

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 15<sup>th</sup> December 2025**

**Details of expenditure for the period to 30<sup>th</sup> November 2025**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
18.11.25	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
18.11.25	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
18.11.25	Community Caretaker – Salary (BACs)	£ 343.92
18.11.25	J Ambrose – Chairman’s Allowance (BACs))	£ 26.73
18.11.25	HMRC (to be paid 5.12.25) PAYE & Employers NI (BACs)	£ 293.33
18.11.25	Cloud Next – gov.uk emails (BACs)	£ 60.00
18.11.25	D Brumpton – plants for Memorial (Cheque)	£ 43.00
18.11.25	Lloyds Bank Charges (DD)	£ 4.75
18.11.25	Royal British Legion - poppy wreath - (BACs)	£ 50.00
18.11.25	E-ON Next – pavilion electricity (DD)	£ 18.66
18.11.25	WAVE – pavilion water (DD)	£ 44.11
18.11.25	M & D Cordle – grass cutting Alton Green (BACs)	£ 276.00
18.11.25	M Thompson – fitness classes (BACs)	£ 150.00
18.11.25	Vertas – Contract Grass Cutting (BACs)	£ 317.11
18.11.25	The Swan Inn – Co1mmunity Christmas Tree (BACs)	£ 25.00
18.11.25	Holbrook Village Hall – Grant for projector (BACs)	£ 490.00
18.11.25	Lottery 1 <sup>st</sup> prize November (BACs)	£ 19.25
18.11.25	Lottery 2 <sup>nd</sup> prize November (BACs)	£ 11.55
18.11.25	Lottery 3 <sup>rd</sup> prize November (BACs)	£ 7.70

### BANK RECONCILIATION to 30TH NOVEMBER 2025

<b>Lloyds Bank Community Account</b>	
Opening Balance 01/04/24	£ 56,429.84
Receipts (less interest included below)	£ 56,541.05
<b>Balance Transfer from NS &amp; I</b>	<b>£ 13,907.52</b>
<b>Totals</b>	<b>£ 126,878.41</b>
Less payments 24/25	£ 23.25
Less payments 25/26	£ 41,607.23
Transfer from Community A/c to Deposit	£ 30,000.00
	£ 71,630.48
<b>Receipts less payments</b>	<b>£ 55,247.93</b>
Balance on statement No.100	£ 55,541.26
Outstanding payments	£ 293.33
	<b>£ 55,247.93</b>
<b>NS &amp; I Account</b>	
Closed	
<b>Reade Field Account</b>	
Balance brought fwd from statement 92	£ 25,254.38
Add interest	£ 10.39
Add receipts	£ 36.00
Balance on Statement 93	<b>£ 25,300.77</b>
<b>Total Community A/C + Reade Field A/C</b>	<b>£ 80,548.70</b>
<b>Lloyds Bank Fixed Term Investment A/c</b>	
Deposit Account Balance statement 7	<b>£ 20,306.28</b>
Add interest	£ 42.56
Balance on Statement 8	£ 20,348.84
<b>Total Resources at 30.11.25</b>	<b>£ 100,897.54</b>
<b>Outstanding payments</b>	
	£ 293.33
	£ 293.33

	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 AcademyHolbrook V. Hall	£ 30.00	£ 490.00	-£ 460.00	1633%	one-off grant to village hall for projector
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
P3 Group/Donation Christmas tree	£ 60.00	£ 25.00	£ 35.00	42%	Donation to Christmas tree - no grant to P3 to date
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>£ 1,790.00</b>	<b>-£ 865.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,864.58	£ 7,983.10	£ 3,881.48	67%	National Pay Agreement now agreed at 3.2% and has been back dated
Employer's NI	£ 968.00	£ 697.06	£ 270.94	72%	
Clerk's expenses	£ 450.00	£ 263.06	£ 408.30	58%	
Councillors' expenses (Travel)	£ 100.00	£ 41.70	£ 58.30	42%	
Chairman's allowance	£ 300.00	£ 266.64	£ 33.36	89%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 2,751.36	£ 1,375.62	67%	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>£ 12,237.30</b>	<b>£ 5,852.26</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	£ 552.00	-£ 48.00	110%	Completed
Reade Field SCC Grass cutting	£ 1,223.00	£ 951.33	£ 271.67	78%	3 quarters paid, one further quarter to come
R.Field/Church Green other grass	£ 950.00	£ 436.00	£ 514.00	46%	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	£ 307.01	£ 442.99	41%	Water & LX to date - 4 months LX and one quarter water to come
Gen Maintenance incl.SID & Defib	£ 500.00	£ 257.65	£ 242.35	52%	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	£ 1,225.00	£ 850.00	59%	
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 16,994.00</b>	<b>£ 21,669.17</b>	<b>-£ 4,675.17</b>	<b>128%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 255.93	£ 144.07	64%	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%	Awaiting invoice for testing
Parish Papers	£ 3,200.00	£ 2,293.00	£ 907.00	72%	Up to and including Oct/Nov
Lottery	£ 600.00	£ 329.45	£ 270.55	55%	Includes licence fee
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 38.64	£ 21.36	64%	
Other admin, inc. IT	£ 500.00	£ 129.08	£ 370.92	26%	Gov.uk emails and domain name paid, website hosting to come
<b>TOTAL ADMINISTRATION</b>	<b>£ 8,011.00</b>	<b>£ 4,937.53</b>	<b>£ 3,073.47</b>	<b>62%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 45,441.56</b>	<b>£ 41,607.23</b>	<b>£ 3,394.33</b>	<b>92%</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>£ 41,607.23</b>	<b>£ 3,394.33</b>		
<b>RECEIPTS</b>					
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	£ 1,353.00	£ 647.00		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>£ 56,541.05</b>	<b>-£ 5,766.07</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b>	<b>-£ 16.58</b>	<b>£ 14,933.82</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to 30<sup>th</sup> November 2025

## **EXPENDITURE**

**Subscriptions:** All Subscriptions now paid

**Grants:** most grants now paid – all grants now paid including the contribution to the Christmas tree and the new projector

**Salary Costs:** 8 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, one edition in the December payments.

**Grass Cutting:** 2 quarters of contract grass cutting paid - two cuts for Alton Green paid - 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. Some further maintenance has been requested for the roundabout in the children's play area.

**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 funds 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 this report is £42.56

**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.

**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, 9<sup>th</sup> December 2025