

**Holbrook Parish Council**  
**Responsible Financial Officers Report to meeting 19<sup>th</sup> February 2024**  
**Details of expenditure for the period 01.01.24-31.01.24 inclusive**

Date	Payee	Amount
16.01.24	Mrs J M Hazlewood – Clerk’s Expenses (BACs)	£ 26.00
16.01.24	Mrs J M Hazlewood – Clerk’s Salary (BACs)	£ 726.45
16.01.24	Mr W Abbott – Community Caretaker Salary (BACs)	£ 267.90
05.02.24	HMRC – PAYE & Employer’s NI (BACs)	£ 227.91
16.01.24	Holbrook Village Hall – Meeting Hire (BACs)	£ 50.00
16.01.24	C Sawyer – Parish Papers Distribution (BACs)	£ 66.25
09.01.24	Jewson’s – Heavy Duty Refuse Bags (Debit Card)	£ 10.00
16.01.24	M Thompson – Fitness Classes (BACs)	£ 100.00
16.01.24	Lottery – 1 <sup>st</sup> prize January draw	£ 20.50
16.01.24	Lottery – 2 <sup>nd</sup> prize January draw	£ 12.30
16.01.24	Lottery – 3 <sup>rd</sup> prize January draw	£ 8.20
25.01.24	Norton Virus Protection	£ 19.99

<b>BANK RECONCILIATION</b>		
<b>Year to 31st January 2024</b>		
<b>Lloyds Bank</b>		
	Opening Balance 01/04/23	£ 54,207.83
	Receipts (less interest included b	£ 42,299.80
	<b>Total Receipts</b>	<b>£ 96,507.63</b>
	Less payments 22/23	£ 21.00
	Less payments 23/24	£ 39,055.68
	<b>Receipts less payments</b>	<b>£ 57,430.95</b>
	Balance on statement No.78	£ 57,669.21
	Outstanding payments	£ 238.26
		<b>£ 57,430.95</b>
<b>NS &amp; I Account</b>		
	Balance at 01/04/23	£ 13,616.36
	Interest	
	Balance on statement 11	<b>£ 13,616.36</b>
<b>Reade Field Account</b>		
	Opening Balance 01/05/23	£ 4,335.94
	Add interest	£ 4.48
	Add receipts	
	Balance on Statement 71	<b>£ 4,340.42</b>
<b>Total Funds</b>		<b>£ 75,387.73</b>
<b>Outstanding cheques/outstanding payments</b>		
	HMRC	£ 227.91
	2701	£ 10.35
		<b>£ 238.26</b>

