



Longridge Town Council

Budget Executive Committee - Agenda

You are hereby summoned to attend the Budget Executive Committee of Longridge Town Council on Wednesday 25 September 2024 at 7pm in the Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair.

2. To receive apologies.

3. Declarations of interests.

Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest pertaining to matters on this agenda.

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. To consider and approve the minutes of the 28 August 2024 meeting.

5. Public Participation.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Executive Committee. Such questions may be answered after the meeting or become an agenda item at a future Executive Committee meeting.

ITEMS for DECISION/DISCUSSION

6. Finance Report.

Report of the Clerk (enclosed) to approve:

- Accounts to date.
- Schedule of Payments as set out in the Report.

7. Membership of SLCC.

Report of the Clerk (enclosed) for members to consider funding the Clerk's membership of the Society of Local Council Clerks (SLCC).

8. Purchase of a Network Attached Storage Device (NAS).

Verbal report from Cllr. Walker.

9. Budgetary Considerations.

Report of the Clerk (enclosed) for members to consider the budget for 2025/26 as a precursor to setting the Town Council's 2025/26 Precept.

10. Longridge Halloween Competition.

Report of the Clerk (enclosed) for members to consider a request for the Town Council to be involved in a Halloween Competition.

11. Grant Application.

Report of the Clerk (enclosed) for members to consider a grant request from the Parochial Church Council of the Ecclesiastical Parish of St. Lawrence with St. Paul Longridge for a contribution of £250 towards the cost of a defibrillator.

ITEMS for INFORMATION/DISCUSSION

12. Lighting Column Update.

Report of the Clerk (enclosed) updating members on the results of the column tests and asking members to consider the next steps.

13. Consideration of matters not on the agenda.

An opportunity for members to provide updates, raise matters and suggest items for future meetings.

14. Schedule of Meetings.

Wednesday 23 October 2024 at 7pm

Wednesday 20 November 2024 at 7pm

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



Longridge Town Council

Budget Executive Committee – Draft Minutes

Date:	28 August 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker (Chair), P. Smith and S. Rainford.		
In attendance:	Town Clerk and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:46

240824/

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs. Rogerson and Stubbs.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION

Cllr. Walker noted interest in Agenda Item 7.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 29 MAY 2024.

The minutes were agreed as a correct record and signed by the Chair.

Note: The above minutes were taken by Cllr. Walker and drafted by the then Clerk.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. FINANCE REPORT

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT THE COMMITTEE:

- Approve the accounts to date.
- Approve the Schedule of Payments as set out in the Report and the Table below.

Schedule of Payments to be considered for approval.

#	#	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	3425	TV Shaw Limited	Charges in connection with the preparation of a Licence Agreement in favour of Longridge Heritage Trust relating to their use of the Station Building	500.00	0.00	500.00	Now	
2	58736	TPCS	Telephony services. (April - May 2024 underpayment)	2.27	0.00	2.27	Overdue	
3	70	Unity Trust Bank	Bank charges 05/03/24 - 03/06/24	18.00	0.00	18.00	DD	
4	59220	TPCS	Telephony services. July 2024	46.91	7.82	39.09	Now	
Totals:				567.18	7.82	559.36		

7. UNITY TRUST BANK – AUTHORISATIONS.

The Clerk submitted a report asking members to consider those councillors that can access the Council's Unity Trust Bank account and those that also have the authority to approve payments.

Members were reminded that only the Town Clerk can initiate payments and that two Councillors are required to approve a transaction before it can be processed.

RESOLVED THAT COMMITTEE:

- a. Authorise the Clerk to contact Unity Trust Bank and remove former councillors Adamson and Ashcroft from the Unity Trust Bank account.
- b. Approve that all current councillors can access the Unity Trust Bank account and approve transactions.
- c. Authorise the Clerk to contact Unity Trust Bank and add the councillors agreed in recommendation b. (above) to the Unity Trust Bank account.

8. CARETAKER AND GARDENER – CONTRACTS AND RATES OF PAY.

The Clerk submitted a report requesting members to consider issuing new contracts, and Service Specifications and setting new hourly rates for the caretaker/handyman and the gardener/Lengthsman.

Members will recall that they currently have arrangements with Terry Lewis for gardening and Lengthsman services and Stephen Yates (SY Maintenance) for additional gardening, caretaking and handyman services.

The Report informed members of the pay rates operated by other councils in the Ribble Valley for Lengthsman and gardening services.

RESOLVED THAT COMMITTEE:

- a. Authorise the Clerk to draft new Contracts and Service Specifications for both Terry Lewis and Stephen Yates.
- b. Approve an hourly rate of £20, for both parties, subject to the submission of time sheets.

9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

In connection with the 'new' planters, Members were reminded that they had a Longridge in Bloom budget of £1,000.

9a GRANT APPLICATIONS.

The Clerk submitted a report for members to consider two grant applications from Love Longridge Limited both were in connection with the Soap Box Derby and were set out in Appendix 1 of the Report.

RESOLVED THAT COMMITTEE:

Subject to Love Longridge Ltd. acknowledging the grants were provided by the Town Council, (by way of stickers, posters and on social media), approve two grants, one for the provision of portable toilet facilities at £1,000 and one for skip hire at £504.

