Holbrook Parish Council
Responsible Financial Officer's Report to meeting 16th November 2026

Details of expenditure for the period to 31st October 2026

Date	Payee	Amount
22.09.26	Co-operative Stores – refreshments Alliance of PCs mtg (BACs)	£ 4.03
28.09.26	Babergh District Council – Dog & Litter Bin Emptying (BACs)	£ 2,743.94
01.10.26	CAS Business Insurance Services – Annual Policy renewal (BACs)	£ 582.08
05.10.26	Post Office Ltd – postage for sending PPs to British Library (Debit Card)	£ 1.55
19.10.26	Mrs J M Hazlewood – Expenses & HP Instant ink (BACs)	£ 39.49
19.10.26	Mrs J M Hazlewood – Salary (+backdated 3.3%) (BACs)	£ 984.57
19.10.26	Mrs S Simmonds – Caretaker Salary (BACs)	£ 358.00
19.10.26	Mr J Ambrose – Chairman's allowance (BACs)	£ 19.73
19.10.26	HMRC – PAYE & Employer's NI (BACs)	£ 381.63
19.10.26	Cloud Next – gov.uk email hosting (BACs)	£ 59.98
19.10.26	SALC – Annual payroll services (BACs)	£ 266.40
19.10.26	Vertas – Grounds maintenance (BACs)	£ 348.33
19.10.26	Holbrook Village Hall – Meeting Hall costs (BACs)	£ 29.00
19.10.26	Lloyds Bank – bank charges (BACs)	£ 4.25
19.10.26	Seale – Printing of Parish Papers (BACs)	£ 624.00
19.10.26	E-ON Next – pavilion electricity (DD)	£ 19.73
19.10.26	M. Thompson – Fitness Classes (BACs)	£ 420.00
19.10.26	M & D Cordle – Maintenance Alton Green (BACs)	£ 516.00
19.10.26	Lottery prizes, September and October	£ 62.25

INCOME TO COMMUNITY ACCOUNT TO 31st OCTOBER

Date	Received from	Amount
8 – 21 Oct	Advertising in the Parish Papers	£ 885.50

INCOME TO READE FIELD INSTANT ACCESS ACCOUNT TO 31ST OCTOBER

Date	Received from	Amount
09.10.26	Interest	£ 14.87
2nd–29 Oct	Lottery tickets	£ 156.00

INCOME TO FIXED TERM SAVINGS ACCOUNT TO 31ST OCTOBER

Date	Received from	Amount
30.10.26	Advertising in the Parish Papers	£ 42.66

BANK RECONCILIATION TO 31ST OCTOBER 2026

Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	50,627.86
Totals	£	101,083.34
Less Payments 25/26	£	-
Less Payments 26/27	£	28,665.31
Less Transfer to Reade Field Account	£	10,000.00
Receipts less payments	**£**	**62,418.03**
Balance on statement No. 111	£	62,807.96
Outstanding Payments	£	389.93
To agree with receipts less payments	**£**	**62,418.03**
Reade Field Instant Access A/C		
Balance brought forward 01/10/2026	£	36,328.08
Add Interest	£	14.87
Add Receipts	£	156.00
Balance on statement 104	**£**	**36,498.95**
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/10/2026	£	20,805.45
Add Interest	£	42.66
Add deposits		
Balance on statement No. 19	**£**	**20,848.11**
Total Resources	£	119,765.09
Outstanding Payments		
HMRC	£	381.63
Cheque 2732	£	8.30
Total outstanding payments	£	389.93

