

Holbrook Parish Council
Responsible Financial Officers Report to meeting 14th April 2025

Details of expenditure for the period to 31st March 2025

Date	Payee	Amount
17.03.25	Mrs J M Hazlewood – Salary (BACs)	£ 759.20
17.03.25	Mrs J M Hazlewood - Expenses and Stationery	£ 37.99
17.03.25	Community Caretaker – Salary (BACs)	£ 322.23
17.03.25	HMRC – PAYE & Employer's NI (BACs)	£ 216.16
17.03.25	Come Hither Design – printing for Stories for a Changing Planet (BACs)	£ 114.00
17.03.25	E-ON – pavilion electricity (DD)	£ 25.87
17.03.25	M. Thompson – fitness classes (BACs)	£ 150.00
17.03.25	Holbrook Methodist Church – meeting room hire (BACs)	£ 20.00
17.03.25	Lottery prizes, March, 2 nd and 3 rd (1 st prize donated back)	£ 23.25
17.03.25	O. Abbott – Remedial tree work (BACs)	£ 250.00
20.03.25	J Ambrose – Chairman's Allowance (SO)	£ 75.00
24.03.25	Norton – Virus Protection (Debit Card)	£ 14.99
27.03.25	S. Hooton – reimbursement expenditure from grant (BACs)	£1085.57

BANK RECONCILIATION		
Year to 31st March 2025		
Lloyds Bank		
	Opening Balance 01/04/24	£ 54,292.79
	Receipts (less interest included below)	£ 57,179.43
	Total Receipts	£ 111,472.22
	Less payments 23/24	
	Less payments 24/25	£ 55,065.63
	Receipts less payments	£ 56,406.59
	Balance on statement No.92	£ 56,429.84
	Outstanding payments	£ 23.25
		£ 56,406.59
NS & I Account		
	Balance at 01/04/24	£ 13,721.71
	Interest	£ 137.59
	Balance on statement 13	£ 13,859.30
Reade Field Account		
	Opening Balance 01/03/25	£ 5,091.57
	Add interest	£ 3.91
	Add receipts	
	Balance on Statement 85	£ 5,095.48
Total Funds		£ 75,361.37
Outstanding cheques/outstanding payments		
	2718	£ 23.25
		£ 23.25

