

Holbrook Parish Council
Responsible Financial Officers Report to meeting 20th October 2025

Details of expenditure for the period to 30th September 2025

Date	Payee	Amount
03.09.25	Amazon – Stationery - envelopes, paper etc. (Debit card)	£ 45.96
16.09.25	Mrs J M Hazlewood – Expenses (BACs)	£ 54.49
16.09.25	Mrs J M Hazlewood – Salary incl. back pay (BACs)	£ 931.52
16.09.25	Community Caretaker – Salary (BACs)	£ 343.92
16.09.25	J Ambrose – Chairman's Allowance (BACs))	£ 26.73
16.09.25	HMRC (to be paid 6.10.25) PAYE & Employers NI (BACs)	£ 351.50
16.09.25	Lloyds Bank monthly bank charges (DD)	£ 4.75
16.09.25	E-ON Next – pavilion electricity (DD)	£ 21.17

BANK RECONCILIATION to 30TH SEPTEMBER 2025

Lloyds Bank Community Account	
Opening Balance 01/04/24	£ 56,429.84
Receipts (less interest included below)	£ 55,608.05
Balance Transfer from NS & I	£ 13,907.52
Totals	£ 125,945.41
Less payments 24/25	£ 23.25
Less payments 25/26	£ 34,990.76
Transfer from Community A/c to Deposit	£ 30,000.00
	£ 65,014.01
Receipts less payments	£ 60,931.40
Balance on statement No.98	£ 61,306.15
Outstanding payments	£ 374.75
	£ 60,931.40
NS & I Account	
Closed	
Reade Field Account	
Balance brought forward from statement 90	£ 15,671.43
Add interest	£ 8.55
Add receipts	£ 84.00
Balance on Statement 91	£ 15,763.98
Total Community A/C + Reade Field A/C	£ 76,695.38
Lloyds Bank Fixed Term Investment A/c	
Deposit Account Balance from statement 5	£ 20,210.20
Add interest	£ 49.00
Balance on Statement 6	£ 20,259.20
Total Resources at 31.08.25	£ 96,954.58
Outstanding payments	
HMRC	£ 351.50
2724	£ 23.25
	£ 374.75

Summary to 30th September 2025 6/12ths=50%					
	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%	Request for a grant for projector to be considered
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	£ 5,987.32	£ 5,877.26	50%	National Pay Agreement now agreed at 3.2% and has been back dated
Employer's NI	£ 968.00	£ 522.80	£ 445.20	54%	
Clerk's expenses	£ 450.00	£ 211.06	£ 416.40	47%	
Councillors' expenses (Travel)	£ 100.00	£ 33.60	£ 66.40	34%	
Chairman's allowance	£ 300.00	£ 199.98	£ 100.02	67%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 2,063.52	£ 2,063.46	50%	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: final 6 months to be paid October
TOTAL	£ 18,089.56	£ 9,141.06	£ 8,948.50		
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 - 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	0%	Inspection due
Pavilion Maintenance	£ 750.00	£ 225.70	£ 524.30	30%	Water & LX to date
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 - resumed Sept
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 16,994.00	£ 20,194.10	-£ 3,200.10	119%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 208.39	£ 191.61	52%	Photocopying, Microsoft licence
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 1,000.00	£ 374.04	£ 625.96	37%	General insurance to be paid October; pavilion insurance already paid
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%	Fully paid
Water testing equipment	£ 356.00	£ -	£ 356.00	0%	
Parish Papers	£ 3,200.00	£ 1,694.00	£ 1,506.00	53%	Oct/Nov issue 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	£ 29.64	£ 30.36	49%	
Other admin, inc. IT	£ 500.00	£ 9.10	£ 490.90	2%	
TOTAL ADMINISTRATION	£ 8,011.00	£ 3,457.37	£ 4,553.63	43%	
TOTAL EXPENDITURE	£ 45,441.56	£ 34,990.76	£ 10,010.80	77%	
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	£ 34,990.76	£ 10,010.80		
RECEIPTS					
	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	£ -		£ -		
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	£ 24.00	£ 576.00	To offset prize money	
Advertising	£ 2,000.00	£ 396.00	£ 1,604.00	Annual invoices to go out in October	
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 award	
TOTALS	£ 50,924.98	£ 55,608.05	-£ 4,833.07		
INC LESS EXP & CONTRIBUTION TO RESERVES	-£ 16.58	£ 20,617.29			

Additional Commentary

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 30th September 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. A recent request has been made for a grant towards a new projector in the Village Hall

Salary Costs: 6 months salary costs paid

Payroll costs: 6 months' payroll charges, final payment in October – charges have increased.

Street Lighting: Fully paid – surplus in budget.

Dog & Waste Bin emptying: Fully paid, but we may now receive a refund for bins at Admirals Quarter.

Parish Papers: 3 editions paid – 4th paid in October with 2 more to come.

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 £10,000 from the Community Account to the Reade Field Account will earn additional interest to counteract these charges.

INCOME

Precept: this is now fully paid

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: £10,000 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

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 September was £49

Advertising: invoices for the majority of annual advertisements will be sent out in October. There are a few new advertisers this year. The shortfall between production and current potential advertising revenue amounts to less than £1.50 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. CIL Funds will be received before the end of October.

Jo Hazlewood- RFO, 13th October 2025