10. SCHEDULE OF MEETINGS (ALL MEETINGS ARE ON A WEDNESDAY AND COMMENCE AT 19:00)

25 September 2024, 23 October 2024 and 20 November 2024.

11. STATION BUILDING SIGN. (PART TWO ITEM)

The Clerk submitted a report updating members on the quotes it had received for the procurement and installation of a new Station Building Sign to replace the sign that had been damaged. The Clerk informed members that one of bidders (APS) had withdrawn their quote.

RESOLVED THAT COMMITTEE:

Subject to clarification of a technical nature, chose Optimum (based in Preston) as the preferred bidder.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Agenda Item 6

Report For Decision



Longridge
Town Council

Meeting Date: 25/09/2024 - Budget Committee

Title: **Finance Report - Budget Committee**

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.

Schedule of Payments to be considered for approval.

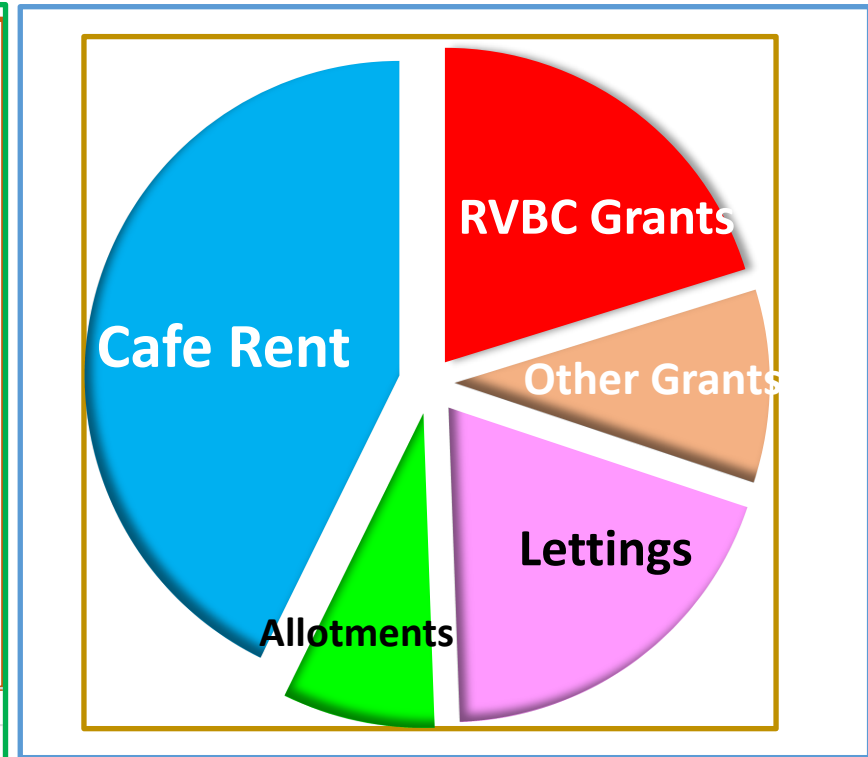
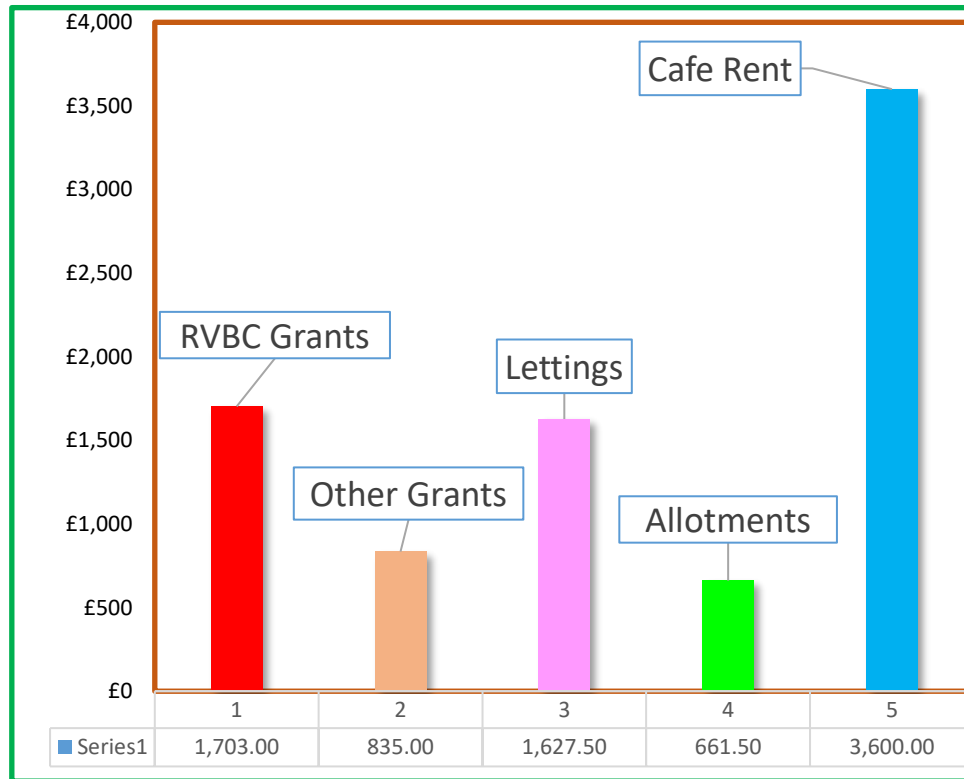
#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	59759	TPCS	Charges July 2024	45.37	7.56	37.81	Paid	
2	58736	TPCS	Charges May 2024	46.91	7.82	39.09	Paid	
3	59220	TPCS	Underpayment April 2024	2.27	0.38	1.89	Paid	
4	224952	British Gas	Gas Charges	44.33	7.39	36.94	Paid	DD
5	799015	EE	Town Council Mobile - Charges	33.60	5.60	28.00	Paid	DD
6	24000	British Gas (Electricity)	Charges July - August	1,041.52	173.58	867.94	Paid	DD
7	SB20241662	PKF Littlejohn	Services for AGAR 2023/24	504.00	84.00	420.00	Paid	
8	4637	Rosemary Glen	Cleaning Services and consumables	544.18	90.70	453.48	Paid	
9		LALC	Attendance at LALC Conference	35.00	-	35.00	Paid	
10	1027	SY Maintenance	Gardening and Lengthsman Services	568.00	-	568.00	Paid	
11		Clr. Walker	Grant to Man Sheds	1,000.00	-	1,000.00	Paid	
12	6458763	Waterplus	Water and Waste services	247.64	14.62	233.02	Paid	DD
13		Service Charge	Unity Bank	20.80	-	20.80	Paid	DD
14	153836	HMRC Tax and NI	Underpayment for June 2024	580.44	-	580.44	Paid	
15		RVBC	Temporary Road Closure fee.	47.67	-	47.67		
16	45548	North West Traffic Management	Remembrance Day	2,946.00	491.00	2,455.00		
17		Friends of Longridge Civic Hall	D-Day Anniversary	385.41	-	385.41		
18	599961	TPCS	Charges August 2024	46.06	7.68	38.38		
19	24448	Amberol	Planters with Logo	4,919.04	819.84	4,099.20		
20		Clerk	Salary September 2024	1,609.80	-	1,609.80		
21	23582	RVBC	Commercial waste collection	145.90	6.53	81.90		
Totals:				14,813.94	1,716.70	13,039.77		

