

Holbrook Parish Council
Responsible Financial Officers Report to meeting 21st July 2025

Details of expenditure for the period to 30th June 2025

Date	Payee	Amount
17,06.25	Mrs J M Hazlewood – Expenses incl travel (BACs)	£ 39.49
17,06.25	Mrs J M Hazlewood – Salary (BACs)	£ 771.80
17,06.25	Community Caretaker – Salary (BACs)	£ 343.92
17,06.25	J Ambrose – Chairman’s Allowance (SO)	£ 26.73
17,06.25	HMRC (to be paid 5.7.25) PAYE & Employers NI (BACs)	£ 281.54
17,06.25	ICO – Data Protection fee (DD)	£ 47.00
17,06.25	SLCC – Membership (BACs)	£ 190.00
17,06.25	Seale – Parish Papers (BACs)	£ 569.00
17,06.25	Holbrook Village Hall – Meeting room hire (BACs)	£ 92.00
17,06.25	E-ON Next – pavilion electricity (DD)	£ 18.48
17,06.25	Babergh Licensing Authority – lottery licence (BACs)	£ 20.00
17,06.25	J. Ambrose – travel expenses (BACs)	£ 24.60
17,06.25	Lottery 1 st prize (BACs)	£ 23.25
17,06.25	Lottery 2 nd prize (BACs)	£ 13.95
17,06.25	Lottery 3 rd prize (BACs)	£ 9.30
17.06.25	M Thompson – Fitness Classes (BACs)	£ 150.00
17.06.25	M & D Cordle – Alton Green Grass Cutting (BACs)	£ 276.00

BANK RECONCILIATION to 30th JUNE 2025

Lloyds Bank Community Account	
Opening Balance 01/04/24	£ 56,429.84
Receipts (less interest included below)	£ 32,127.07
Balance Transfer from NS & I	£ 13,907.52
Totals	£ 102,464.43
Less payments 24/25	£ 23.25
Less payments 25/26	£ 22,599.68
Transfer from Community A/C to Deposit	£ 20,000.00
	£ 42,622.93
Receipts less payments	£ 59,841.50
Balance on statement No.95	£ 60,123.04
Outstanding payments	£ 281.54
To balance with Receipts less payments	£ 59,841.50
NS & I Account	
Closed	
Lloyds Bank Reade Field Account	
Opening Balance 01/06/25	£ 5,103.16
Add interest	£ 3.40
Add receipts	
Balance on Statement 88	£ 5,106.56
Lloyds Bank Fixed Term Investment A/c	£ 64,948.06
Deposit Account Balance 01.06.25	£ 20,063.63
Add interest	£ 51.40
Balance on Statement 3	£ 20,115.03
	£ 85,063.09
Outstanding payments	
HMRC	£ 281.54
	£ 281.54

Summary to 30th June 2025 3/12ths=25%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 651.00	£ 640.23	£ 10.77	98%	
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	£ 2,893.80	£ 8,970.78	24%	National Pay Agreement from 1/4/25 not yet agreed by unions
Employer's NI	£ 968.00	£ 246.42	£ 721.58	25%	
Clerk's expenses	£ 450.00	£ 118.06	£ 425.40	26%	
Councillors' expenses (Travel)	£ 100.00	£ 24.60	£ 75.40	25%	
Chairman's allowance	£ 300.00	£ 100.01	£ 199.99	33%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 1,031.76	£ 3,095.22	25%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 180.00	£ 82.80	£ 97.20	46%	6 months payroll services
TOTAL	£ 18,089.56	£ 4,497.45	£ 13,592.11		
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		£ 3,876.00	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	£ 317.11	£ 905.89	26%	
R.Field/Church Green other grass	£ 950.00	£ 53.00	£ 897.00	6%	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	£ 10,394.40	-£ 7,394.40	346%	To be partly offset by grant - charge for markings to come
Playground inspection	£ 202.00		£ 202.00	0%	Inspection due Sept
Pavilion Maintenance	£ 750.00	£ 114.48	£ 635.52	15%	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	£ 475.00	£ 1,600.00	23%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 16,994.00	£ 13,718.44	£ 3,275.56	81%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 36.97	£ 363.03	9%	
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	£ 36.00	£ 364.00	9%	
Audit Fees	£ 670.00	£ 260.00	£ 410.00	39%	Internal Audit fees paid - External Audit fees to come
Water testing equipment	£ 356.00		£ 356.00	N/A	
Parish Papers	£ 3,200.00	£ 1,125.00	£ 2,075.00	35%	
Lottery	£ 600.00	£ 150.20	£ 449.80	25%	Includes licence fee
Youth Parish Council	£ 200.00		£ 200.00	N/A	
Bank Charges	£ 60.00	£ 15.25	£ 44.75	25%	
Other admin, inc. IT	£ 500.00	£ 9.10	£ 490.90	2%	
TOTAL ADMINISTRATION	£ 8,011.00	£ 2,185.56	£ 5,825.44	27%	
TOTAL EXPENDITURE	£ 45,441.56	£ 22,599.68	£ 22,401.88	50%	
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	£ 40,815.57	£ 22,401.88		
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		
Lottery Income	£ 600.00		£ 600.00	To offset prize money	
Advertising	£ 2,000.00	£ 66.00	£ 1,934.00		
Grants	£ -		£ -	Grant awaited for re-surfacing the basketball court	
Other	£ 150.00	£ 8,662.00	-£ 8,512.00		
Other	£ -	£ 85.45	-£ 85.45	GHGW funds from Fete receipts	
TOTALS	£ 50,924.98	£ 32,127.07	£ 18,797.91		
INC LESS EXP & CONTRIBUTION TO RESER	-£ 16.58	-£ 8,688.50			

Additional Commentary

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 30th June 2025

EXPENDITURE

Subscriptions: All Subscriptions now paid

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

Salary Costs: three months' pay included: the NJC Pay Scales for 2025-26 have not yet been agreed, which will affect the Clerk's payments. In previous years agreement has not been reached until October/November with any additional pay awards being backdated to April. The unions have turned down the government's current pay offer of 3.2% on the grounds that it is less than inflation.

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

Street Lighting: Fully paid – surplus in budget.

Dog & Waste Bin emptying: charges still to come – we have been informed that this is likely to increase again this year.

Parish Papers: 2 editions paid

Grass Cutting: 2nd quarter of contract grass cutting to be paid this month – one cut for Alton Green paid, plus some additional grass cutting from local contractor.

Playground Renewals and Maintenance: basketball court surface. The lines have now been painted and the charge will be paid in July.

Pavilion Maintenance: as well as any essential maintenance costs, this includes water and electricity.

INCOME

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

Cleansing Grant: awaiting payment of the cleansing grant for the Community Caretaker role, but we have been notified that it will be paid in full for the year 2025-2026 in the next few weeks.

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. Ideally BACs information from purchasers of tickets to be sought so that all prizes can be paid by BACs and avoid bank charges.

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 which 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 £20,115.03.

Advertising: two one-off ads paid for – one further new annual ad to be invoiced.

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