Summary to 31st March 2025: 12/12ths

	Budget	Total spent ytd	Remaining	% spent	Comments
Subscriptions and memberships					
SALC	£ 677.00	£ 625.27	£ 51.73	92%	slightly less than budgeted, but SLCC is slightly more
Society of Local Council Clerks	£ 150.00	£ 183.00	-£ 33.00	122%	Increase due to salary band updated
Community Action Suffolk	£ 30.00	£ 30.00	£ -	100%	
Suffolk Preservation Society	£ 30.00	£ 30.00	£ -	100%	2nd payment now reversed
Suffolk Wildlife Trust	£ 38.00	£ 38.00	£ -	100%	
Open Spaces Society	£ 45.00	£ 45.00	£ -	100%	
TOTAL	£ 970.00	£ 951.27	£ 18.73		
Grants					
Holbrook Toddler Group	£ 500.00	£ 500.00	£ -	100%	Toddler group no longer running
Suffolk Accident Rescue Service	£ 25.00	£ 25.00	£ -	100%	
Holbrook PCC	£ 500.00	£ 500.00	£ -	100%	
Holbrook Academy	£ 30.00	£ 30.00	£ 30.00	0%	Not required this year
RBL Poppy Appeal	£ 50.00	£ 50.00	£ -	100%	
Holbrook Pre School Playgroup	£ 200.00	£ 200.00	£ -	100%	
P3 Group	£ 60.00	£ 60.00	£ -	100%	Grant for fuel and equipment
Community 1st Responders	£ 100.00	£ 100.00	£ -	100%	Cheque cancelled, replaced by BACs payment
TOTAL	£ 1,465.00	£ 1,435.00	£ 30.00		
Salaries and expenses					
Clerk's Salary	£ 11,441.43	£ 11,650.80	-£ 209.37	102%	Includes pay from Tattingstone PC offset by Receipts
Employer's NI	£ 324.00	£ 352.59	-£ 28.59	109%	As above
Clerk's expenses	£ 450.00	£ 353.22	£ 426.60	78%	Final total for 2024/5
Councillors' expenses (Travel)	£ 100.00	£ 23.40	£ 76.60	23%	Final total for 2024/5
Chairman's allowance	£ 300.00	£ 300.00	£ -	100%	Final total for 2024/5
Community Caretaker Salary	£ 3,866.72	£ 3,544.53	£ 322.19	92%	Final total for 2024/5 - offset by grant
Community Caretaker Expenses	£ 100.00	£ 105.42	-£ 5.42	105%	Black sacks, new jacket & boots, slight overspend
Salc Payroll	£ 175.00	£ 163.20	£ 11.80	93%	Final total for 2024/25
TOTAL	£ 16,757.15	£ 16,493.16	£ 263.99		
Asset Maintenance and other works					
Footway lighting	£ 3,118.81	£ 2,094.33	£ 1,024.48	67%	No indicative cost at budgeting time - saving made
Waste / Dog bin emptying	£ 3,230.00	£ 3,229.20	£ 0.80	100%	A huge increase, but one we had been made aware of
Alton Green	£ 480.00	£ 480.00	£ -	100%	Two trims paid for
Reade Field SCC Grass cutting	£ 1,086.00	£ 1,137.60	-£ 51.60	105%	All invoices paid - slight overspend due to unknown % increase
R.Field/Church Green other grass	£ 950.00	£ 510.00	£ 440.00	54%	All invoices paid
Reade Field Other maintenance	£ 150.00	£ 45.50	£ 104.50	30%	Plants
Tree Work (was hedgehog proj)	£ 1,800.00	£ 250.00	£ 1,550.00	14%	Remedial work on Oak at Reade Field - remainder unspent
Playground Renewals & Mainten.	£ 3,000.00	£ 17,881.20	-£ 14,881.20	596%	Partially offset by grant of £10,000
Playground inspection	£ 202.00	£ 192.00	£ 10.00	95%	Paid in full
Pavilion Maintenance	£ 750.00	£ 505.58	£ 244.42	67%	LX & Water, plus bait boxes
Gen Maintenance incl.SID & Defib	£ 500.00	£ 750.13	-£ 250.13	150%	Strimmer - half offset by grant. Defib support - bulbs
Benches, bins, noticeboards	£ 200.00		£ 200.00	0%	No expenditure from this budget
CIL & grant expenditure	£ -	£ 1,199.57	-£ 1,199.57	N/A	Storytelling for a changing planet - offset by £1215 grant
Fitness classes	£ 2,050.00	£ 1,925.00	£ 125.00	94%	All invoices paid
Community Self Help Scheme	£ 100.00	£ 26.00	£ 74.00	26%	Paint for bus shelters
TOTAL	£ 17,616.81	£ 30,226.11	-£ 12,609.30	172%	
Administration					
Stationery and Office Supplies	£ 400.00	£ 291.07	£ 108.93	73%	Final total - some underspend
Books and reference materials	£ 50.00		£ 50.00	0%	No expenditure
Insurance	£ 1,200.00	£ 868.29	£ 331.71	72%	All insurance currently paid, less increase than anticipated
Information Commissioner	£ 35.00	£ 35.00	£ -	100%	All paid
Village Hall/Room Hire	£ 535.00	£ 425.00	£ 110.00	79%	All invoices paid
Courses and Training	£ 400.00	£ 81.22	£ 318.78	20%	Probable underspend
Audit Fees	£ 670.00	£ 472.00	£ 198.00	70%	All audit fees now paid
Neighbourhood Plan Expenses	£ -		£ -	N/A	
Parish Papers	£ 1,942.00	£ 3,003.00	-£ 1,061.00	155%	All editions now paid - some of overspend offset by income
Lottery	£ 600.00	£ 571.30	£ 28.70	95%	All lottery paid
Election	£ -		£ -	N/A	
Other admin, inc. IT	£ 600.00	£ 213.21	£ 386.79	36%	APM/gov.uk emails, website hosting, virus protection to come
TOTAL	£ 6,432.00	£ 5,960.09	£ 471.91	93%	
TOTAL EXPENDITURE	£ 43,240.96	£ 55,065.63	-£ 11,824.67	127%	
RESERVES					
Contribution to Bus shelters	£ -		£ -		
Contribution to Lighting	£ -		£ -		
Contribution to Election costs	£ 500.00		£ -		Added to reserves
Contribution to pavilion project	£ 5,000.00		£ -		Added to reserves
TOTAL FOR RESERVES	£ 5,500.00	£ -	£ -		
TOTAL EXPENDITURE INCLUDING FROM RI	£ 48,740.96	£ 55,065.63	-£ 11,824.67		
RECEIPTS					
Agreed	Received to date	Remaining	Notes		
Precept	£ 35,123.00	£ 35,123.00	£ -	All precept paid	
VAT	£ 2,600.00	£ 2,996.42	-£ 396.42	VAT reclaim	
Football	£ 250.00	£ 290.00	-£ 40.00	The Swan and veterans	
NS&I interest	£ 15.00	£ 137.59	-£ 122.59	Received March	
Babergh - Community Caretaker grant	£ 3,866.00	£ 4,747.21	-£ 881.21	Includes last quarter from 23/24 and full year 24/25	
Lottery Income	£ 600.00	£ 120.00	£ 480.00	transferred from Reade Field account to refund overpayment	
Advertising	£ 1,300.00	£ 2,080.00	-£ 780.00	Advertising income to end March	
Other Grants		£ 11,465.00	-£ 11,465.00	Grant for new & replacement play equipment+ locality grant + grant for storytelling	
Other	£ -	£ 95.00	-£ 95.00	Contribution to Water Testing, Chelmondiston PC/funds from GHGW	
Other	£ -	£ 262.80	-£ 262.80	Clerk services to Tattingstone PC	
TOTAL INCOME	£ 43,754.00	£ 57,317.02	-£ 13,563.02		
INC LESS EXP & CONTRIBUTION TO RESER	-£ 4,986.96	£ 2,251.39			

