

Holbrook Parish Council
Responsible Financial Officer's Report to meeting 18th May 2026

Details of expenditure for the period to 30th April 2026

Date	Payee	Amount
17.04.26	Lloyds Bank Charges – (DD)	£ 4.75
21.04.26	Mrs J M Hazlewood – Expenses & Stationery (BACs)	£ 39.49
21.04.26	Mrs J M Hazlewood – Salary (BACs)	£ 798.49
21.04.26	Mrs S Simmonds – Community Caretaker salary (BACs)	£ 358.00
21.04.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
21.04.26	HMRC – PAYE & Employers; NI (BACs)	£ 299.73
21.04.26	Suffolk County Council – Street Lighting (BACs)	£1,975.02
21.04.26	Community Action Suffolk – Pavilion Insurance (BACs)	£ 414.23
21.04.26	Vertas – Contract grass cutting (BACs)	£ 348.83
21.04.26	E-On Next – Pavilion electricity (DD)	£ 18.67
21.04.26	Seale – Parish Papers (BACs)	£ 587.00
21.04.26	SALC – annual subscription (BACs)	£ 658.85
21.04.26	P3 Group – Grant (BACs)	£ 25.00
22.04.26	J. Leek – 1 st Prize lottery (cheque)	£ 19.50
21.04.26	L. Jolley – 2 nd Prize lottery (BACs)	£ 11.70
21.04.26	S. Fox – 3 rd Prize lottery (BACs)	£ 7.80
27.04.26	EOE Coop Food – Annual Parish Meeting refreshments	£ 18.93

INCOME.

INCOME to COMMUNITY ACCOUNT to 30th APRIL 2026

Date	Received from	Amount
09.04.26	HMRC- VTR – repayment of VAT	£ 3,620.99
13.04.26	Babergh Payments – 1 st half of precept	£19,500.00
13.04.26	Babergh Payments – Neighbourhood CIL funds	£ 4,467.88
13.04.26	Lloyds Bank – compensation for complaint	£ 210.00

INCOME TO READE FIELD ACCOUNT

Date	Received from	Amount
09.04.26	Interest	£ 10.76

INTEREST TO INVESTMENT ACCOUNT

Date	Received from	Amount
30.04.26	Interest	£ 44.41

BANK RECONCILIATION TO 30th APRIL 2026

Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	27,798.87
Totals	£	78,254.35
Less Payments 25/26	£	-
Less Payments 26/27	£	5,606.12
Receipts less payments	£	72,648.23
Balance on statement No. 105	£	72,947.96
Outstanding Payments	£	299.73
To agree with receipts less payments	£	72,648.23
Reade Field Instant Access A/C		
Balance brought forward 01/04/2026	£	25,346.90
Add Interest	£	10.76
Add Receipts		
Balance on statement 98	£	25,357.66
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/04/2026	£	20,532.95
Add Interest	£	44.41
Add deposits		
Balance on statement No. 13	£	20,577.36
Total Resources at 30.04.26	£	118,583.25
Outstanding Payments		
HMRC	£	299.73
Total outstanding payments	£	299.73