Receipts for the period 1st April 2024 to 31st March 2025.

Bank		Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
02/04/24	DD	Old Station							600.00			600.00
03/04/2024	DD	Adjustment									1,509.19	1,509.19
03/04/24		Electric Charges								1,018.40		1,018.40
08/04/24	00204582	RVBC - Precept payment	94,077.00									94,077.00
08/04/24		Gathering (A. Gardner)					100.00					100.00
09/04/24		Arts Class					240.00					240.00
16/04/24		Longridge Community									20.00	20.00
26/04/24		Gas Charges								73.10		73.10
01/05/24		Café Rent							600.00			600.00
07/05/24		Art Class - 8 Weeks					147.50					147.50
07/05/24		Water Charges								169.52		169.52
08/05/24		Electric Charges								1,004.98		1,004.98
09/05/24	..104219	HMRC		10,692.41								10,692.41
09/05/24	80	U3A					210.00					210.00
30/05/24	53	Credit					30.00					30.00
03/06/24		Café Rent							600.00			600.00
11/06/24		Electric Charges								968.80		968.80
11/06/24		Gas Charges								68.35		68.35
11/06/24		Water Charges								229.33		229.33
01/07/24		Rent for café							600.00			600.00
02/07/24	G 04/25	Gathering (A. Gardner)					315.00					315.00

Bank		Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
03/07/24	422073	LCC Bio Diversity and PROW				800.00						800.00
05/07/24		P.Burton						72.50				72.50
08/07/24		Robin Stother						72.80				72.80
09/07/24		Electric Charges								959.63		959.63
10/07/24		Barbara Burton						72.80				72.80
10/07/24		S. Margerison						72.80				72.80
12/07/24		C. Thurlow						72.80				72.80
17/07/24		Longridge U3A					230.00					230.00
18/07/24		LCC GCF				35.00						35.00
19/07/24		M. Baugh (Art Group - 9 meets)						225.00				225.00
01/08/24		Rent for café							600.00			600.00
16/08/24		Gathering x 4 (A. Gardner)					100.00					100.00
19/08/24		RVBC - Ribble Valley In Bloom			50.00							50.00
21/08/24		Lewis Allotment 3a						72.80				72.80
02/09/24		Rent for Café							600.00			600.00
10/09/24	AG/AS001	A. Sach (Art Group 2)					55.00					55.00
18/09/24	CAG - 82	M. Baugh. (Art Group 8 meets)					200.00					200.00
19/09/24	00540418	Unity Bank - Goodwill									100.00	100.00
24/09/24	9250	Concurrent Grant			1,653.00							1,653.00
Total as at 24/09/2024:			94,077.00	10,692.41	1,703.00	835.00	1,627.50	661.50	3,600.00	4,492.11	1,629.19	119,317.71

Revenue Streams



Unity Trust Bank Account



£

Balance carried forward 1 April 2024:	114.15	
	Balance	Diff.
1 May	86,868.60	
1 June	91,466.30	4,597.70
1 July	77,243.20	-14,223.10
1 August	76,993.42	-249.78
1 September	60,457.78	-16,535.64
Balance at 24/09/24:	57,570.42	-2,887.36

 **NatWest** Account No. 1

£

Balance carried forward 31 May 2024:	107,159.07
Interest paid in May and June 2024:	251.25
Debits in June 2024:	104.47
Debits in July 2024:	143.48
Balance at 30/07/24:	107,162.37
Bank Statement 30/08/24:	107,430.81



NatWest Longridge Town Council

£

Balance carried forward 31 May 2024:	5,000.00
Interest to 28 June 2024:	0.00
Credits in June 2024:	104.47
Credits in July 2024:	143.48
Debits in June 2024:	104.47
Debits in July 2024:	143.48
Balance at 30/07/24:	5,000.00
Bank Statement 30/07/2024:	5,000.00

Agenda Item 7

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	25 September 2024
Title:	Membership of the Society of Local Council Clerks (SLCC).
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider funding the Clerk's membership of SLCC.

