

Holbrook Parish Council
Responsible Financial Officers Report to meeting 16th March 2026

Details of expenditure for the period to 28th February 2026

Date	Payee	Amount
30.01.26	Sports Direct – Walking Shoes for Community Caretaker (Debit Card)	£ 39.98
17.02.26	Mrs J M Hazlewood – Expenses (BACs paid with salary)	£ 39.49
17.02.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
17.02.26	Community Caretaker – Salary (BACs)	£ 343.92
17.02.26	J Ambrose – Chairman's Allowance (BACs)	£ 26.73
17.02.26	HMRC (to be paid 5.03.25) PAYE & Employers NI (BACs)	£ 293.33
17.02.26	Lloyds Bank Charges (DD)	£ 4.25
17.02.26	E-ON Next – pavilion electricity (DD)	£ 19.07
17.02.26	M Thompson – fitness classes (BACs)	£ 200.00
17.02.26	SEALE – Parish Papers (BACs)	£ 587.00
17.02.26	O Abbott – additional grass cutting & maintenance	£ 170.00
17.02.26	Suffolk Cloud – Website Hosting (BACs)	£ 120.00
17.02.26	Wave Pavilion water charges (DD)	£ 39.40
17.02.26	SALC – Training course (BACs)	£ 43.20
17.02.26	Lottery – 1 st prize February	£ 19.50
17.02.26	Lottery – 2 nd prize February	£ 11.70
17.02.26	Lottery – 3 rd prize February	£ 7.80
25.02.26	Amazon Mktplace - stationery	£ 32.73

INCOME

INCOME to COMMUNITY ACCOUNT to 28th FEBRUARY 2026

Date	Received from	Amount
25.02.26	The Swan Football Club	£ 250.00
27.02.26	Royal Hospital School – advertising in Parish Papers	£ 198.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.02.26	Interest	£ 11.45

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
28.02.26	Interest	£ 41.28

BANK RECONCILIATION to 28TH FEBRUARY 2026

Lloyds Bank Community Account		
Opening Balance 01/04/24	£	56,429.84
Receipts (less interest included below)	£	57,319.05
Balance Transfer from NS & I	£	13,907.52
Totals	£	127,656.41
Less payments 24/25	£	23.25
Less payments 25/26	£	49,445.93
Transfer from Community A/c to Deposit	£	30,000.00
	£	79,469.18
Receipts less payments	£	48,187.23
Balance on statement No.103	£	48,480.56
Outstanding payments	£	293.33
To agree with receipts less payments	£	48,187.23
NS & I Account		
Closed		
Reade Field Account		
Balance from statement 95	£	25,325.73
Add interest	£	11.45
Add receipts		
Balance on Statement 96	£	25,337.18
Total Community A/C + Reade Field A/C	£	73,524.41
Lloyds Bank Fixed Term Investment A/c		
Deposit Account Balance from statement 10	£	20,444.35
Add interest	£	41.28
Balance on Statement 11	£	20,485.63
Total Resources at 28.02.26	£	94,010.04
Outstanding payments - HMRC		
	£	293.33
	£	293.33

