

**Holbrook Parish Council**  
**Responsible Financial Officer's Report to meeting 15<sup>th</sup> June 2026**

**Details of expenditure for the period to 31<sup>st</sup> May 2026**

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
27.04.26	East of England Co-op – refreshments APM (Debit Card)	£ 18.93
18.05.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 80.36
18.05.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.29
18.05.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
18.05.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
18.05.26	HMRC – PAYE & Employers; NI (BACs)	£ 299.93
18.05.26	Lloyds Bank – monthly bank charges (DD)	£ 4.25
18.05.26	O. Abbott – grass cutting (BACs)	£ 180.00
18.05.26	Playquip – servicing of zip wire (BACs)	£ 462.00
18.05.26	D Brumpton – maintenance of war memorial (BACs)	£ 48.20
18.05.26	Heelis & Lodge – Internal Audit fee (BACs)	£ 285.00
18.05.26	E-On Next – Pavilion electricity (DD)	£ 17.93
18.05.26	Holbrook Village Hall – meeting hall hire (BACs)	£ 23.00
18.05.26	WAVE – pavilion water (DD)	£ 53.64
18.05.26	Holbrook Methodist Church – meeting hall hire GHGW (BACs)	£ 40.00
18.05.26	Stutton & Holbrook First Responders – grant (BACs)	£ 100.00
18.05.26	Community Action Suffolk – grant (BACs)	£ 30.00
18.05.26	Suffolk Wildlife Trust – membership (BACs)	£ 38.00
18.05.26	Suffolk Preservation Society – membership (BACs)	£ 30.00
18.05.26	SARS – grant (BACs)	£ 25.00
18.05.26	Holbrook Toddler Group – grant (BACs)	£ 250.00
18.05.26	All Saints – grant (BACs)	£ 500.00
18.05.26	Headway – grant (BACs)	£ 50.00
18.05.26	Citizen's Advice Bureau – grant (BACs)	£ 50.00
18.05.26	Open Spaces Society – membership (BACs)	£ 45.00
18.05.26	M. Thompson – Fitness classes (BACs)	£ 270.00
18.05.26	1 <sup>st</sup> & 2 <sup>nd</sup> Prize lottery (BACs)	£ 31.20
18.05.26	3 <sup>rd</sup> Prize lottery (BACs)	£ 7.80

**NO INCOME to COMMUNITY ACCOUNT to 31<sup>st</sup> MAY 2026**

**INCOME TO READE FIELD ACCOUNT to 31<sup>st</sup> May**

<b>Date</b>	<b>Received from</b>	<b>Amount</b>
08.05.26	Transfer from Community Account	£10,000.00
09.05.26	Interest	£ 11.66

**INTEREST TO INVESTMENT ACCOUNT to 31<sup>st</sup> May**

<b>Date</b>	<b>Received from</b>	<b>Amount</b>
29.05.26	Interest	£ 43.00

**BANK RECONCILIATION TO 31st May 2026**

Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	27,798.87
<b>Totals</b>	<b>£</b>	<b>78,254.35</b>
Less Payments 25/26	£	-
Less Payments 26/27	£	9,703.85
Less Transfer to Reade Field Account	£	10,000.00
<b>Receipts less payments</b>	<b>£</b>	<b>58,550.50</b>
Balance on statement No. 106	£	58,850.43
Outstanding Payments	£	299.93
<b>To agree with receipts less payments</b>	<b>£</b>	<b>58,550.50</b>
<b>Reade Field Instant Access A/C</b>		
Balance brought forward 01/05/2026	£	25,357.66
Add Interest	£	11.66
Add Receipts	£	10,000.00
Balance on statement 99	<b>£</b>	<b>35,369.32</b>
<b>Lloyds Bank Fixed Term Investmt A/C</b>		
Balance brought forward 01/05/2026	£	20,577.36
Add Interest	£	43.00
Add deposits		
Balance on statement No. 14	<b>£</b>	<b>20,620.36</b>
<b>Total Resources at 31.05.26</b>	<b>£</b>	<b>114,540.18</b>
<b>Outstanding Payments</b>		
HMRC	£	299.93
<b>Total outstanding payments</b>	<b>£</b>	<b>299.93</b>