## Summary to 31st January 2024 - 10/12ths (83%)

	Budget	Total spent ytd	Remaining	% spent	Comments
<b>Subscriptions and memberships</b>					
SALC	£ 677.00	£ 617.39	£ 59.61	91%	All subscriptions now fully paid
Society of Local Council Clerks	£ 150.00	£ 146.00	£ 4.00	97%	
Community Action Suffolk	£ 30.00	£ 80.00	-£ 50.00	267%	Added subscription to Pro Help Suffolk for pavilion
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>£ 970.00</b>	<b>£ 956.39</b>	<b>£ 13.61</b>		
<b>Grants and Donations - S.137</b>					
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	HA, Poppy Wreath
Holbrook Village Hall	£ 300.00	£ 300.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00		£ 30.00	0%	Not requested
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
Holbrook Helpers	£ 500.00	£ 500.00	£ -	100%	
P3 Group	£ 60.00	£ 40.00	£ 20.00	67%	
Responders	£ 100.00	£ 100.00	£ -	100%	
<b>TOTAL</b>	<b>£ 1,565.00</b>	<b>£ 1,515.00</b>	<b>£ 50.00</b>	<b>97%</b>	
<b>Salaries and expenses</b>					
Clerk's Salary	£10,612.92	£ 9,080.50	£ 1,532.42	86%	Nat Pay increase will be reflected in next summary
Employer's NI	£ 144.00	£ 207.10	-£ 63.10	144%	Will be over budget due to increase in Nat salary rates
Clerk's expenses	£ 420.00	£ 308.51	£ 111.49	73%	
Councillors' expenses (Travel)	£ 100.00	£ 22.50	£ 77.50	23%	
Chairman's allowance	£ 300.00	£ 225.00	£ 75.00	75%	3 quarters paid
Community Caretaker Salary	£ 3,521.96	£ 2,934.95	£ 587.01	83%	
Community Caretaker Expenses	£ 100.00	£ 27.99	£ 72.01	28%	
Salc Payroll	£ 170.57	£ 82.80	£ 87.77	49%	6 months payroll charges paid
<b>TOTAL</b>	<b>#####</b>	<b>£ 12,889.35</b>	<b>£ 2,480.10</b>		
<b>Asset Maintenance and other works</b>					
Footway lighting	£ 5,103.64	£ 6,470.97	-£ 1,367.33	127%	LED balance now paid (expected last fin.year)
Waste / Dog bin emptying	£ 2,000.00	£ 1,998.08	£ 1.92	100%	
Alton Green	£ 529.20	£ 456.00	£ 73.20	86%	
Church Green	£ 160.00	£ 120.00	£ 40.00	75%	
Reade Field SCC Grass cutting	£ 974.00	£ 775.65	£ 198.35	80%	
Reade Field Other grasscutting and tree	£ 440.00	£ 630.00	-£ 190.00	143%	£68 over original budget
Reade Field Other maintenance	£ 100.00		£ 100.00	0%	
Playground	£ 3,000.00	£ 1,636.80	£ 1,363.20	55%	new accessible gate - replacement equip to come
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	
Pavilion	£ 900.00	£ 303.84	£ 596.16	34%	Small savings on electricity, due to grant received
General maintenance	£ 400.00	£ 1,027.99	-£ 627.99	257%	1 year maintenance for SID budgeted - 3 years charged
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	New bin required to replace broken bin in The Cut
Defibrillator	£ -	£ 3,414.00	-£ 3,414.00	N/A	Offset by grants £1250 & uncontested election savings
Fitness Classes	£ 2,000.00	£ 1,550.00	£ 450.00	78%	Amount per month variable: term time/holidays
Community Self Help Group	£ 250.00	£ 4.98	£ 245.02	2%	Refuse bags
<b>TOTAL</b>	<b>#####</b>	<b>£ 18,580.31</b>	<b>-£ 2,321.47</b>	<b>114%</b>	
<b>Administration</b>					
Stationery and Office Supplies	£ 400.00	£ 225.57	£ 174.43	56%	Includes HP warranty & Virus Protection, poss active cupboard
Books and reference materials	£ 50.00	£ -	£ 50.00	0%	
Insurance	£ 1,200.00	£ 960.18	£ 239.82	80%	All insurance paid
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	paid by DD
Meeting Hall Hire	£ 350.00	£ 275.00	£ 75.00	79%	new charges come into force next year
Courses and Training	£ 500.00	£ 186.00	£ 314.00	37%	Website training/SLCC course & Salc Conference
Audit Fees	£ 583.00	£ 638.00	-£ 55.00	109%	All audit fees paid, slightly over budget
Election	£ 1,870.00	£ 179.08	£ 1,690.92	10%	Budget set for possible contested election - surplus
Parish Papers	£ 1,449.00	£ 1,670.02	-£ 221.02	115%	5 editions paid for - 1 more will occur 550+ overspend
Lottery	£ 530.00	£ 371.95	£ 158.05	70%	Lottery winners, plus licence fee, transfer from RF A/c
Water Testing equipment from grant		£ 319.59	-£ 319.59	N/A	Water testing equipment from Locality Grant
Other admin & misc expenses/NP printing	£ 260.00	£ 254.01	£ 5.99	98%	gov.uk name & emails - web hosting cost to come
<b>TOTAL</b>	<b>£ 7,227.00</b>	<b>£ 5,114.40</b>	<b>£ 2,112.60</b>	<b>71%</b>	
<b>TOTAL EXPENDITURE</b>	<b>£41,390.29</b>	<b>£ 39,055.45</b>	<b>£ 2,334.84</b>	<b>94%</b>	
<b>RESERVES</b>					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ -		£ -		
Contribution to pavilion project	£10,000.00		£ -		to be put on earmarked reserves
<b>TOTAL FOR RESERVES</b>	<b>£10,000.00</b>	<b>£ -</b>	<b>£ -</b>		
<b>TOTAL EXPENDITURE INCLUDING FROM RI</b>	<b>£51,390.29</b>	<b>£ 39,055.45</b>	<b>£ 2,334.84</b>		
<b>RECEIPTS</b>					
Precept	£31,930.00	£ 31,930.00	£ -		Fully paid
VAT	£ 5,700.00	£ 5,337.78	£ 362.22		Vat less than budgeted as additional lighting charge expected 22/3
Football	£ 250.00	£ -	£ 250.00		Not yet invoiced
NS&i interest	£ 15.00	£ -	£ 15.00		Interest notified once a year - expected Feb
Babergh - Community Caretaker grant	£ 3,521.96	£ 1,760.98	£ 1,760.98		2nd Quarter now paid - 2 more to come
Lottery Income	£ 1,020.00	£ -	£ 1,020.00		Lottery Income is being paid directly into Reade Field Account now.
Advertising	£ 900.00	£ 1,345.00	-£ 445.00		Majority paid, some invoices on hold due to uncertain future of PPs
Other Grants	£ -	£ 1,776.04	-£ 1,776.04		Locality Grants for defib and water testing equipment
Other	£ -	£ 1,276.79	-£ 1,276.79		Fundraising transferred to Reade Field Account, plus donation
Other	£ -	-£ 1,126.79	£ 1,126.79		Transferred to Reade Field Account
<b>TOTAL INCOME</b>	<b>£43,336.96</b>	<b>£ 42,299.80</b>	<b>£ 1,037.16</b>		
<b>INC LESS EXP &amp; CONTRIBUTION TO RESER</b>	<b>-£ 8,053.33</b>	<b>£ 3,244.35</b>			

## ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to and including 31<sup>st</sup> January 2024, representing the first 10 months income and expenditure of the financial year 2023-2024

### EXPENDITURE

**Street Lighting:** with widely varying charges over the past 3 years, it has been difficult to budget accurately. The costs this year are less than budgeted. However, the remaining charges for installing LED lighting have now been paid from this budget line. When the 23/24 budget was prepared it was believed that the balance of the LED project would be charged in the 22/23 financial year

**Parish Papers:** the parish papers continue to expand and the costs have risen this year quite considerably but some of the shortfall will be met by increased advertising. However, now that there is a question mark over the continuation of the Parish Papers, there may be a shortfall.

**SID Maintenance Gold Cover:** this is now only available for 3 years. Prior to this we were paying annually and the budget for 23/24 was based on an annual cover. This budget is therefore overspent.

**Audit Fees:** budget is £55 overspent.

**Election costs:** we budgeted for a contested election, which is considerably more expensive than an uncontested election. There has been a saving here therefore, as we had an uncontested election. It has been agreed that these funds be reallocated towards the balance of the defibrillator.

**Salaries:** The NJC salary agreement for salaries from 1<sup>st</sup> April 2023 has now been agreed, and is the equivalent to £1 more per hour. This is an approximate increase of 7.2%. Our budget was based on an increase of 3%, although at the time of budgeting, the 22/23 increase was unknown. This budget will therefore be overspent.

**Subscriptions:** we have paid for an additional subscription to CAS for Pro Help Suffolk admin help with the process of applying for a grant to replace the pavilion.

**Lottery** – we are paying the lottery income into the Reade Field Account and we will transfer some money back into the lottery expenditure account to cover the prize funds. It is proposed to transfer the earmarked pavillion funds from the Treasurer's account to the Reade Field account later in the year, where it will earn a small amount of interest.

**Trees** – it is anticipated that we will need some tree work doing on the Reade Field before the end of this financial year and the Tree Warden has advised that a budget for some remedial work next year would be advisable. This budget line will therefore be overspent and we are awaiting an invoice for work carried out to an oak on the Reade Field.

**Accessible Gate** – this has now been installed and paid for. We had applied for a small grant towards the cost, but have heard nothing from the grant giving body and therefore assume that this has not been successful..

### INCOME

**Precept:** Fully paid

**VAT:** VAT claim for 22/23 paid in full. At the time of budgeting the final LED lighting charge was anticipated to be paid in 22/23 financial year, but it has been received in the 23/24 financial year.

**Babergh – Community Caretaker Grant:** we should receive the 3<sup>rd</sup> quarter of the grant soon, with one further instalment to come.

**Other:** Funds have been raised by The Swan Football Club towards the new pavilion and have been transferred to the Reade Field Account. Also funds from the Holbrook Trail, the Wildlife Walk and the auction of the Haywain and post box topper have all been donated to the pavilion fund. Some have been paid into the Treasurers account and transferred. Funds can be paid directly in

the Reade Field Account now that we have a paying in book for that account. There is a separate income spreadsheet for the Reade Field Account.

We have recently received a donation towards the tree work carried out on the Oak at the Reade Field.

**Advertising:** the majority of the regular advertisers have paid their annual advertising fee. A couple of advertisers started in January and would have been invoiced when their next 12 month period starts. However, invoices won't be issued for the full year until we know what will happen with the Parish Papers. We are still receiving occasional requests for one-off ads, which helps towards the cost of the Parish Papers.

**Grant funding:** The Council is lucky to have received locality funding towards the defibrillator both from County Councillor Simon Harley and from District Councillor Mary McLaren. A locality grant has also been received for the Greener Holbrook Greener World group to purchase water testing equipment to test the quality of the water in the Stour and Orwell. A small team of volunteers from the GHGW group will carry out regular testing.

**Jo Hazlewood**

**RFO**

February 2024