

Holbrook Parish Council
Responsible Financial Officer's Report to meeting 19th October 2026

Details of expenditure for the period to 30th September 2026

Date	Payee	Amount
18.09.26	M. Wombwell – return of lottery payment (BACs)	£ 48.00
21.09.26	Mrs J M Hazlewood – Stationery & Expenses (BACs)	£ 39.49
21.09.26	Mrs J M Hazlewood – Clerk's Salary (BACs)	£ 798.29
21.09.26	Community Caretaker – Salary (BACs)	£ 358.00
21.09.26	J Ambrose – Chairman's Allowance (BACs)	£ 20.13
21.09.26	HMRC – PAYE & Employer's NI (BACs)	£ 299.93
21.09.26	Screwfix – Salt for grit bin at Berners Field (Debit Card)	£ 19.98
21.09.26	Lloyds Bank – Bank charges (DD)	£ 4.25
21.09.26	E-ON Next – pavilion electricity (DD)	£ 18.23
21.09.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00
21.09.26	Community Heartbeat Trust – Maintenance Defibrillator (BACs)	£ 198.00
21.09.26	Babergh DC - bin emptying (BACs)	£ 2286.62
01.10.26	CAS – premium for the renewal of insurance policy (BACs)	£ 582.09

INCOME to COMMUNITY ACCOUNT UP TO & INCLUDING 30th SEPTEMBER 2026

Date	Received from	Amount
07.09.26	Babergh DC – second half of precept	£ 19,500.00

INCOME TO READE FIELD ACCOUNT to 1st OCTOBER 2026

Date	Received from	Amount
10.08.26	Interest	£ 14.65
3.09-1.10	Lottery tickets	£ 480.00

INTEREST TO INVESTMENT ACCOUNT to 30TH SEPTEMBER 2026

Date	Received from	Amount
30.09.26	Interest	£ 49.45

BANK RECONCILIATION TO 01/10/2026		
Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	49,742.36
Totals	£	100,197.84
Less Payments 25/26	£	-
Less Payments 26/27	£	24,529.90
Less Transfer to Reade Field Account	£	10,000.00
Receipts less payments	£	65,667.94
Balance on statement No. 110	£	65,967.87
Outstanding Payments	£	299.93
To agree with receipts less payments	£	65,667.94
Reade Field Instant Access A/C		
Balance brought forward 01/09/2026	£	35,881.43
Add Interest	£	14.65
Add Receipts	£	432.00
Balance on statement 103	£	36,328.08
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/09/2026	£	20,756.00
Add Interest	£	49.45
Add deposits		
Balance on statement No. 18	£	20,805.45
Total Resources	£	122,801.47
Outstanding Payments		
HMRC	£	299.93
Total outstanding payments	£	299.93

Summary to 30th September - 50%

	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%	
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	£ 5,987.34	£ 6,346.66	49%	6 months salary - backdated 3.3% increase to come
Employer's NI	£ 1,150.00	£ 522.78	£ 627.22	45%	6 months Employer's NI
Clerk's expenses	£ 450.00	£ 205.95	£ 450.00	46%	Home working allowance plus travel
Councillors' expenses (Travel)	£ 60.00	£ -	£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 199.98	£ 200.02	50%	6 months
Community Caretaker Salary	£ 4,296.00	£ 2,148.00	£ 2,148.00	50%	6 months
Community Caretaker Expenses	£ 100.00	£ 17.98	£ 82.02	18%	Black refuse sacks
Salc Payroll	£ 267.00	£ -	£ 267.00	0%	
TOTAL	£ 19,057.00	£ 9,082.03	£ 9,974.97		
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	£ 288.00	£ 284.00	50%	One grass cut carried out - one further cut possible
Reade Field SCC Grass cutting	£ 1,334.00	£ 697.66	£ 636.34	52%	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	£ 189.29	£ 360.71	34%	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	£ -	£ 750.00	£ 750.00		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	£ 9,191.98	£ 6,560.02	58%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 110.88	£ 339.12	25%	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	£ 208.00	£ 272.00	43%	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	£ 1,793.15	£ 1,706.85	51%	3 editions paid for - postage to British Library
Lottery	£ 500.00	£ 251.30	£ 248.70	50%	prize money - return of contribution and licence
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 27.00	£ 33.00	45%	Basic cost £4.25 p.m.: additional charges for cheques and deposits
Other admin, inc. IT	£ 350.00	£ 111.20	£ 238.80	32%	APM & Other Refreshments/Microsoft licence
TOTAL ADMINISTRATION	£ 7,687.00	£ 4,254.04	£ 3,432.96	55%	
TOTAL EXPENDITURE	£ 44,598.00	£ 24,529.90	£ 20,068.10	55%	
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 30th September 2026, equivalent to 50% of the annual budget –the bank statement for the Reade Field account includes transactions on 1/10/26

EXPENDITURE

Subscriptions: All subscriptions paid

Grants: The majority of grants have now been paid, additional P3 Group funding and Poppy Wreath outstanding.

Salary Costs: 6 months salary – still awaiting outcome of national negotiations re percentage increase for clerk's salary.

Payroll costs: invoice received and will be paid in October

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: The first of two cuts has been carried out for Alton Green – another cut due

Playground Renewals and Maintenance: cost of service of zip wire paid. Play equipment inspection paid. A few minor repairs awaited.

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

Firness Classes: no invoice received in September. 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.

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

Jo Hazlewood- RFO
05.10.26