

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 21<sup>st</sup> November 2022**  
**Details of expenditure for the period 1<sup>st</sup> October to 31<sup>st</sup> October inclusive**

10/10/22	Postage stamps paid by Debit Card	£ 13.04
17/10/22	Mrs. J. Hazlewood – expenses & stationery (BACs)	£ 40.77
17/10/22	Mrs J M Hazlewood – Salary (BACs)	£ 622.45
17/10/22	HMRC – PAYE & Employer’s NI (BACs)	£ 158.62
17/10/22	SALC – Payroll services (BACs)	£ 82.80
17/10/22	Playquip – Playground inspection (BACs)	£ 192.00
17/10/22	Vertas – Grass Cutting (BACs)	£ 230.87
17/10/22	E-on Next – Pavilion Electricity (DD)	£ 18.16
17/10/22	M & D Cordle – Alton Green (BACs)	£ 48.00
17/10/22	Mark Thompson – Fitness Classes (BACs)	£ 150.00
17/10/22	Stutton & Holbrook First Responders – grant (cheque)	£ 100.00
17/10/22	Holbrook Helpers – S. 137 grant (BACs)	£ 400.00
17/10/22	SARS –S.137 grant (cheque)	£ 25.00
17/10/22	Holbrook Village Hall – S. 137 grant (BACs)	£ 200.00
17/10/22	Holbrook Repair Café – S. 137 grant (BACs)	£ 200.00
17/10/22	Holbrook Academy – S.137 grant presentation evening (cheque)	£ 35.00
17/10/22	PCC All Saints – S.137 grant	£ 500.00
17/10/22	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Lottery prizes, September draw (cheques 2666/7/8)	£ 38.50
17/10/22	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Lottery prizes, October draw (cheques 2669/70/71)	£ 38.50

<b>BANK RECONCILIATION</b>		
<b>Year to 31st October</b>		
<b>Lloyds Bank</b>		
Opening Balance 01/04/22	£	65,548.93
Receipts (less interest included below)	£	47,787.90
<b>Total Receipts</b>	<b>£</b>	<b>113,336.83</b>
Less payments 21/22	£	-
Less payments 22/23	£	29,058.16
<b>Receipts less payments</b>	<b>£</b>	<b>84,278.67</b>
Balance on statement No.63	£	84,586.54
Outstanding payments	£	307.87
	<b>£</b>	<b>84,278.67</b>
<b>NS &amp; I Account</b>		
Balance at 01/10/22	£	13,603.70
Interest		
Balance on statement	<b>£</b>	<b>13,603.70</b>
<b>Reade Field Account</b>		
Opening Balance 01/10/22	£	2,038.60
Add interest	£	0.09
Add receipts		
Balance on Statement 56	<b>£</b>	<b>2,038.69</b>
<b>Total Funds</b>	<b>£</b>	<b>99,921.06</b>
<b>Outstanding cheques/outstanding payments</b>		
2663	£	100.00
2665	£	30.00
2668	£	7.70
2670	£	11.55
HMRC BACs (to be paid 5th Nov)	£	158.62
	<b>£</b>	<b>307.87</b>

