

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 20<sup>th</sup> April 2026**

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

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
25.02.26	Amazon Marketplace – stationery, folders dividers etc. (Debit Card)	£ 32.73
10.03.26	Amazon Marketplace – basketball nets (Debit Card)	£ 47.98
10.03.26	BS Fixings – fixings for basketball nets (Debit Card)	£ 25.04
17.03.26	Mrs J Hazlewood – Expenses & Printer ink (BACs)	£ 52.85
17.03.26	Mrs J Hazlewood – Salary (BACs)	£ 798.29
17.03.26	Mrs S Simmonds – Salary (BACs)	£ 343.92
17.03.26	John Ambrose – Chairman's Allowance (BACs)	£ 26.73
17.03.26	HMRC – PAYE & NI (BACs)	£ 293.33
17.03.26	SALC – payroll services (BACs)	£ 111.60
17.03.26	Harkstead Parish Council – water testing (BACs)	£ 100.00
17.03.26	Holbrook Village Hall – Meeting hall hire (BACs)	£ 87.00
17.03.26	Lloyds Bank – bank charges (direct debit)	£ 4.25
17.03.26	E-on Next – pavilion electricity	£ 17.76
17.03.26	Lottery – first prize (BACs)	£ 19.50
17.03.26	Lottery – second prize (BACs)	£ 11.70
17.03.26	Lottery – third prize (BACs)	£ 7.80
17.03.26	M. Thompson – fitness classes (BACs)	£ 225.00

**INCOME**

**INCOME to COMMUNITY ACCOUNT to 31<sup>st</sup> MARCH 2026**

<b>Date</b>	<b>Received from</b>	<b>Amount</b>
02.03.26	Oak Finance – advertising in Parish Papers	£ 99.00
12.03.26	Stour Wanderers – Girls Football	£ 210.00
27.03.26	Tim Moll Architects – advertising in Parish Papers	£ 132.00
31.03.26	Babergh Grant for Fitness classes to be held in 26/27	£ 4,000.00