Summary to 30th April 2026 1/12th - 8.3%

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 674.00	£ 658.85	£ 15.15	98%	
Society of Local Council Clerks	£ 200.00		£ 200.00	0%	
Community Action Suffolk	£ 30.00		£ 30.00	0%	
Suffolk Preservation Society	£ 30.00		£ 30.00	0%	
Suffolk Wildlife Trust	£ 38.00		£ 38.00	0%	
Open Spaces Society	£ 45.00		£ 45.00	0%	
TOTAL	£ 1,017.00	£ 658.85	£ 358.15		
Grants					
Suffolk Accident Rescue Service	£ 25.00		£ 25.00	0%	
Citizen's Advice Bureau	£ 50.00		£ 50.00	0%	
Headway	£ 50.00		£ 50.00	0%	
Holbrook PCC	£ 500.00		£ 500.00	0%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
P3 Group	£ 60.00	£ 25.00	£ 35.00	42%	
Community 1st Responders	£ 100.00		£ 100.00	0%	
Holbrook Toddler Group	£ 250.00		£ 250.00	0%	
TOTAL	£ 1,085.00	£ 25.00	£ 1,060.00		
Salaries and expenses					
Clerk's Salary	£ 12,334.00	£ 997.89	£ 11,336.11	8%	
Employer's NI	£ 1,150.00	£ 87.13	£ 1,062.87	8%	
Clerk's expenses	£ 450.00	£ 26.00	£ 450.00	6%	
Councillors' expenses (Travel)	£ 60.00		£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 33.33	£ 366.67	8%	
Community Caretaker Salary	£ 4,296.00	£ 358.00	£ 3,938.00	8%	
Community Caretaker Expenses	£ 100.00		£ 100.00	0%	
Salc Payroll	£ 267.00		£ 267.00	0%	
TOTAL	£ 19,057.00	£ 1,502.35	£ 17,554.65		
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		£ 4,079.00	0%	
Alton Green	£ 572.00		£ 572.00	0%	
Reade Field SCC Grass cutting	£ 1,334.00	£ 348.83	£ 985.17	26%	10% increase
R.Field/Church Green other grass	£ 700.00		£ 700.00	0%	
Reade Field Other maintenance	£ 150.00		£ 150.00	0%	
Tree Work	£ 1,000.00		£ 1,000.00	0%	
Playground Renewals & Mainten.	£ 3,000.00		£ 3,000.00	0%	
Playground inspection	£ 180.00		£ 180.00	0%	
Pavilion Maintenance	£ 550.00	£ 18.67	£ 531.33	3%	
Gen Maintenance incl.SID & Defib	£ 1,648.00		£ 1,648.00	0%	
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
GHGW	£ 150.00		£ 150.00	0%	
Fitness classes	£ -		£ -		Will be paid from grant held on earmarked reserves
Community Self Help Scheme	£ 100.00		£ 100.00	0%	
TOTAL	£ 15,752.00	£ 2,342.52	£ 13,409.48	15%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 13.49	£ 436.51	3%	
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%	
Hall Hire	£ 480.00		£ 480.00	0%	
Courses and Training	£ 400.00		£ 400.00	0%	
Audit Fees	£ 670.00		£ 670.00	0%	
Water testing	£ 30.00		£ 30.00	0%	
Parish Papers	£ 3,500.00	£ 587.00	£ 2,913.00	17%	
Lottery	£ 500.00	£ 39.00	£ 461.00	8%	
Youth Parish Council	£ 200.00		£ 200.00	0%	
Bank Charges	£ 60.00	£ 4.75	£ 55.25	8%	
Other admin, inc. IT	£ 350.00	£ 18.93	£ 331.07	5%	APM Refreshments
TOTAL ADMINISTRATION	£ 7,687.00	£ 1,077.40	£ 6,609.60	14%	
TOTAL EXPENDITURE	£ 44,598.00	£ 5,606.12	£ 38,991.88	13%	
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					
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		This will be a combination of Investment A/C and Reade Field A/C -
Grant for Community Caretaker	£ 2,148.00		£ 2,148.00		
Lottery Income	£ 950.00		£ 950.00		
Advertising	£ 1,356.00		£ 1,356.00		
Grants			£ -		
Other		£ 210.00	-£ 210.00		Paid by Lloyds Bank in respect of complaint
Other			£ -		
TOTALS	£ 47,854.00	£ 27,798.87	£ 20,055.13		
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 7,244.00	£ 27,798.87			

Additional Commentary

The summary and reconciliation include all receipts and payments up to 30th April 2026, equivalent to 8.3% of the annual budget

EXPENDITURE

Subscriptions: Most of the subscriptions will be paid by the end of May

Grants: payment will be made for grants requested for the 26-27 year in May

Salary Costs: 1 months 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

Grass Cutting: First quarter contract grass cutting paid for – the company raised their charges by 10%. 1st invoice for additional grass cutting (Reade Field and Church Green) to be paid in May

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

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 will be invoiced over the next couple of weeks with the majority of annual ads will be invoiced in October

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

Jo Hazlewood- RFO
07.04.26