## Summary to end October 7/12ths =58%

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>			Sept		
SALC	£ 674.00	£ 657.03	£ 16.97	97%	Fully paid
Society of Local Council Clerks	£ 134.00	£ 144.00	-£ 10.00	107%	Fully paid - small increase
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	Fully paid
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	Fully paid
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	Fully paid
<b>TOTAL</b>	£ 951.00	£ 944.03	£ 6.97	82%	
<b>Grants and Donations</b>					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	All but poppy wreath paid = RBL to be paid November
Holbrook Village Hall	£ 200.00	£ 200.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ -	100%	
RBL Poppy Appeal	£ 50.00		£ 50.00	0%	
Repair Café	£ 200.00	£ 200.00	£ -	100%	
Holbrook Helpers	£ 400.00	£ 400.00	£ -	100%	
P3 Group	£ -	£ 40.00	-£ 40.00	-100%	Grant for mower expenses, agreed post budget
Stutton and Holbrook Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	
<b>TOTAL</b>	£ 1,505.00	£ 1,495.00	£ 10.00	99%	
<b>Salaries and expenses</b>					
Clerk's salary	£ 9,243.00	£ 5,446.35	£ 3,796.65	59%	
Employer's NI	£ -	£ 21.14	-£ 21.14	-100%	
Clerk's expenses	£ 400.00	£ 238.26	£ 161.74	60%	
Councillors' expenses (Travel)	£ 100.00	£ 11.25	£ 88.75	11%	
Chairman's allowance	£ 300.00	£ 150.00	£ 150.00	50%	2 further quarters to come
Community Caretaker Salary	£ 3,211.00	£ 1,605.48	£ 1,605.52	50%	No caretaker for month of October
Community Caretaker Expenses	£ 100.00	£ 89.99	£ 10.01	90%	New caretaker may need equipment?
Salc Payroll	£ 170.00	£ 82.80	£ 87.20	49%	6 months paid, further 6 months to be paid
<b>TOTAL</b>	£ 13,524.00	£ 7,645.27	£ 5,878.73	57%	
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 5,489.00	£ 4,253.03	£ 1,235.97	77%	Cost much reduced from last year. See notes.
Waste / Dog bin emptying	£ 1,622.00	£ 1,822.87	-£ 200.87	112%	Additional bins in Admirals Quarter added
Alton Green	£ 500.00	£ 276.00	£ 224.00	55%	One more cut planned
Church Green	£ 160.00	£ 50.00	£ 110.00	31%	Awaiting further charges
Reade Field SCC Grass cutting	£ 1,510.00	£ 692.61	£ 817.39	46%	One further charge to come - approx £500 surplus
Reade Field Other grasscutting and tree work	£ 600.00	£ 380.00	£ 220.00	63%	Awaiting further charges - anticipate surplus
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 500.00	£ 187.44	£ 312.56	37%	Repairs to zip wire and fence posts
Playground inspection	£ 200.00	£ 192.00	£ 8.00	96%	Fully paid
Pavilion	£ 500.00	£ 493.19	£ 6.81	99%	Roof repairs, electricity & water & fire safety equip
General maintenance	£ 400.00	£ 28.79	£ 371.21	7%	Black sacks for street cleaning - SID maintenance charge to come
Benches, bins, noticeboards	£ 200.00	£ 174.94	£ 25.06	87%	New bin for bus shelter nr Berners Field
CIL Expenditure	£ 4,026.00	£ 1,358.60	£ 2,667.40	51%	Goalposts for Reade Field, balance towards lighting
Fitness Classes Sports Centre	£ -	£ 500.00	-£ 500.00	-100%	Offset by grant from Babergh DC - see below
Community Self Help Scheme	£ 500.00		£ 500.00	0%	
<b>TOTAL</b>	£ 16,307.00	£ 10,409.47	£ 5,897.53	64%	
<b>Administration</b>					
Stationery and Office Supplies	£ 250.00	£ 573.91	-£ 323.91	230%	New laptop agreed 16/5/22 - not budgeted
Books and reference materials	£ 50.00		£ 50.00	0%	
Insurance	£ 839.00	£ 881.99	-£ 42.99	105%	All insurance now paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	
Meeting Hall Hire	£ 260.00	£ 65.00	£ 195.00	25%	Village Hall April, May & June, Methodist Chapel£20
Courses and Training	£ 800.00	£ 108.00	£ 692.00	14%	
Audit Fees	£ 600.00	£ 555.00	£ 45.00	93%	All audit fees now paid
Neighbourhood Plan Expenses	£ 500.00	£ 5,400.00	-£ 4,900.00	1080%	Repayment of grant to be taken from reserves
Parish Papers	£ 1,110.00	£ 670.00	£ 440.00	60%	Will be over budget - additional copies needed.
Lottery	£ 800.00	£ 260.00	£ 540.00	33%	Lottery prizes to date
Other admin & misc expenses	£ 250.00	£ 15.49	£ 234.51	6%	Parish Meeting expenses - web hosting charge to come
<b>TOTAL</b>	£ 5,494.00	£ 8,564.39	-£ 3,070.39	156%	
<b>TOTAL EXPENDITURE</b>	£ 37,781.00	£ 29,058.16	£ 8,722.84	77%	
<b>CONTRIBUTION TO RESERVES</b>					
Contribution to Bus shelters	£ 2,500.00		£ -		
Contribution to Eco lighting fund	£ 800.00		£ -		
Contribution to Election costs	£ 300.00		£ -		
Contribution to pavilion project	£ 10,000.00		£ -		
<b>TOTAL FOR RESERVES</b>	£ 13,600.00	£ -			
<b>RECEIPTS</b>	Agreed	Received to date	Remaining	Notes	
Precept	£ 31,930.00	£ 31,930.00	£ -	Precept fully paid	
CIL Funding	£ -	£ 1,322.02	-£ 1,322.02	Unexpected CIL funds received	
VAT	£ 2,750.00	£ 1,984.13	£ 765.87	Shortfall from estimated VAT, due to claiming lighting in 20/21 claim	
Football	£ 400.00		£ 400.00	Shortfall anticipated only one team now playing	
NS&I interest	£ 75.00		£ 75.00	Interest dropped to almost zero following budget - expect shortfall	
Grant for Community Caretaker	£ 3,211.00	£ 802.75	£ 2,408.25	1st quarter now received, 3 more to come	
Lottery Income	£ 1,000.00	£ 999.00	£ 1.00	Lottery tickets purchased to date	
Advertising	£ 500.00	£ 890.00	-£ 390.00	3 new ads. Invoices for regular advertisers recently sent	
Other Grants	£ -	£ 9,860.00	-£ 9,860.00	Grant from Babergh for fitness classes & Groundwork UK	
Other	£ -	£ 518.60	-£ 518.60	Raised for pavilion by Football Club - transferred to Reade Field A/c	
Other	£ -	-£ 518.60	£ 518.60	Transferred to Reade Field Account as above	
<b>TOTAL INCOME</b>	£ 39,866.00	£ 47,787.90	-£ 7,921.90		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESERVES</b>	-£ 11,515.00	£ 47,787.90			