**INCOME TO READE FIELD ACCOUNT**

<b>Date</b>	<b>Received from</b>	<b>Amount</b>
09.03.26	Interest	£ 9.72

**INTEREST TO INVESTMENT ACCOUNT**

<b>Date</b>	<b>Received from</b>	<b>Amount</b>
31.03.26	Interest	£ 45.84



Summary to 31st March 2026 - full year 100%

	Agreed Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 651.00	£ 640.23	£ 10.77	98%	All subscriptions paid
Society of Local Council Clerks	£ 188.00	£ 190.00	-£ 2.00	101%	
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>£ 982.00</b>	<b>£ 973.23</b>	<b>£ 8.77</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%	
Holbrook Academy/Holbrook V. Hall	£ 30.00	£ 490.00	-£ 460.00	1633%	one-off grant to village hall for projector
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
P3 Group/Donation Christmas tree	£ 60.00	£ 25.00	£ 35.00	42%	Donation to Christmas tree - no grant to P3 to date
Community 1st Responders	£ 100.00	£ 100.00	-£ 40.00	100%	
Holbrook Toddler Group	£ 500.00	£ 500.00	-£ 400.00	500%	
<b>TOTAL</b>	<b>£ 1,365.00</b>	<b>£ 1,790.00</b>	<b>-£ 865.00</b>		
<b>Salaries and expenses</b>					
Clerk's Salary	£ 11,864.58	£ 11,974.66	-£ 110.08	101%	National Pay Agreement at 3.2% applied
Employer's NI	£ 968.00	£ 1,045.58	-£ 77.58	108%	Greater percentage increase than anticipated
Clerk's expenses	£ 450.00	£ 380.42	£ 408.30	85%	All paid
Councillors' expenses (Travel)	£ 100.00	£ 41.70	£ 58.30	42%	All claims paid
Chairman's allowance	£ 300.00	£ 399.96	-£ 99.96	133%	Agreement to increase Chairs allowance to £400 post budget setting
Community Caretaker Salary	£ 4,126.98	£ 4,127.04	-£ 0.06	100%	Fully paid
Community Caretaker Expenses	£ 100.00	£ 79.96	£ 20.04	80%	2 pairs of walking shoes
Salc Payroll	£ 180.00	£ 306.00	-£ 126.00	170%	3 x half year payments, one from 24-25
<b>TOTAL</b>	<b>£ 18,089.56</b>	<b>£ 18,355.32</b>	<b>-£ 265.76</b>		
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 2,304.00	£ 1,989.20	£ 314.80	86%	Fully paid - surplus
Waste / Dog bin emptying	£ 3,876.00	£ 3,884.40	-£ 8.40	100%	Fully paid - refund to be deducted from next invoice
Alton Green	£ 504.00	£ 552.00	-£ 48.00	110%	2 cuts carried out
Reade Field SCC Grass cutting	£ 1,223.00	£ 1,268.44	-£ 45.44	104%	All 4 quarters paid
R.Field/Church Green other grass	£ 950.00	£ 606.00	£ 344.00	64%	Includes plants for memorial
Reade Field Other maintenance	£ 160.00	£ 132.93	£ 27.07	83%	Crocus Bulbs - donation of £100 received in Reade Field A/C
Tree Work	£ 1,000.00	£ -	£ 1,000.00	0%	Tree work was expected as per Tree Warden's reports
Playground Renewals & Mainten.	£ 3,000.00	£ 12,189.42	-£ 9,189.42	406%	Partly offset by grant - budget set assumed completion in 24-25
Playground inspection	£ 202.00	£ -	£ 202.00	0%	Inspection commissioned but report and invoice not yet received
Pavilion Maintenance	£ 750.00	£ 420.22	£ 329.78	56%	Water, LX and PAT testing
Gen Maintenance incl.SID & Defib	£ 500.00	£ 290.85	£ 209.15	58%	Bulb planter, materials for noticeboard repair, defib support
Benches, bins, noticeboards	£ 200.00	£ 91.35	£ 108.65	46%	Materials for new noticeboard Reade Road end Reade Field
GHGW	£ 150.00	£ 235.90	-£ 85.90	157%	Stag beetle sign included - offset by award
Fitness classes	£ 2,075.00	£ 2,000.00	£ 75.00	96%	Current funding ended, grant received for 26/27. but rec'd 31.3.26
Community Self Help Scheme	£ 100.00	£ -	£ 100.00	0%	No expenditure this year
<b>TOTAL</b>	<b>£ 16,994.00</b>	<b>£ 23,660.71</b>	<b>-£ 6,666.71</b>	<b>139%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 342.62	£ 57.38	86%	Printer ink, Microsoft licence, stationery, stamps etc.
Books and reference materials	£ 50.00	£ -	£ 50.00	0%	Will be included in Stationery budget next year
Insurance	£ 1,000.00	£ 934.43	£ 65.57	93%	Insurance fully paid
Information Commissioner	£ 45.00	£ 47.00	-£ 2.00	104%	Price increase this year
Hall Hire	£ 530.00	£ 385.00	£ 145.00	73%	Fully paid
Courses and Training	£ 400.00	£ 115.20	£ 284.80	29%	Clerk accesses many free courses
Audit Fees	£ 670.00	£ 638.00	£ 32.00	95%	Fully paid
Water testing equipment	£ 356.00	£ 100.00	£ 256.00	28%	Water testing 25-26 - HPC held funds for Chelmondiston
Parish Papers	£ 3,200.00	£ 3,436.00	-£ 236.00	107%	6 editions paid. Increase in cost of printing, partly offset by advertising
Lottery	£ 600.00	£ 465.95	£ 134.05	78%	Includes licence fee
Youth Parish Council	£ 200.00	£ -	£ 200.00	0%	Youth Parish Council just formed - no expenditure this financial year
Bank Charges	£ 60.00	£ 56.14	£ 3.86	94%	All monthly charges paid
Other admin, inc. IT	£ 500.00	£ 319.08	£ 180.92	64%	Gov.uk emails, website domain & website audit
<b>TOTAL ADMINISTRATION</b>	<b>£ 8,011.00</b>	<b>£ 6,839.42</b>	<b>£ 1,171.58</b>	<b>85%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£ 45,441.56</b>	<b>£ 51,618.68</b>	<b>-£ 6,617.12</b>	<b>114%</b>	<b>Excess expenditure offset by unbudgetted grants/awards</b>
<b>RESERVES</b>					
Contribution to Election costs	£ 500.00	£ -	£ 500.00	0%	Will be added to the earmarked reserves
Contribution to pavilion project	£ 5,000.00	£ -	£ 5,000.00	0%	Will be added to the earmarked reserves
<b>TOTAL FOR RESERVES</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING RESERVES</b>	<b>£ 50,941.56</b>	<b>£ 57,118.68</b>			
<b>RECEIPTS</b>					
Precept	£ 37,500.00	£ 37,500.00	£ -		Precept fully paid
VAT	£ 6,163.00	£ 4,473.62	£ 1,689.38		Budget included VAT on basketball court, invoice not received 24/5
CIL funding	£ -	£ -	£ -		CIL funds of 9121.64 received and transferred to Instant Access Account
Football	£ 370.00	£ 550.00	-£ 180.00		All contributions received.
NS&I interest	£ 15.00	£ -	£ 15.00		Bank Account now closed - interest transferred with balance to Community A/C
Grant for Community Caretaker	£ 4,126.98	£ 4,126.98	£ -		Grant paid in full - only 50% of cost to be paid in 26/27
Lottery Income	£ 600.00	£ -	£ 600.00		To offset prize money (£24 transferred to Instant Access Ac) - paper exercise
Advertising	£ 2,000.00	£ 2,112.00	-£ 112.00		All invoices paid, except 1 - reminders have been issued.
Grants	£ -	£ 12,662.00	-£ 12,662.00		Grant for basketball court, plus £4000 for Fitness classes for 26/27
Other	£ 150.00	£ -	£ 150.00		Contributions from PCs for water testing: now will be paid directly to programme
Other	£ -	£ 335.45	-£ 335.45		GHGW funds from Fete and council award for GHGW
<b>TOTALS</b>	<b>£ 50,924.98</b>	<b>£ 61,760.05</b>	<b>-£ 10,835.07</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERV</b>	<b>-£ 16.58</b>	<b>£ 4,641.37</b>			