ADDITIONAL COMMENTARY

The summary and reconciliation include all receipts and payments up to the end of the financial year ending on 31st March 2025

EXPENDITURE

Subscriptions: All paid

Grants: no award requested from Holbrook Academy – an award has been included in next year's budget as the school hopes to re-instate a successful awards evening.

Salary Costs: Now up to date with backdated pay included – the deficit on the clerk's salary is offset by the contributions received from Tattingstone Council for clerk services

Payroll costs: up to date

Street Lighting: There was no available information re costs at the time of budgeting. A prudent approach was adopted and has resulted in an underspend.

Dog & Waste Bin emptying: fortunately we had advanced warning of the massive increase in the cost of emptying bins and this was reflected in the agreed budget.

Parish Papers: the parish papers continue to expand and the June/July version was particularly large. The printers have changed ownership. An increase in advertising has partly offset the additional cost of printing.

Grass Cutting: Alton Green has received two cuts which has been fully paid. The SCC contract grass cutting has now been paid in full for the year.

Playground Renewals and Maintenance: the full cost of the new play equipment has been met, The re-surfacing of the basketball surface has been done but the invoice will be paid in the new financial year which will be offset by the grant (which will also be paid in 25/26)

Tree Work: some remedial tree work has been carried out on the Reade Field, but there has not been as much tree work as anticipated in the budget.

General Maintenance: a replacement industrial strimmer has been bought for the P3 group – this was agreed at the July meeting and the purchase made following that meeting. A locality grant towards the cost was received.

INCOME

Precept: the full precept has now been received.

Cleansing Grant: a payment has been received for the final quarter of 23/24. The whole of the grant for 24/25 has also been received, which will result in an increase in the budget, due to the late payment of quarter 4 for 23/24.

VAT: a Vat claim has been received in full

Reade Field Account: Lottery income is mainly being paid into this account directly.

Other Grants: £10,000 has been received from Babergh towards the cost of the new play equipment and £250 has been received towards the new strimmer from the County Councillor's locality budget. A further grant of £8,662 from Babergh DC has been promised for the re-surfacing of the basketball court but this will be claimed against expenditure in the new financial year.

Other: Chelmondiston Council have contributed £50 towards water testing and Tattingstone Parish Council have paid for the Clerk to minute 3 of their meetings. They have now appointed a clerk. A contribution has been received towards hall hire for part of the Greener Arts Festival.

NS&I Account: interest received at 1% is £137.59

Advertising: we have had a few additional ads this year and at the same time have lost a couple, including the full page ad from the RHS.

Football: Income received from the Swan and a Veterans' team.