2. Introduction:

SLCC is the professional body for local council clerks and senior council employees. They represent clerks to over 5,000 councils in England and Wales.

1.1 Benefits of Membership:

Membership of SLCC offers many benefits:

- Fast and accurate advice to professional queries.
- Access to over 700 best practice advice documents on a range of topics.
- Access to a bi-monthly magazine with advice, information and case studies.
- Access to the latest sector legislation and regulation.
- Allows employees to study for a sector qualification and attend training courses at a reduced rate.
- Provides a network with fellow clerks at regular county-based branch meetings.

3. Legal Considerations:

The Local Government Act 1972 s 143 (1) (b) states that, '*a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed*'.

4. NALC and SLCC:

Members will be aware that the Council is a member of LALC/NALC and pay an annual subscription. By being a member of both organisations, the council would receive the best possible support for the professional development of the Clerk; and training and advice for the council and councillors.

5. Subscription Rates:

Subscriptions are based on a Clerk's gross annual salary. For the Town's clerk it would be a joining fee of £15 and an annual subscription of £229.

Extract from the SLCC subscription rate table.

£20,001 - £25,000	£15	£229
£25,001 - £30,000	£15	£238

6. Members are Recommended to:

Consider funding the Clerk's membership of the Society of Local Council Clerks.

Agenda Item 9

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	25 September 2024
Title:	Budget Considerations for 2025/26
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the preparations for the Council's 2025-26 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2025-26.

2. Introduction:

Members are reminded that Town and Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget. It should be noted that it is not lawful to set a precept unless a budget has been prepared and approved.

The budget process:

- a. Allows the Council to set a precept for the following year.
- b. Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
- c. Enables progress monitoring during the year by comparing actual spending against planned expenditure.

3. Next Steps:

The Council's precept requirement must be advised to Ribble Valley Borough Council by mid-late December 2024. A draft budget is provided in Appendix 1 for consideration/amendment by the Council and includes proposed budgets for each of the headline expenditure categories used in previous years. Members are however required to consider what services it intends to deliver in 2025-26.

4. The Budget:

The budget tab as shown in Appendix 1 has 7 columns which cover:

1. Categories of expenditure.
2. Budget for 2024-25 as prepared in 2023-24.
3. Actual expenditure for 2024-25 (April to September).
4. Forecast expenditure for 2024-25 (October to March).
5. Projected annual out-turn (spend) for 2024-25.
6. Budget variance to projected annual out-turn for 2024-25
7. Proposed budget for 2025-26 based on the continuation of existing services.

5. Reserves:

The Council must review its level of reserves and whilst there are no statutory levels only guidance, significant levels may give rise to comment by the Council's auditor.

Longridge Town Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance March 2024 (p38 5.31-5.39) in that they are maintained at between three and twelve-months Net Revenue Expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, in practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

6. Members are recommended:

To note the contents of the report and Appendix 1 and to consider its expenditure and the services it intends to deliver in 2025-26.

Appendix 1



Longridge
Town Council

Meeting Date: 25 September 2024

Title: Draft Budget by Expenditure Stream for 2025/26

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To consider the Council's Draft Budget for 2025/26

Recommendations:

See main report.

Actual and Projected Income - 1 April 2024 to 31 March 2025. v.24/09/24

Source		2024/25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Income £	Variance: Projected vs Budget £
				Oct	Nov	Dec	Jan	Feb	Mar		
1	Allotment Rent	480	662	0.00	0.00	0.00	0.00	0.00	0.00	662	182.00
2	Grants/Concurrent	1,500	2,538	0.00	150.00	0.00	3,000.00	0.00	0.00	5,688	4,188.00
3	Interest (Misc)	1,200	642	100.00	100.00	100.00	100.00	100.00	100.00	1,242	42.00
4	Market Traders (Misc)	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
5	Precept	94,000	94,077	0.00	0.00	0.00	0.00	0.00	0.00	94,077	77.00
6	Room Hire	3,000	1,628	270.00	270.00	220.00	270.00	270.00	270.00	3,198	198.00
7	Café Rent	8,100	3,600	600.00	600.00	600.00	800.00	800.00	800.00	7,800	-300.00
8	Café Gas	600	141	80.00	80.00	80.00	80.00	80.00	80.00	621	21.45
9	Café Electric	20,000	3,952	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,952	-8,048.00
10	Café Water and Waste	820	399	230.00	230.00	230.00	230.00	230.00	230.00	1,779	959.00
11	Café Insurance/Other	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
12	DD Adjustment	0	1,509	0.00	0.00	0.00	0.00	0.00	0.00	1,509	1,509.19
13	VAT Refund	11,000	10,692	0.00	4,000.00	0.00	0.00	0.00	0.00	14,692	3,692.00
TOTAL		140,700.00	119,840.64	3,280.00	7,430.00	2,230.00	5,480.00	2,480.00	2,480.00	143,221	2,520.64

