ 200.00	£ 330.00	38%	
Courses and Training	£ 400.00	£ 72.00	£ 328.00	18%	
Audit Fees	£ 670.00	£ 638.00	£ 32.00	95%	Fully paid
Water testing equipment	£ 356.00	£ -	£ 356.00	0%	
Parish Papers	£ 3,200.00	£ 2,293.00	£ 907.00	72%	Up to and including Oct/Nov
Lottery	£ 600.00	£ 290.95	£ 309.05	48%	Includes licence fee
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 33.89	£ 26.11	56%	
Other admin, inc. IT	£ 500.00	£ 69.08	£ 430.92	14%	
<b>TOTAL ADMINISTRATION</b>	<b>£ 8,011.00</b>	<b>£ 4,820.79</b>	<b>£ 3,190.21</b>	<b>60%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 45,441.56</b>	<b>£ 38,623.29</b>	<b>£ 6,378.27</b>	<b>85%</b>	
<b>RESERVES</b>					
Contribution to Election costs	£ 500.00		£ 500.00	0%	
Contribution to pavilion project	£ 5,000.00		£ 5,000.00	0%	
<b>TOTAL FOR RESERVES</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£ 50,941.56</b>	<b>£ 38,623.29</b>	<b>£ 6,378.27</b>		
<b>RECEIPTS</b>					
Agreed		Received to date	Remaining	Notes	
Precept	£ 37,500.00	£ 37,500.00	£ -	Precept fully paid	
VAT	£ 6,163.00	£ 4,473.62	£ 1,689.38	Budget included VAT on basketball court, invoice not received 24/5	
CIL funding	£ -		£ -	CIL funds of 9121.64 received and transferred to Instant Access Account	
Football	£ 370.00	£ 90.00	£ 280.00	Veteran's hire paid; Swan and Girls' Football teams contribution to come.	
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 (£24 transferred to Instant Access Ac)	
Advertising	£ 2,000.00	£ 1,056.00	£ 944.00	Annual invoices have been issued. Some advertisers have withdrawn	
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	£ -	£ 335.45	-£ 335.45	GHGW funds from Fete and council award for GHGW	
<b>TOTALS</b>	<b>£ 50,924.98</b>	<b>£ 56,244.05</b>	<b>-£ 5,469.07</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 16.58</b>	<b>£ 17,620.76</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to 31<sup>st</sup> October 2025

## **EXPENDITURE**

**Subscriptions:** All Subscriptions now paid

**Grants:** most grants now paid – a donation for the poppy wreath to the British Legion is now due and we have agreed to donate £490 to the Village Hall towards a new projector and £25 towards the community Christmas tree.

**Salary Costs:** 7 months salary costs paid

**Payroll costs:** we received an invoice for the final 6 months of 2024/25 for payroll services earlier in the year and have now paid for the first 6 months of 25/26

**Street Lighting:** Fully paid – surplus in budget.

**Dog & Waste Bin emptying:** Fully paid – no refund has yet been received from Babergh for Admirals' Quarter

**Parish Papers:** 4 editions paid

**Grass Cutting:** 2 quarters of contract grass cutting paid - one cut for Alton Green, with another requested, some additional grass cutting for Reade Field and Church Green

**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 £19,000+ from the Community Account to the Reade Field Account will earn additional interest to counteract these charges.

## **INCOME**

**Precept:** full annual precept received

**Cleansing Grant:** now received for the full year – only 50% promised for 26/27 and no funding thereafter

**VAT:** a Vat claim has been received in full

**Football:** The Veterans Team have paid for additional hires

**Reade Field Account:** £19,121.64 has been transferred from the Community Account to earn some interest. Money for lottery tickets is being paid mainly into this account, plus a donation towards some bulbs for the village.

**Other Grants:** Grant from Babergh received for basketball surface. **CIL funding:** £9,121.64 has been received and has been transferred to the Instant Access Savings Account – see above

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

**Fixed Term Investment Account:** we are continuing to receive monthly interest statements – interest for October was £47.08

**Advertising:** invoices for the majority of annual advertisements have been issued. There are a few new advertisers this year, but there are some advertisers who have decided to withdraw their advert, due to a change in circumstances, etc. The shortfall between production and projected advertising income amounts to approximately £1.30 per household per year.

**Other Income:** a small amount of income has been received from the Greener Holbrook Greener World stall at the annual fete and an award of £250 from Suffolk Community Awards.

Jo Hazlewood- RFO, 4<sup>th</sup> November 2025