Summary to 31st May 2026 2/12ths - 16.7%

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 674.00	£ 658.85	£ 15.15	98%	
Society of Local Council Clerks	£ 200.00		£ 200.00	0%	To be paid June
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>£ 1,017.00</b>	<b>£ 801.85</b>	<b>£ 215.15</b>		
<b>Grants</b>					
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%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
P3 Group	£ 60.00	£ 25.00	£ 35.00	42%	
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
Holbrook Toddler Group	£ 250.00	£ 250.00	£ -	100%	
<b>TOTAL</b>	<b>£ 1,085.00</b>	<b>£ 1,000.00</b>	<b>£ 85.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 12,334.00	£ 1,995.78	£ 10,338.22	16%	
Employer's NI	£ 1,150.00	£ 174.26	£ 975.74	15%	
Clerk's expenses	£ 450.00	£ 92.87	£ 450.00	21%	
Councillors' expenses (Travel)	£ 60.00		£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 66.66	£ 333.34	17%	
Community Caretaker Salary	£ 4,296.00	£ 716.00	£ 3,580.00	17%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 267.00		£ 267.00	0%	
<b>TOTAL</b>	<b>£ 19,057.00</b>	<b>£ 3,045.57</b>	<b>£ 16,011.43</b>		
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 2,089.00	£ 1,975.02	£ 113.98	95%	Fully paid
Waste / Dog bin emptying	£ 4,079.00		£ 4,079.00	0%	The price is increasing, but we should have a credit from last year.
Alton Green	£ 572.00		£ 572.00	0%	One grass cut is being done this month
Reade Field SCC Grass cutting	£ 1,334.00	£ 348.83	£ 985.17	26%	10% increase
R.Field/Church Green other grass	£ 700.00	£ 180.00	£ 520.00	26%	
Reade Field Other maintenance	£ 150.00		£ 150.00	0%	
Tree Work	£ 1,000.00		£ 1,000.00	0%	
Playground Renewals & Mainten.	£ 3,000.00	£ 462.00	£ 2,538.00	15%	Full service of the zip wire
Playground inspection	£ 180.00		£ 180.00	0%	
Pavilion Maintenance	£ 550.00	£ 90.24	£ 459.76	16%	Currently water and LX - PAT testing to come
Gen Maintenance incl.SID & Defib	£ 1,648.00	£ 48.20	£ 1,599.80	3%	Memorial shrubs and plants
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ -	£ 270.00	-£ 270.00		Will be paid from grant held on earmarked reserves
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
<b>TOTAL</b>	<b>£ 15,752.00</b>	<b>£ 3,374.29</b>	<b>£ 12,377.71</b>	<b>21%</b>	
<b>Administration</b>					
Stationery/Office Supplies/Books	£ 450.00	£ 26.98	£ 423.02	6%	
Insurance	£ 1,000.00	£ 414.23	£ 585.77	41%	Pavilion Insurance paid, general insurance due 1.10.26
Information Commissioner	£ 47.00		£ 47.00	0%	To be paid by DD in June
Hall Hire	£ 480.00	£ 63.00	£ 417.00	13%	
Courses and Training	£ 400.00		£ 400.00	0%	
Audit Fees	£ 670.00	£ 285.00	£ 385.00	43%	
Water testing	£ 30.00		£ 30.00	0%	
Parish Papers	£ 3,500.00	£ 587.00	£ 2,913.00	17%	June/July edition to be paid in June
Lottery	£ 500.00	£ 78.00	£ 422.00	16%	
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 9.00	£ 51.00	15%	
Other admin, inc. IT	£ 350.00	£ 18.93	£ 331.07	5%	APM Refreshments
<b>TOTAL ADMINISTRATION</b>	<b>£ 7,687.00</b>	<b>£ 1,482.14</b>	<b>£ 6,204.86</b>	<b>19%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 44,598.00</b>	<b>£ 9,703.85</b>	<b>£ 34,894.15</b>	<b>22%</b>	
<b>RESERVES</b>					
Contribution to Election costs	£ 500.00		£ 500.00	0%	To be included in earmarked reserves at 31.3.27
Contribution to pavilion project	£ 10,000.00		£ 10,000.00	0%	To be included in earmarked reserves at 31.3.27
<b>TOTAL FOR RESERVES</b>	<b>£ 10,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING RESERVES</b>	<b>£ 55,098.00</b>				
<b>RECEIPTS</b>					
Precept	£ 39,000.00	£ 19,500.00	£ 19,500.00		First half of precept
VAT	£ 3,500.00	£ 3,620.99	-£ 120.99		VAT claim fully paid
CIL funding	£ -	£ 4,467.88	-£ 4,467.88		Neighbourhood CIL received April 26 - to be earmarked for infrastructure
Football	£ 300.00		£ 300.00		
Interest	£ 600.00		£ 600.00		Combination of Investment A/C and Reade Field A/C & entered at year end
Grant for Community Caretaker	£ 2,148.00		£ 2,148.00		
Lottery Income	£ 950.00		£ 950.00		To be paid into Reade Field Account to accrue interest
Advertising	£ 1,356.00		£ 1,356.00		
Grants			£ -		
Other		£ 210.00	-£ 210.00		Paid by Lloyds Bank in respect of complaint
Other			£ -		
<b>TOTALS</b>	<b>£ 47,854.00</b>	<b>£ 27,798.87</b>	<b>£ 20,055.13</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b>	<b>-£ 7,244.00</b>	<b>£ 27,798.87</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to 31<sup>st</sup> May 2026, equivalent to 16.7% of the annual budget

## **EXPENDITURE**

**Subscriptions:** Most of the subscriptions now paid, with the exception of SLCC which will be paid in June.

**Grants:** The majority of grants have now been paid

**Salary Costs:** 2 months salary – Community Caretaker has increased in line with National Minimum Wage increase; awaiting outcome of national negotiations re percentage cost of living increase for clerk's salary.

**Payroll costs:** invoice awaited

**Street Lighting:** Fully paid – small surplus in budget.

**Dog & Waste Bin emptying:** invoice awaited which will be reduced by refunding the overpayment from last year.

**Parish Papers:** 1 edition paid for, further edition to be paid this month

**Grass Cutting:** First quarter contract grass cutting paid for – the company raised their charges by 10%. 1<sup>st</sup> invoice for additional grass cutting (Reade Field and Church Green) paid

**Playground Renewals and Maintenance:** cost of service of zip wire to be paid

**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.

## **INCOME**

**Precept:** half the annual precept received

**Cleansing Grant:** still to receive 50% of the cost of the Community Caretaker

**VAT:** a Vat claim has been received in full

**Football:** invoices will be sent out towards the end of the financial year

**Reade Field Account:** Monthly interest received

**Other Grants:** Neighbourhood CIL funds have been received to be spent on infrastructure. £4.467.88

**Fixed Term Investment Account:** monthly interest is added to the account

**Advertising:** a few one-off ads to be invoiced and paid – annual invoices become due in October.

**Other Income:** a small amount of income was received from Lloyds Bank in compensation of a complaint made and some lengthy negotiations.

Jo Hazlewood- RFO

08.06.26