Quarter One – April to June 2026 – Responsible Financial Officer's Report

Please refer to WGPC Cashbook 2026_27 Quarter One which has been emailed to you.

This contains

1. **Payments** – purchases for April to June - a detailed view of payments.
2. **Receipts** – receipts for April to June – self-explanatory.
3. **Bank reconciliation** on 30 June – to be verified.
4. **Budget Update (Spend v Budget)** April to June – see below.
5. **Budget 2026/27** – original copy of budget, locked to prevent editing.

a) Bank Reconciliation. To be verified by Cllr Sarah Jones.

b) Bank Interest for the first quarter is £187.40.

c) Reserves on 30 June 2026. Reserve 7,500, General Reserve £14,582, Earmarked: Election £1,579.81 Defibrillators £1,282.26, Bury Lane Playing Field Notice Board £132. Total reserves and earmarked £25,076.07.

d) Precept. £24,413 - the first half of the precept was received on 21 April 2026.

e) Neighbourhood Development Plan. £3,000 is in the budget for this year. The Parish Council may wish to earmark this amount towards potential costs in 2027/28 or thereafter.

Budget v Spend. See page 2.
To the end of the first quarter, it would be expected that no more than 25% of the budget would be spent. Budget headings with annual spend, e.g. Insurance, are an exception to this. Administration is slightly over budget at 30%. This should be monitored.

Recommendations

- consider earmarking £3k towards potential NDP costs.
- Monitor Administration budget heading.

If you have any queries about the accounts, please let me know.

Maggie Brown Clerk & Responsible Financial Officer

7 July 2026

Expenditure		Net figures	% of budget	Notes
Staff	£11,574.36	£ 2,782.14	24%	Clerk hours 10 per week.
Subscriptions	£ 889.23	£ 88.55	10%	HALC/NALC membership, SLCC and Tree Warden.
Website	£ 212.50	£ -	0%	HALC .gov website hosting & Eyelid website support
IT	£ 70.83	£ 70.83	100%	Office 365 annual sub
Wigmore Closed Churchyard	£ 3,000.00	£ 430.00	14%	Maintenance of monuments, grass and hedges etc.
Trees	£ 9,500.00	£ -	0%	Trees - Closed Churchyard; Poors Wood; Bury Lane Playing Field.
Training	£ 385.00	£ -	0%	For Clerk HALC or SLCC training and councillors to attend courses. NB 2 free training sessions allowed for Cllrs.
Administration	£ 961.00	£ 288.28	30%	Audits, stationery, stamps, clerk's home working allowance, mileage and ICO registration.
Hall Hire	£ 360.00	£ 84.00	23%	Community Centre and The Meeting Room, Petchfield
Insurance	£ 600.00	£ 519.94	87%	With Zurich Insurance.
S137 / Donations	£ 5,240.00	£ 50.02	1%	Includes £40 for award for Tutor Group prize for Wigmore pupil and refreshments for public meeting.
NDP	£ 3,000.00	£ -	0%	
Contingency	£ 500.00	£ -	0%	
Parish Initiatives (Projects)	£ 2,160.00	£ 143.80	7%	For defibrillator pads. Deducted from the defib earmarked fund.
Lengthsman	£ 4,361.00	£ -	0%	Public Realm Maintenance work in all the 4 villages, not including Wigmore churchyard
Lengthsman - HC scheme	£ 2,034.00	£ 477.09		To be refunded via scheme with Herefordshire Council
P3 (Parish Paths Partnership)	£ 390.00	£ -	0%	Public Right of Way maintenance and repairs. Ford St to School and path up to Castle
Maintenance	£ 6,694.00	£ 1,631.96	24%	Bury Lane Playing Field