Actual and Projected Expenditure - 1 April 2024 to 31 March 2025. v 24/09/24

Community Purse		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget £	2025-2026 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
1	Youth Council	1,500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	-1,500.00	
2	Allotments	100	72.80	0.00	0.00	0.00	0.00	0.00	0.00	73	-27.20	
3	Civic Events inc. Remembrance Servcies	3,000	0.00	47.67	2,946.00	0.00	0.00	0.00	0.00	2,994	-6.33	
4	Mayor Allowance	600	500.00	0.00	4.00	0.00	0.00	0.00	0.00	504	-96.00	
5	Community Partnership	2,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	-2,000.00	
6	Christmas trees	5,000	0.00	0.00	2,456.00	2,250.00	400.00	0.00	0.00	5106	106.00	
7	Grants	20,000	19,481.00	385.00	250.00	0.00	0.00	0.00	0.00	20,116	116.00	
8	Community Sponsorship	2,000	241.78	0.00	0.00	0.00	0.00	0.00	0.00	242	-1,758.22	
SUB TOTAL		34,200	20,295.58	432.67	5,656.00	2,250.00	400.00	0.00	0.00	29,034	-5,165.75	

Amenity Expenses		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
15	Public Toilets	1,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	
16	Maintenance of open space	4,000	1,836.20	200.00	200.00	100.00	100.00	100.00	200.00	2,736.20	-1,263.80	
17	Play Area and Inspection	1,500	906.00	0.00	0.00	0.00	0.00	0.00	0.00	906.00	-594.00	
18	Station Buildings / Caretaker	5,000	1,412.78	650.00	650.00	650.00	650.00	650.00	650.00	5,312.78	312.78	
19	Litter & Waste Disposal	4,000	1,032.10	145.90	145.90	145.90	145.90	145.90	145.90	1,907.50	-2,092.50	
20	Replacement and refurbishment	0	0.00	4,919.04	0.00	0.00	0.00	0.00	0.00	4,919.04	4,919.04	
21	Defib. and Bleed kits	0	516.00	125.00	100.00	0.00	0.00	0.00	0.00	741.00	741.00	
SUB TOTAL		15,500	5,703.08	6,039.94	1,095.90	895.90	895.90	895.90	995.90	16,522.52	1,022.52	

Insurance, Banking & Prof. Services		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
25	Insurance	3,500	3,287.79	0.00	0.00	0.00	0.00	0.00	0.00	3,287.79	-212.21	
26	Bank Charges	240	53.80	18.00	18.00	18.00	18.00	18.00	18.00	161.80	-78.20	
27	Memberships & Subscriptions	2,000	1,111.16	0.00	0.00	0.00	0.00	0.00	0.00	1,111.16	-888.84	
28	Professional Services	4,504	1,574.00	60.00	1,200.00			60.00		2,894.00	-1,610.00	
SUB TOTAL		10,244	6,026.75	78.00	1,218.00	18.00	18.00	78.00	18.00	7,454.75	-2,789.25	

		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
Maintenance and Cleaning				Oct	Nov	Dec	Jan	Feb	Mar			
35	Hygiene and Cleaning	6,000	2,963.38	615.00	615.00	615.00	615.00	615.00	615.00	6,653.38	653.38	
36	Alarm Systems	1,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	
37	Fire Alarm	500	0.00	125.00	0.00	0.00	0.00	0.00	0.00	125.00	-375.00	
38	Station Building Maint. and Repairs	5,000	0.00	250.00	1,000.00	0.00	0.00	0.00	0.00	1,250.00	-3,750.00	
39	CCTV	750	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-750.00	
40	ICT Support	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	
SUB TOTAL		13,750	2,963.38	990.00	1,615.00	615.00	615.00	615.00	615.00	8,028.38	-5,721.62	

		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
Miscellaneous Expenses				Oct	Nov	Dec	Jan	Feb	Mar			
45	Post, Stationary and consumables	1,000.00	0.00	0.00	125.00	0.00	0.00	0.00	0.00	125.00	-875.00	
46	Training and attendance at conferences	500.00	35.00	0.00	105.00	0.00	0.00	0.00	0.00	140.00	-360.00	
47	Clr. Expenses	0.00	28.50	0.00	0.00	0.00	0.00	0.00	0.00	28.50	28.50	
SUB TOTAL		1,500.00	35.00	0.00	230.00	0.00	0.00	0.00	0.00	265.00	-1,235.00	

		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
Office				Oct	Nov	Dec	Jan	Feb	Mar			
50	Furniture	600.00	0.00	850.00	0.00	0.00	0.00	0.00	0.00	850.00	250.00	
51	Equipment	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	
SUB TOTAL		600.00	0.00	850.00	100.00	0.00	0.00	0.00	0.00	950.00	350.00	

		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
Specific Projects				Oct	Nov	Dec	Jan	Feb	Mar			
55	Longridge in Bloom	1,000.00	0.00	500.00	250.00	0.00	0.00	0.00	0.00	750.00	-250.00	
56	Community Well-Being Garden	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	
SUB TOTAL		1,000.00	0.00	1,750.00	250.00	0.00	0.00	0.00	0.00	2,000.00	1,000.00	