## **Additional Commentary**

The summary and reconciliation include all receipts and payments up to the end of the financial year 31<sup>st</sup> March 2026

## **EXPENDITURE**

**Subscriptions:** All Subscriptions now paid

**Grants:** all grants now paid including the contribution to the Christmas tree and the new projector. No grant required to date by P3 group.

**Salary Costs:** 12 months salaries paid

**Payroll costs:** we have paid 3 x 6 months payroll charges in this financial year, as the invoice for the last half of the 24/25 year was not received in time to be paid in the 24/25 financial year

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

**Dog & Waste Bin emptying:** Fully paid – a refund has been agreed for the overpayment for Admirals Quarter which will be reflected in the 26/27 invoice.

**Parish Papers:** All 6 editions now paid for

**Grass Cutting:** All contract grass cutting paid - two cuts for Alton Green paid plus some additional grass cutting for Reade Field and Church Green

**Playground Renewals and Maintenance:** basketball court surface and lines. When the budget was set, it was thought the charges and corresponding grant would be included in the 24/25 financial year.

**Pavilion Maintenance:** water and electricity and annual PAT testing. No additional maintenance costs this year.

**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. The interest on the transferred funds from the Community Account to the Reade Field Account is earning additional interest to counteract these charges. All charges for the financial year paid.

## **INCOME**

**Precept:** full annual precept received

**Cleansing Grant:** now received for the full year – only 50% promised for 26/27 and no funding thereafter

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

**Football:** Contributions from The Veterans team, The Swan and the Girls' team have now all been received.

**Reade Field Account:** £19,121.64 was been transferred from the Community Account to earn some interest. (£10,000 from general funds and CIL funding of £9,121,64) Money for lottery tickets has been paid mainly into this account, plus a donation towards some bulbs for the village.

**Other Grants:** Grant from Babergh received for basketball surface. **CIL funding:** £9,121.64 has been received and has been transferred to the Instant Access Savings Account – see above. A last minute payment of £4000 was received on 31.3.26 in respect of a grant application to continue Community Fitness classes. It was hoped this grant would have been paid into the new financial year. It will be put into earmarked reserves.

**NS&I Account:** this account has been closed and transferred to the Community Account

**Fixed Term Investment Account:** we are continuing to receive monthly interest statements

**Advertising:** All advertisements have been paid with one outstanding - reminders have been sent. There are some new advertisers this year, but also some advertisers have withdrawn

**Other Income:** a small amount of income has been received from the Greener Holbrook Greener World stall at the annual fete and an award of £250 from Suffolk Community Awards.

Jo Hazlewood- RFO 31.03.26