Summary to 28th February 2026 11/12ths=92%

	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	£ 10,976.77	£ 887.81	93%	National Pay Agreement at 3.2% applied - 1 month to add
Employer's NI	£ 968.00	£ 958.45	£ 9.55	99%	Will exceed budget - greater percentage increase than anticipated
Clerk's expenses	£ 450.00	£ 341.06	£ 408.30	76%	One further month to come
Councillors' expenses (Travel)	£ 100.00	£ 41.70	£ 58.30	42%	
Chairman's allowance	£ 300.00	£ 366.63	-£ 66.63	122%	Agreement to increase Chairs allowance to £400 post budget setting
Community Caretaker Salary	£ 4,126.98	£ 3,783.12	£ 343.86	92%	Offset by grant from Babergh - 2 months to come
Community Caretaker Expenses	£ 100.00	£ 79.96	£ 20.04	80%	2 pairs of 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	£ 16,742.09	£ 1,347.47		
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	£ 1,268.44	-£ 45.44	104%	All 4 quarters paid
R.Field/Church Green other grass	£ 950.00	£ 606.00	£ 344.00	64%	Includes plants for memorial - additional grass cutting to come
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%	Tree work was expected as per Tree Warden's reports
Playground Renewals & Mainten.	£ 3,000.00	£ 12,116.40	-£ 9,116.40	404%	To be partly offset by grant - budget set assumed completion in 24-25
Playground inspection	£ 202.00		£ 202.00	0%	Inspection report due
Pavilion Maintenance	£ 750.00	£ 402.46	£ 347.54	54%	Water & LX to date - all water paid, one further month LX
Gen Maintenance incl.SID & Defib	£ 500.00	£ 290.85	£ 209.15	58%	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	£ 235.90	-£ 85.90	157%	Stag beetle sign included - offset by award
Fitness classes	£ 2,075.00	£ 1,775.00	£ 300.00	86%	Funding expires at the end of this financial year
Community Self Help Scheme	£ 100.00		£ 100.00	0%	No call on this budget to date
TOTAL	£ 16,994.00	£ 23,344.93	-£ 6,350.93	137%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 329.13	£ 70.87	82%	Printer ink, Microsoft licence, stationery, stamps etc.
Books and reference materials	£ 50.00		£ 50.00	0%	Will be included in Stationery budget next year
Insurance	£ 1,000.00	£ 934.43	£ 65.57	93%	Insurance fully paid
Information Commissioner	£ 45.00	£ 47.00	-£ 2.00	104%	Price increase this year
Hall Hire	£ 530.00	£ 298.00	£ 232.00	56%	Final invoice for VH to be paid in March
Courses and Training	£ 400.00	£ 115.20	£ 284.80	29%	Many free courses accessed by clerk
Audit Fees	£ 670.00	£ 638.00	£ 32.00	95%	Fully paid
Water testing equipment	£ 356.00		£ 356.00	0%	invoice for £100 to be paid in March (HPC hold funds for Chelmo PC)
Parish Papers	£ 3,200.00	£ 3,436.00	-£ 236.00	107%	Up to and including Dec/Jan - final edition to come - will be overspent
Lottery	£ 600.00	£ 426.95	£ 173.05	71%	Includes licence fee - March winnings to be paid
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 51.89	£ 8.11	86%	One further charge
Other admin, inc. IT	£ 500.00	£ 319.08	£ 180.92	64%	Gov.uk emails and domain paid, website, audit - web hosting to come
TOTAL ADMINISTRATION	£ 8,011.00	£ 6,595.68	£ 1,415.32	82%	
TOTAL EXPENDITURE	£ 45,441.56	£ 49,445.93	-£ 4,444.37	109%	Excess expenditure offset by unbudgetted grants/awards
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 RESERVES	£ 50,941.56	£ 54,945.93			
RECEIPTS					
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	£ 340.00	£ 30.00		Veteran's and Swan paid - 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	£ 1,881.00	£ 119.00		There are still two invoices outstanding - a third outstanding ad has been cancelled
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	£ 57,319.05	-£ 6,544.07		
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 16.58	£ 2,373.12			

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Additional Commentary

The summary and reconciliation include all receipts and payments up to 28th February 2026

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: 11 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: All 6 editions now paid for

Grass Cutting: All contract grass cutting paid - two cuts for Alton Green paid - some additional grass cutting for Reade Field and Church Green invoiced

Playground Renewals and Maintenance: basketball court surface and lines. When the budget was set, it was thought the charges and corresponding grant would be included 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 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: Contributions from The Veterans and The Swan have been received. Girls; Football contribution to come.

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

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 – there are two invoices still outstanding.

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 10.02.26