		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
Staff Costs				Oct	Nov	Dec	Jan	Feb	Mar			
60	Salaries	30,000.00	10,755.27	1,610.00	1,610.00	1,610.00	1,610.00	1,610.00	1,610.00	20,415.27	-9,584.73	
61	Other staff costs (Tax and NI)	7,500.00	13,166.87	581.00	581.00	581.00	581.00	581.00	581.00	16,652.87	9,152.87	
SUB TOTAL		37,500.00	23,922.14	2,191.00	2,191.00	2,191.00	2,191.00	2,191.00	2,191.00	37,068.14	-431.86	

Telephone and Internet		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
65	Telephone - Landline	500	299.87	48.00	48.00	48.00	48.00	48.00	48.00	587.87	87.87	
66	Telephone - Mobile	100	81.73	33.60	33.60	33.60	33.60	33.60	33.60	283.33	183.33	
67	Website & Web Services	1,000	402.60	70.00	70.00	70.00	70.00	70.00	70.00	822.60	-177.40	
68	Computer Equipment	1,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	
SUB TOTAL		2,600	784.20	151.60	151.60	151.60	151.60	151.60	151.60	1,693.80	-906.20	

Utilities		2024-25 Budget	2024-25 Apr-Sept Actual	Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
75	Electricity	20,000	10,098.50	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,298.50	298.50	
76	Gas	1,000	372.48	150.00	150.00	150.00	150.00	150.00	150.00	1,272.48	272.48	
77	Water and Waste	2,500	1,759.55	250.00	250.00	250.00	250.00	250.00	250.00	3,259.55	759.55	
78	Rates	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUB TOTAL		23,500	12,230.53	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	24,830.53	1,330.53	

TOTAL		2024-25 Budget	2024-25 Apr-Sept Actual	Total Forecast 2024-25						2024-25 Projected Spend £	Variance: Projected vs Budget	2025-2026 Proposed Budget
				Oct	Nov	Dec	Jan	Feb	Mar			
TOTAL		140,394	71,961	14,583	14,608	8,222	6,372	6,032	6,072	127,847	-6,932	

Summary

	2024/25 £
Projected Income:	143,221
Projected Spend:	127,847
Projected Variance:	15,373

Proposed Precept		£
Projected Variance 2024/25:	15,373	
Proposed Budget 2025/26:	0	
Total funds required:		

Forecast balance 2024/25 to be c/f =

Previous Years

Year	Tax Base	Band D Tax £	Tax Band % Change	Precept £
2015/16	2622	22.71		59,558
2016/17	2657	24.09	6.1%	64,000
2017/18	2719	24.69	2.5%	67,132
2018/19	2772	25.43	3.0%	70,492
2019/20	2804	26.06	2.5%	73,072
2020/21	2867	26.6	2.1%	76,250
2021/22	2944	26.87	1.0%	79,093
2022/23	3052	27.4	2.0%	83,616
2023/24	3170	27.95	2.0%	88,602
2024/25	3213	29.28	4.8%	94,077
Precept: 2025/26				

Figure provided by RVBC.

Projected Variance 2024/25
Proposed Budget for 2025/25

Agenda Item 10

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	25 September 2024
Title:	Longridge Halloween Competition
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a request for the Town Council to become involved and make a financial to a Halloween Competition.

2. Introduction:

The MD of Scott Dawson Advertising, spoke with Councillor Rainford at the Soapbox Derby.

On the following Monday the Clerk received an email from Adam Woodhouse (Scott Dawson) requesting the Town Council consider supporting a Halloween competition they are organising. The competition would engage with local school children and shops.

Adam noted that they had worked with the Town Council at an Easter Competition earlier this year where Councillor Jameson had judged a competition.

3. Financial Considerations:

The Advertising Agency have asked if the Town Council would donate a £100 shopping voucher for a first prize in the competition. The Agency would provide the second and third prizes which would be provided by local businesses.

The Town Council would be included in the Halloween Competition marketing materials.

4. Members are Recommended to:

Consider a request for the Town Council to become involved and make a financial to a Halloween Competition as set out above.

Agenda Item 11

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	25 September 2024
Title:	Grant Applications
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a grant application from the Parochial Church Council of the Ecclesiastical Parish of St. Lawrence with St. Paul, Longridge for a contribution of £250 towards the cost of a defibrillator. The application is shown in Appendix 1 to the report.

2. Introduction.

Members are reminded that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge.

To request a grant, an application form needs to be completed explaining what the group does, how much money is requested, for what purpose, and how the people of Longridge would benefit. The application should be submitted with a copy of the applicant's latest accounts and any formal constitution.

Each application should be considered on its individual merits, and if it is not possible for the Town Council to meet the request in full, an award of a lesser amount may be offered.

Grants of up to £1,000 can be agreed by the Budget Committee, grants for more than £1,000 must be agreed at a Full Council meeting.

3. Members are recommended:

- a. To consider the application.
- b. If the application is approved, authorise the Clerk to inform the applicant and make the necessary arrangements for payment.



Longridge Grant Application

Town Council

Thank you for applying for a grant from Longridge Town Council. Your application will be considered by a small Committee of Councillors who will make recommendations to Full Council.

The Committee will carefully consider your application, so please provide all the information requested. Please also supply any additional information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Mike Hill, the Town Clerk; using the telephone number or email address below.