## **ADDITIONAL COMMENTARY**

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> October 2022. For regular expenditure items, this should represent 7/12ths (58%) of the budgeted expenditure. Some budgets are fully spent as they are one-off payments.

Below are the variations to the original budget – many have been highlighted before:

### **EXPENDITURE**

1. S.137/Grants: An additional grant of £40 was agreed towards mower costs for the P3 group. This had not been put in the budget. A budget will be included for 23/24
2. Salaries: the national pay increase from April 22 has now been agreed for the Clerk's salary and is more than was anticipated in the budget, so this will be overspent by approximately £500.00 if the increase is implemented. The community caretaker's salary will be slightly underspent, as we will have had 2 months without a CC. However, this will be reflected in the claim from Babergh.
3. Footway lighting – a reduction in costs from last year and therefore a saving on the budget. The lower cost is partly to do with the fact that maintenance work was restricted last year. I have received confirmation that lighting costs are retrospective, so despite the increase in electricity charges, we should see some benefit in 23/24 due to changing over to LED lamps.
4. The dog bin and litter bin emptying costs have increased and it seems from the list of bins that we have not hitherto been charged for Admirals Quarter until this year.
5. The stationery costs include the new laptop and an annual licence for Microsoft 365 and this budget line is therefore overspent.
6. Neighbourhood Plan: the funds carried forward from last year had to be repaid and a new application was successfully made. However, the original budget was agreed on the assumption that the grant would be fully spent by the 31<sup>st</sup> March 2022 and therefore the expenditure was not included in this year's budget. At the end of the year, the unspent grant was added to earmarked reserves. The effect of this is to create an overspend in the working budget. A virement could be made to rectify this if thought appropriate.
7. Consultancy fees for the planning application re The Compasses, if agreed, will result in an additional overspend in the budget.
8. Parish Papers expenditure has increase which may be offset by additional advertising income. Invoices for regular advertisers have recently been sent out. One advertiser has so far notified us that they no longer wish to advertise.
9. A new expenditure line was inserted for the fitness instructor, which will be offset by the grant received from Babergh. Added after the budget was agreed.
10. The Insurance Premium has been increased to cover the fitness classes, and therefore this budget will be overspent by £43. This is the 2<sup>nd</sup> year of the 3-year cover from Zurich. The insurance value of some of the Assets are in the process of being reviewed, which may result in an increase in premium in future years
11. Further charges are expected (one more quarter from Vertas, one further charge for Alton Green and some further charges from O. Abbott) but overall it is anticipated that grass cutting charges will be underspent.

## **INCOME**

1. Additional CIL income has been received of £1,322.02 – full size goal posts have been purchased with these funds. The balance of last year's CIL funds will go towards the Eco Lighting Project.
2. VAT has been reclaimed for 21/22 financial year. Less than budgeted due to the VAT for street lighting being claimed in the previous year's claim
3. Football will be lower than the budget, as only one team is playing. The football club will be invoiced in the New Year.
4. Additional income has been transferred into the Reade Field Account which includes funds raised by the Football Club and funds from the Family Fun Day.
5. £7,700 has been transferred from Babergh DC for adult fitness classes at the Academy.
6. Lottery income is still coming in by BACs, cheques and cash.
7. The final payment of the precept has been received.

## **RESERVES**

It is anticipated that the reserves will considerably decrease, once the lighting project has been completed in addition to the repayment of the Neighbourhood Plan grant.