Summary to 31st October - 7/12ths = 58%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 674.00	£ 658.85	£ 15.15	98%	All paid
Society of Local Council Clerks	£ 200.00	£ 200.00	£ -	100%	
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	£ 1,017.00	£ 1,001.85	£ 15.15		
Grants					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	All paid with exception from additional P3 and poppy wreath
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%	To be paid in November
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%	
TOTAL	£ 1,085.00	£ 1,000.00	£ 85.00		
Salaries and expenses					
Clerk's Salary	£ 12,334.00	£ 7,217.91	£ 5,116.09	59%	7 months salary - backdated 3.3% included
Employer's NI	£ 1,150.00	£ 644.81	£ 505.19	56%	7 months Employer's NI
Clerk's expenses	£ 450.00	£ 231.95	£ 450.00	52%	Home working allowance plus travel
Councillors' expenses (Travel)	£ 60.00	£ -	£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 233.31	£ 166.69	58%	7 months
Community Caretaker Salary	£ 4,296.00	£ 2,506.00	£ 1,790.00	58%	7 months
Community Caretaker Expenses	£ 100.00	£ 17.98	£ 82.02	18%	Black refuse sacks
Salc Payroll	£ 267.00	£ 266.40	£ 0.60	100%	Annual cost fully paid
TOTAL	£ 19,057.00	£ 11,118.36	£ 7,938.64		
Asset Maintenance and other works					
Footway lighting	£ 2,089.00	£ 1,975.02	£ 113.98	95%	Fully paid
Waste / Dog bin emptying	£ 4,079.00	£ 2,743.94	£ 1,335.06	67%	Overpayment from previous years deducted, so under budget
Alton Green	£ 572.00	£ 804.00	-£ 232.00	141%	2 grass cuts and maintenance work (latter from reserves)
Reade Field SCC Grass cutting	£ 1,334.00	£ 1,046.49	£ 287.51	78%	10% increase in charges
R.Field/Church Green other grass	£ 700.00	£ 350.00	£ 350.00	50%	
Reade Field Other maintenance	£ 150.00	£ 30.16	£ 119.84	20%	
Tree Work	£ 1,000.00	£ 380.00	£ 620.00	38%	Tree work on Reade Field
Playground Renewals & Mainten.	£ 3,000.00	£ 462.00	£ 2,538.00	15%	Full service of the zip wire
Playground inspection	£ 180.00	£ 78.64	£ 101.36	44%	Inspection carried out
Pavilion Maintenance	£ 550.00	£ 209.02	£ 340.98	38%	Currently water and LX - PAT testing to come
Gen Maintenance incl.SID & Defib	£ 1,648.00	£ 1,227.29	£ 420.71	74%	Memorial shrubs and plants SID gold maintenance/defib
Benches, bins, noticeboards	£ 200.00	£ 19.98	£ 180.02	10%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ -	£ 1,170.00	-£ 1,170.00		The grant was received at the end of last year & is held in reserves
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 15,752.00	£ 10,496.54	£ 5,255.46	67%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 124.37	£ 325.63	28%	Printing ink, laminating pouches, files etc.
Insurance	£ 1,000.00	£ 996.31	£ 3.69	100%	All insurance now paid
Information Commissioner	£ 47.00	£ 47.00	£ -	100%	Fully paid by DD
Hall Hire	£ 480.00	£ 237.00	£ 243.00	49%	Includes hire of Methodist Chapel for GHGW meetings
Courses and Training	£ 400.00	£ 46.20	£ 353.80	12%	
Audit Fees	£ 670.00	£ 663.00	£ 7.00	99%	All audit fees paid
Water testing	£ 30.00	£ -	£ 30.00	0%	
Parish Papers	£ 3,500.00	£ 2,418.70	£ 1,081.30	69%	4 editions paid for - postage to British Library
Lottery	£ 500.00	£ 313.55	£ 186.45	63%	prize money - return of contribution, licence & postage to Br Library
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 31.25	£ 28.75	52%	Basic cost £4.25 p.m.: additional charges for cheques and deposits
Other admin, inc. IT	£ 350.00	£ 171.18	£ 178.82	49%	APM & Other Refreshments/Microsoft licence/Email & Domain name
TOTAL ADMINISTRATION	**£ 7,687.00**	**£ 5,048.56**	**£ 2,638.44**	66%	
TOTAL EXPENDITURE	**£ 44,598.00**	**£ 28,665.31**	**£ 15,932.69**	64%	
RESERVES					
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
TOTAL FOR RESERVES	**£ 10,500.00**	**£ -**	**£ -**		
TOTAL EXPENDITURE INCLUDING RESERVES	**£ 55,098.00**				

RECEIPTS	Agreed	Received to date	Remaining	Notes
Precept	£ 39,000.00	£ 39,000.00	£ -	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	£ 2,147.99	£ 0.01	Grant for 50% of Community Caretaker - no grant next year
Lottery Income	£ 950.00	£ 48.00	£ 902.00	Income paid into Reade Field Account. £48 transferred to be re-paid
Advertising	£ 1,356.00	£ 247.50	£ 1,108.50	Some advertising income to date
Grants			£ -	
Other		£ 210.00	-£ 210.00	Paid by Lloyds Bank in respect of complaint
Other			£ -	
TOTALS	£ 47,854.00	£ 49,742.36	-£ 1,888.36	
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 7,244.00	£ 49,742.36		

Additional Commentary
The summary and reconciliation include all receipts and payments up to 31ST October 2026, equivalent to 58% of the annual budget

EXPENDITURE
Subscriptions: All subscriptions paid

Grants: The majority of grants have now been paid, additional P3 Group funding may be required – poppy wreath donation to be paid this month

Salary Costs: 7 months salary – last month included backdated 3.3% increase

Payroll costs: Fully paid

Street Lighting: Fully paid – small surplus in budget.

Dog & Waste Bin emptying: now fully paid. Surplus due to rebate for previous years. Costs have risen dramatically over the last two years. An estimate of costs will be sought before budget setting for next year.

Parish Papers: 3 editions paid for and includes postage costs for submitting copies to the British Library.

Grass Cutting: Two quarters contract grass cutting paid for – some grass cutting for Church Green and additional areas of Reade Field paid for.

Alton Green: Two cuts and some clearance work undertaken and paid for

Playground Renewals and Maintenance: cost of service of zip wire paid. Play equipment inspection paid. Repairs to accessibility gate awaited and a few other minor repairs awaited. Safety sign purchased.

Pavilion Maintenance: as well as any essential maintenance costs, the budget set includes water and electricity and annual PAT testing.

Firness Classes: Part of the grant conditions are that we try and find a way of funding them in the future.

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. Wherever possible we pay by BACs

INCOME
Precept: all the precept has now been received.

Cleansing Grant: we now receive 50% of the cost of the Community Caretaker. Funding ceases at the end of this financial

VAT: a Vat claim has been received in full for 2025/2026

Football: invoices will be sent out towards the end of the financial year – two clubs will be using the pitch during 26-27

Reade Field Account: Monthly interest received and income is now being received for the Reade Field Lottery.

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: some one-off ads have been invoiced and paid for – annual ads mainly invoiced in October

Other Income: the annual invoices have been sent out and some income has been received. There are other one-off adverts which are paid from time to time.

Jo Hazlewood- RFO
05.11.26