Name of Organisation	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST LAWRENCE WITH ST PAUL LONGRIDGE		
Address of Organisation. This should be the base if you have, or the venue where your activities are usually carried out.			
ST PAULS CHURCH, CHURCH ST ST LAWRENCE CHURCH, LOWER LANE			
Charity Number (if applicable). If you are not a registered charity please enclose a copy of your constitution, and a copy of your most recent accounts.			
Constitution attached	<input type="checkbox"/>	Copy of accounts attached	<input type="checkbox"/>
Charity Number	1134831		
Contact Name. Person completing this form. Please indicate your role within the organisation or group e.g. Secretary, Treasurer.			
GRAHAM KELSALL, TREASURER			
Contact Address. Of the person completing this form including post code.			
THE OLD VICARAGE LOWER LANE LONGRIDGE PR3 3SL			



Longridge
Town Council

Grant Application

Telephone:	07967 363 929	Mobile:	07967 363 929
Email:	gaham@oaktreehouse.net		
Briefly describe the objectives of the organisation or group and how it benefits the residents of Longridge.			
<p>CHURCH OF ENGLAND CHURCHES IN LONGRIDGE. HOME OF FOODBANK.</p> <p>OBJECTIVE IS TO PROVIDE CHURCH OF ENGLAND RELIGIOUS SERVICES, PASTORAL CARE AND CHRISTIAN ACTIVITIES TO THE LOCAL AREA.</p>			
Purpose for which any financial support is requested.			
<p>ST LAWRENCE CHURCH IS USED AS A POLLING STATION FOR LOCAL AND GENERAL ELECTIONS.</p> <p>UNFORTUNATELY ON 4th JULY THIS YEAR A VOTER WAS TAKEN ILL, DESPITE CPR BEING PERFORMED AND THE DEFIB MACHINE FROM ST CECILIA'S SCHOOL BEING BROUGHT, IT WAS TOO LATE, AND THE LADY DIED. WE THEREFORE WANT TO SITE A DEFIB MACHINE EXTERNALLY AT ST LAWRENCE, SO THAT IT WILL BE ACCESSIBLE TO EVERYONE.</p> <p>WE HAVE BEEN SUCCESSFUL IN APPLYING FOR A PART FUNDED MACHINE AS PART OF THE DHSC MATCH FUNDING COMMUNITY DEFIBRILLATOR SCHEME. THE TOTAL COST IS £1500 AND WE ARE ASKED TO RAISE £750. AS THE PARISH CHURCH, ALL RESIDENTS OF LONGRIDGE PARISH, IRRESPECTIVE OF FAITH ARE ENTITLED TO BE BURIED IN THE GRAVEYARD, AS SUCH WE WOULD SEEK A CONTRIBUTION TO THE £750 FOR THE INSTALLATION OF THIS VITAL COMMUNITY RESOURCE</p>			



Longridge Grant Application

Town Council

Amount Requested:

Please describe the level of financial support requested from the Council, and supply details of costs, including copies of invoices, quotations, price lists, or any additional information to show how you have arrived at the sum requested.

Amount Requested	£ 250-00
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Details:

PLEASE SEE ATTACHED CORRESPONDENCE CONFIRMING TOTAL COST IS £1500, WITH £750 REQUIRED FROM US.

THE COSTS OF INSTALLATION AND PROVIDING ELECTRIC TO THE DEBS ARE NOT INCLUDED WITHIN THE £1500, BUT WILL BE BOWN BY THE CHURCH.

Confirmation:

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant has been awarded does not take place.

I confirm that the information given above is correct.

Name of Applicant (please print) **GRHAM KESAN**

Signature of Applicant:



Date: **23.09.24.**

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

 clerk@longridge-tc.gov.uk

 01772 782 461

 07855 183 444

 www.longridge-tc.gov.uk



Requested Donation



Donation Reference
Date

08315
18th September, 2024

From

London Hearts

Harlech House
London Hearts
20 Cathedral Road
Pontcanna
Cardiff
CF11 9LJ

To

the parochial church council of the ecclesiastical parish of St Lawrence with St Paul Longridge

St Pauls Church
Church Street
Longridge
PR3 3WG

Quantity	Item	Price	Total
1	DHSC - Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock - Partially Funded	£750.00	£750.00
	Total Donation		£750.00

Thank You

Please Make Payment To

Bank Details

Account Name London Hearts
Account No. 41297268
Sort Code. 30-90-89

Questions? Contact Us

T 020 7043 2493
E hello@defibgrant.co.uk
W <https://www.londonhearts.org>

The Heart Charity for Everyone

You will never receive an email from us advising of a change in bank details.
If you receive any correspondence of this type, please contact us immediately on 020 7043 2493.

London Hearts is a registered charity, number: 1180901

Subject: Your Invoice ref 08315
Date: Wednesday 18 September 2024 at 13:23:41 British Summer Time
From: hello@defibgrant.co.uk <hello@defibgrant.co.uk>
To: graham@oaktreehouse.net <graham@oaktreehouse.net>
Attachments: inv-1726662216-invoice08315.pdf

Dear Graham Kelsall

Re: Application for Match Funding Defibrillator - Ref 08315

Many thanks for accepting the quote in respect of the match funded Mindray C1A Defibrillator and External Heated Cabinet with keypad lock (Please note the external cabinet is for installation on an external wall and requires a power supply).

We confirm the scheme has been partially extended and will run until all available units have been claimed. Thereafter the scheme will close. Any payment received after the scheme closes will not be honoured.

