

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 18<sup>th</sup> August 2025**

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

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
07.07.25	Microsoft – Annual licence renewal (Debit Card)	£ 84.99
15.07.25	Sports Direct - shoes Community Caretaker(Debit card)	£ 39.98
18.07.25	Bank Charges	£ 4.75
22.07.25	Mrs J M Hazlewood – Expenses & stationery (BACs)	£ 39.49
22.07.25	Mrs J M Hazlewood – Salary (BACs)	£ 771.60
22.07.25	Community Caretaker – Salary (BACs)	£ 343.92
22.07.25	J Ambrose – Chairman's Allowance (SO)	£ 26.51
22.07.25	HMRC (to be paid 5.8.25) PAYE & Employers NI (BACs)	£ 281.94
22.07.25	E-ON Next – pavilion electricity (DD)	£ 17.64
22.07.25	SLCC – training (BACs)	£ 36.00
22.07.25	Novasport – Basketball line markings (BACs)	£ 1440.00
22.07.25	O. Abbott – Grass cutting and maintenance (BACs)	£ 340.00
22.07.25	Vertas – Contract grass cutting (BACs)	£ 317.11
22.07.25	M. Thompson – fitness classes (BACs)	£ 250.00
22.07.25	Lottery 1 <sup>st</sup> prize - cheque	£ 23.25
22.07.25	Lottery 2 <sup>nd</sup> prize - BACs	£ 13.95
22.07.25	Lottery 3 <sup>rd</sup> prize - cheque	£ 9.30

<b>BANK RECONCILIATION to 31ST JULY 2025</b>		
<b>Lloyds Bank Community Account</b>		
Opening Balance 01/04/24	£	56,429.84
Receipts (less interest included below)	£	36,353.05
<b>Balance Transfer from NS &amp; I</b>	<b>£</b>	<b>13,907.52</b>
<b>Totals</b>	<b>£</b>	<b>106,690.41</b>
Less payments 24/25	£	23.25
Less payments 25/26	£	26,640.11
Transfers to deposit & investment Accounts	£	30,000.00
	£	56,663.36
<b>Receipts less payments</b>	<b>£</b>	<b>50,027.05</b>
Balance on statement No.96	£	50,332.24
Outstanding payments	£	305.19
	<b>£</b>	<b>50,027.05</b>
<b>NS &amp; I Account</b>		
Closed		
<b>Reade Field Account</b>		
Opening Balance 01/07/25	£	5,106.56
Add interest	£	2.94
Add receipts (transfer from Community A/C)	£	10,000.00
Balance on Statement 89	<b>£</b>	<b>15,109.50</b>
<b>Total Community A/C + Reade Field A/C</b>	<b>£</b>	<b>65,136.55</b>
<b>Lloyds Bank Fixed Term Investment A/c</b>		
Deposit Account Balance 01.07.25	<b>£</b>	<b>20,115.03</b>
Add interest	£	49.78
Balance on Statement 4	£	20,164.81
<b>Total Resources at 31.07.25</b>	<b>£</b>	<b>85,301.36</b>
<b>Outstanding payments</b>		
	£	281.94
	£	23.25
	£	305.19

	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%	
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	£ 3,858.40	£ 8,006.18	33%	National Pay Agreement now agreed at 3.2% (budgeted 2.5%)
Employer's NI	£ 968.00	£ 328.56	£ 639.44	34%	
Clerk's expenses	£ 450.00	£ 144.06	£ 425.40	32%	
Councillors' expenses (Travel)	£ 100.00	£ 24.60	£ 75.40	25%	
Chairman's allowance	£ 300.00	£ 133.32	£ 166.68	44%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 1,375.68	£ 2,751.30	33%	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
<b>TOTAL</b>	<b>£ 18,089.56</b>	<b>£ 5,987.40</b>	<b>£ 12,102.16</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		£ 3,876.00	0%	
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	0%	Inspection due Sept
Pavilion Maintenance	£ 750.00	£ 132.12	£ 617.88	18%	Water & LX (no invoice received from Anglian Water, DD taken)
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%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 16,994.00</b>	<b>£ 16,083.19</b>	<b>£ 910.81</b>	<b>95%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 135.45	£ 264.55	34%	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	£ 132.00	£ 398.00	25%	
Courses and Training	£ 400.00	£ 72.00	£ 328.00	18%	
Audit Fees	£ 670.00	£ 260.00	£ 410.00	39%	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	£ 1,125.00	£ 2,075.00	35%	3rd edition to be paid this month
Lottery	£ 600.00	£ 196.70	£ 403.30	33%	Includes licence fee
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 20.00	£ 40.00	33%	
Other admin, inc. IT	£ 500.00	£ 9.10	£ 490.90	2%	
<b>TOTAL ADMINISTRATION</b>	<b>£ 8,011.00</b>	<b>£ 2,371.29</b>	<b>£ 5,639.71</b>	<b>30%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 45,441.56</b>	<b>£ 26,640.11</b>	<b>£ 18,361.45</b>	<b>59%</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>£ 26,640.11</b>	<b>£ 18,361.45</b>		
<b>RECEIPTS</b>					
	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	£ 165.00	£ 1,835.00		
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	
<b>TOTALS</b>	<b>£ 50,924.98</b>	<b>£ 36,353.05</b>	<b>£ 14,421.93</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 16.58</b>	<b>£ 9,712.94</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 31<sup>st</sup> July 2025

## **EXPENDITURE**

**Subscriptions:** All Subscriptions now paid

**Grants:** most grants now paid – some will be paid later in the year

**Salary Costs:** four months salary payments made – NJC pay scales have now been agreed by unions and, when implemented, will be 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:** invoice received this month

**Parish Papers:** 2 editions paid, the third edition to be paid this month

**Grass Cutting:** 2 quarters of contract grass cutting paid – one cut for Alton Green paid, plus some additional grass cutting from local contractor to be paid in June.

**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, this includes water and electricity.

**Bank Charges:** The basic monthly charge for the Community Account is £4.25 per month, plus .50p for all cheque transactions. We have now transferred £10,000 from the Community Account to the Reade Field Account to earn 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.

**Other Grants:** Grant from Babergh received for basketball surface

**NS&I Account:** this account has now been closed and some additional interest has been received and this is reflected in the reconciliations.

**Fixed Term Investment Account:** we are continuing to receive monthly interest statements – the investment of 20,000 has increased to 20,164.81.

**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.