

Holbrook Parish Council
Responsible Financial Officer's Report to meeting 21st September 2026

Details of expenditure for the period to 31st August 2026

Date	Payee	Amount
22.07.26	Sheet Plastics – remedial work to telephone kiosk (debit card)	£ 14.54
10.08.26	Amazon – A4 paper for printer	£ 19.99
17.08.26	Mrs J M Hazlewood – Expenses and Stationery (BACs)	£ 41.39
17.08.26	Mrs J M Hazlewood – Clerk's Salary (BACs)	£ 798.29
17.08.26	Mrs S Simmonds – Community Caretaker's Salary (BACs)	£ 358.00
17.08.26	Mr J Ambrose – Chairman's Allowance (BACs)	£ 20.13
17.08.26	HMRC - :PAYE and Employer's N.I. (BACs) to be paid 05.09.26)	£ 299.93
17.08.26	SLCC – training costs (BACs)	£ 46.20
17.08.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 29.00
17.08.26	Babergh District Council – Playground equipment inspection (BACs)	£ 78.64
17.08.26	Lloyds Bank – bank charges (direct debit)	£ 5.25
17.08.26	Seale – Printing Parish Papers (BACs)	£ 600.00
17.08.28	E-on Next – pavilion electricity (Direct Debit)	£ 18.23
17.08.26	WAVE – pavilion water (Direct Debit)	£ 26.03
17.08.26	Lottery 1 st prize	£ 19.50
17.08.26	Lottery 2 nd prize	£ 11.70
17.08.26	Lottery 3 rd prize	£ 7.80

INCOME to COMMUNITY ACCOUNT UP TO & INCLUDING 1ST SEPT 2026

Date	Received from	Amount
01.09.26	Advertising Parish Papers	£ 66.00

INCOME TO READE FIELD ACCOUNT to 31st AUGUST 2026

Date	Received from	Amount
10.08.26	Interest	£ 15.52
3/8 – 1/9	Lottery tickets	£ 468.00

INTEREST TO INVESTMENT ACCOUNT to 31st AUGUST 2026

Date	Received from	Amount
28.08.26	Interest	£ 46.20

BANK RECONCILIATION UP TO & INCLUDING 1/09/2026		
Opening Balance 01/04/2026	£	50,455.48
Receipts (less interest below)	£	30,194.36
Totals	£	80,649.84
Less Payments 25/26	£	-
Less Payments 26/27	£	19,366.55
Less Transfer to Reade Field Account	£	10,000.00
Receipts less payments	£	51,283.29
Balance on statement No. 109	£	51,583.22
Outstanding Payments	£	299.93
To agree with receipts less payments	£	51,283.29
Reade Field Instant Access A/C		
Balance brought forward 01/08/2026	£	35,397.91
Add Interest	£	15.52
Add Receipts	£	468.00
Balance on statement 102	£	35,881.43
Lloyds Bank Fixed Term Investmt A/C		
Balance brought forward 01/08/2026	£	20,714.20
Add Interest	£	41.80
Add deposits		
Balance on statement No. 17	£	20,756.00
Total Resources	£	107,920.72
Outstanding Payments		
HMRC	£	299.93
Total outstanding payments	£	299.93

Summary to 31stAugust 2026 5/12ths - 41.7%

	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	£ 4,989.45	£ 7,344.55	40%	3 months salary
Employer's NI	£ 1,150.00	£ 435.65	£ 714.35	38%	3 months Employer's NI
Clerk's expenses	£ 450.00	£ 179.95	£ 450.00	40%	Home working allowance plus travel
Councillors' expenses (Travel)	£ 60.00	£ -	£ 60.00	0%	
Chairman's allowance	£ 400.00	£ 166.65	£ 233.35	42%	3 months
Community Caretaker Salary	£ 4,296.00	£ 1,790.00	£ 2,506.00	42%	3 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	£ 7,579.68	£ 11,477.32		
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%	The price is increasing, but we should have a credit from last year.
Alton Green	£ 572.00	£ 288.00	£ 284.00	50%	One grass cut carried out - one further cut in September
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%	Awaiting invoice for 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 - still awaiting invoice
Pavilion Maintenance	£ 550.00	£ 171.06	£ 378.94	31%	Currently water and LX - PAT testing to come
Gen Maintenance incl.SID & Defib	£ 1,648.00	£ 1,029.29	£ 618.71	62%	Memorial shrubs and plants & planter outside the Coop
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	
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	£ 6,211.83	£ 9,540.17	39%	
Administration					
Stationery/Office Supplies/Books	£ 450.00	£ 97.39	£ 352.61	22%	Printing ink, laminating pouches, files etc.
Insurance	£ 1,000.00	£ 414.23	£ 585.77	41%	Pavilion Insurance paid, general insurance due 1.10.26
Information Commissioner	£ 47.00	£ 47.00	£ -	100%	Fully paid by DD
Hall Hire	£ 480.00	£ 179.00	£ 301.00	37%	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%	External Audit fees to come
Water testing	£ 30.00	£ -	£ 30.00	0%	
Parish Papers	£ 3,500.00	£ 1,788.90	£ 1,711.10	51%	2 editions paid for
Lottery	£ 500.00	£ 203.30	£ 296.70	41%	3 months prize money + licence fee
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	
Bank Charges	£ 60.00	£ 22.75	£ 37.25	38%	Basic cost £4.25 p.m.: additional charges for cheques and deposits
Other admin, inc. IT	£ 350.00	£ 111.42	£ 238.58	32%	APM Refreshments/postage to British Library & PEB film refreshments
TOTAL ADMINISTRATION	£ 7,687.00	£ 3,573.19	£ 4,113.81	46%	
TOTAL EXPENDITURE	£ 44,598.00	£ 19,366.55	£ 25,231.45	43%	
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	£ 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	£ 2,147.99	£ 0.01		Grant for 50% of Community Caretaker -no grant next year
Lottery Income	£ 950.00		£ 950.00		To be paid into Reade Field Account to accrue interest
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	£ 30,194.36	£ 17,659.64		
INC LESS EXP & CONTRIBUTION TO RESERV	-£ 7,244.00	£ 30,194.36			

Additional Commentary

The summary and reconciliation include all receipts and payments up to 1st September 2026, equivalent to 41.7% of the annual budget – unusually the bank statement included transactions on 1/09/26

EXPENDITURE

Subscriptions: All subscriptions paid

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

Salary Costs: 5 months salary – still awaiting outcome of national negotiations re percentage increase for clerk's salary.

Payroll costs: invoice awaited

Street Lighting: Fully paid – small surplus in budget.

Dog & Waste Bin emptying: there has been some confusion about the amount of dog bins and the refund due to the council. We are awaiting a corrected invoice.

Parish Papers: 3 editions paid for

Grass Cutting: Two quarters contract grass cutting paid for – 1st invoice for additional grass cutting (Reade Field and Church Green) paid

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

Playground Renewals and Maintenance: cost of service of zip wire paid. Play equipment inspection costs invoice now received

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

Firness Classes: no charge – classes will resume this month. 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: half the annual precept received – second half to be paid by the end of September.

Cleansing Grant: now received 50% of the cost of the Community Caretaker

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: a few one-off ads have been 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
02.09.26