The match funding will only be secured once your funds have been received. Payment is to be made to our chosen Suppliers, London Hearts. Please now find attached the relevant request for payment.

Payments can be made via BACS, using the above reference number to our account details provided on the attached payment request.

Card payments can be taken over the phone - please be advised that the Worldpay online payment system is used which results in the funds taking approximately 3 working days to enter London Hearts account. Worldpay do not accept AMEX.

If paying by cheque please make payable to London Hearts, noting your reference number on the rear of the cheque and send to: London Hearts, Harlech House, 20 Cathedral Road, Cardiff CF11 9LJ.

As soon as your payment has been received we will be in contact with you further with regards delivery, required registration of the Defibrillator with the ambulance service via the Circuit and to provide the link to London Hearts online recorded awareness training session with general FAQs.

Installation of the equipment is to take place within 4 weeks. Once installed you are required to email us confirmation of the installation address and a photograph of the Defibrillator in situ as proof of installation.

For security reasons please note that we will never contact you to request a change of bank payment details. Should you receive any such email purporting to be from

ourselves or anything you are concerned or unsure about, please contact us immediately.

If you require any further assistance, please do not hesitate to contact us.

Yours Sincerely

DHSC Defib Grant Team

Subject: Your donation has been received
Date: Friday 20 September 2024 at 08:48:11 British Summer Time
From: hello@defibgrant.co.uk <hello@defibgrant.co.uk>
To: graham@oaktreehouse.net <graham@oaktreehouse.net>

Dear Graham Kelsall

Re: DHSC Match Funding Received - Application Ref: 08315

We confirm your funds have been received and we are now arranging dispatch of the Defibrillator and External Heated Cabinet with keypad lock (cabinet is for installation on an external wall and requires a power supply).

Delivery will be made as directed and this is made by Parcel Force courier. London Hearts Charity will now arrange dispatch via courier to the address you provided on your initial application to ourselves. Estimated delivery time is between 7-10 working days. Please be advised that any delays incurred at the courier depot is beyond our control.

Installation of the equipment is to take place within 4 weeks. Once installed you are required to email us confirmation of the installation address along with a photograph of the Defibrillator in situ as proof of installation. We would advise that audits will take place to ensure we have received the same within the required period.

In addition, following installation of the external defibrillator you are required to immediately register the same onto the ambulance service database via The Circuit.

In order to register you will need the following information; Model of Defibrillator (Mindray C1A Defibrillator), Serial Number (S/N can be found on the defibrillator itself and the defibrillator packaging box), Location of the Installed Defibrillator, Hours of Availability, Expiration Date of Battery (5 years from activation) and Pads (on front of defibrillator). All information required is contained with your Defibrillator.

Registration is to be completed online at: www.thecircuit.uk

I would advise that previous experience or first aid qualification/training is not necessary however please find herewith an online link to a professionally recorded full demonstration training session including FAQs. This can be downloaded and shared remotely with others. We also advise that you retain this for future reference and refresher sessions: <https://vimeo.com/557677120/e7524918c5>

I hope this assists but if you have any queries please contact us either by email reply or on the number shown below.

Kind Regards

DHSC Community AED Grant Team

Agenda Item 12

For Information/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	25 September 2024
Title:	Lighting Columns – update and next steps
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

Report of the Clerk (enclosed) updating members on the results of the column tests and asking members to consider the next steps.

2. Introduction:

Members will recall that at the Full Council meeting on 17/07/2024 the Clerk was requested to get quotes for column testing, banner mounts and installation and complete the necessary paperwork for column testing.

The column testing has been completed and all the columns shown below have passed the test.

Market Place		Berry Lane		Derby Road	
Column Number	Location	Column Number	Location	Column Number	Location
30	Pizza House	43	Opposite Bespoke Barbers	17	mini roundabout
29	2 Market Place	42	Berry Lane Dentist	?	Forest Arms
28	Head over Heels	41	Boheme	13	Bull and Royal
27	(opposite 13 Market Place)	40	Opposite Fell Bistro	12	St Wilfreds
26 ?	Dog Inn	39	Christ Church	7	64 Derby Road
25	20 Market Place	38	Berry Lane Nursery	3	Carefoots
24	Cinema	37	Con Club	1	Stonebridge Chippy
23	33 Market Place	36	YMCA	2	Stonebridge Bus Stop
		35	Bet Fred	4	Gentlemens Lounge
		34	CO-OP	5	89 Derby Road
		33	Bench opposite Genos	6	85 Derby Road
		32	Station Building	8	69 Derby Road
		31?	Roast & Deli	9	The parlour
		30	Goldsmith	11	49 Derby Road
		29?	Towneley Gardens	14	Vape Checkout
		28	828 Law	15	7 Derby Road
		27	Booths service station	16	Opposite Pristine Pooches
		26	Cash Machine		
		25	RS Travel		
		24	Moby Village		
		23	Barbers		

3. Next Steps.

It was always envisaged that once the testing was complete the Town Council would consider purchasing and installing brackets ready for banners to be attached.

Indicative costs for brackets and installation are shown in the table below.

Item	Indicative Costs £	Costs for 54 Columns £
Spring loaded bracket/mount	130	7,020
Normal bracket/mount	70	3,780
Fitting bracket/mount	40	2,160

4. Members are Recommended to:

Consider the Council's next steps now the lighting columns have been tested.