

Holbrook Parish Council
Responsible Financial Officers Report to meeting 19th January 2026

Details of expenditure for the period to 31st December 2025

Date	Payee	Amount
16.12.25	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
16.12.25	Mrs J M Hazlewood – Salary (BACs)	£ 798.49
16.12.25	Community Caretaker – Salary (BACs)	£ 343.92
16.12.25	J Ambrose – Chairman's Allowance (BACs))	£ 26.73
16.12.25	HMRC (to be paid 5.12.25) PAYE & Employers NI (BACs)	£ 293.13
16.12.25	Holbrook Methodist Chapel – Meetings for GHGW (BACs)	£ 40.00
16.12.25	Lloyds Bank Charges (DD)	£ 4.25
16.12.25	SEALE - Parish Papers (BACs)	£ 556.00
16.12.25	E-ON Next – pavilion electricity (DD)	£ 18.15
16.12.25	M Thompson – fitness classes (BACs)	£ 200.00
16.12.25	Lottery 1 st prize Dec/Jan – dble draw (BACs)	£ 39.00
16.12.25	Lottery 2 nd prize Dec/Jan – dble draw (BACs)	£ 23.40
16.12.25	Lottery 3 rd prize Dec/Jan – dble draw (BACs)	£ 15.60
30.12.25	Holbrook Village Hall – Meeting room hire (BACs)	£ 58.00

BANK RECONCILIATION to 31ST DECEMBER 2025

Lloyds Bank Community Account		
Opening Balance 01/04/24	£	56,429.84
Receipts (less interest included below)	£	56,673.05
Balance Transfer from NS & I	£	13,907.52
Totals	£	127,010.41
Less payments 24/25	£	23.25
Less payments 25/26	£	44,063.39
Transfer from Community A/c to Deposit	£	30,000.00
	£	74,086.64
Receipts less payments	£	52,923.77
Balance on statement No.101	£	53,216.90
Outstanding payments	£	293.13
To agree with receipts less payments	£	52,923.77
NS & I Account		
Closed		
Reade Field Account		
Opening Balance from statement 93	£	25,300.77
Add interest	£	12.06
Add receipts		
Balance on Statement 94	£	25,312.83
Total Community A/C + Reade Field A/C	£	78,236.60
Lloyds Bank Fixed Term Investment A/c		
Deposit Account Balance statement 8	£	20,348.84
Add interest	£	50.24
Balance on Statement 9	£	20,399.08
Total Resources at 31.12.25	£	98,635.68
Outstanding payments		
HMRC		293.13
	£	293.13

	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%	
Citizen's Advice Bureau	£ 50.00	£ 50.00	£ -	100%	
Headway	£ 50.00	£ 50.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy/Holbrook 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%	
TOTAL	£ 1,365.00	£ 1,790.00	-£ 865.00		
Salaries and expenses					
Clerk's Salary	£ 11,864.58	£ 8,980.99	£ 2,883.59	76%	National Pay Agreement at 3.2% applied
Employer's NI	£ 968.00	£ 784.19	£ 183.81	81%	
Clerk's expenses	£ 450.00	£ 289.06	£ 408.30	64%	
Councillors' expenses (Travel)	£ 100.00	£ 41.70	£ 58.30	42%	
Chairman's allowance	£ 300.00	£ 299.97	£ 0.03	100%	Agreement to increase Chairs allowance to £400 post budget
Community Caretaker Salary	£ 4,126.98	£ 3,095.28	£ 1,031.70	75%	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
TOTAL	£ 18,089.56	£ 13,725.57	£ 4,363.99		
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	£ 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	0%	Inspection due
Pavilion Maintenance	£ 750.00	£ 325.16	£ 424.84	43%	Water & LX to date - 9 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%	Stag beetle sign to come - offset by award
Fitness classes	£ 2,075.00	£ 1,425.00	£ 650.00	69%	Funding expires at the end of this financial year
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 16,994.00	£ 21,887.32	-£ 4,893.32	129%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 269.42	£ 130.58	67%	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	£ 298.00	£ 232.00	56%	
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 undertaken this year
Parish Papers	£ 3,200.00	£ 2,849.00	£ 351.00	89%	Up to and including Dec/Jan - one more edition to come
Lottery	£ 600.00	£ 407.45	£ 192.55	68%	Includes licence fee
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 42.89	£ 17.11	71%	Basic charge is £4.25 per month, additional charges for cheques etc.
Other admin, inc. IT	£ 500.00	£ 129.08	£ 370.92	26%	Gov.uk emails and domain name paid, website hosting to come
TOTAL ADMINISTRATION	£ 8,011.00	£ 5,687.27	£ 2,323.73	71%	
TOTAL EXPENDITURE	£ 45,441.56	£ 44,063.39	£ 938.17	97%	
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	£ 44,063.39	£ 938.17		
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	£ -		£ -	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	£ 1,485.00	£ 515.00	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	
TOTALS	£ 50,924.98	£ 56,673.05	-£ 5,898.07		
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 16.58	£ 12,609.66			

Additional Commentary

The summary and reconciliation include all receipts and payments up to 31st December 2025

EXPENDITURE

Subscriptions: All Subscriptions now paid

Grants: all grants now paid including the contribution to the Christmas tree and the new projector. No grant required to date by P3 group.

Salary Costs: 9 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. Charges are increasing and SALC's invoicing for payroll will change next year.

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: 5 editions paid, one edition remaining

Grass Cutting: 3 quarters of contract grass cutting paid, final quarter included in January payments - 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. Maintenance and repairs to the roundabout included in January payments.

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 and cheque and cash deposits. The interest on the transferred funds from the Community Account to the Reade Field Account is earning 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 Contributions from the Swan Team and Girls' football will be made before the end of the financial year.

Reade Field Account: £19,121.64 has been transferred from the Community Account to earn some interest. (£10,000 from general funds and CIL funding of £9,121.64) 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 - £399.08 to end December.

Advertising: invoices for the majority of annual advertisements have been issued. There are a few new advertisers this year, but some advertisers have decided to withdraw their advert, due to a change in circumstances, etc. Reminders have been sent for outstanding invoices.

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.