



Longridge Town Council

Budget Executive Committee – Draft Minutes

Date:	23 October 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker (Chair), P. Smith and J. Rogerson.		
In attendance:	Town Clerk.		
Meeting started:	19:05	Meeting closed:	21:05

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1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllr. Rainford and Cllr. Stubbs.

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

Cllr. Rogerson expressed interest in Agenda Item 7 (Grant Application).

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 25 SEPTEMBER 2024.

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

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 in the Table below.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	1031	SY Maintenance	Garden and handyman services	330.00	-	330.00	Paid	
2	36787	TV Shaw	Legal Services (Rent Review)	102.00	17.00	85.00	Paid	
3		Longridge Locks	Replace locks of flag poles (keys lost)	240.00	48.00	192.00	Paid	
4	6001875605	Waterplus	Utility provision	435.99	-	435.99	DD	
5	2099	Maxi Fire and Security	Replace battery (due December 2023)	42.00	7.00	35.00	Paid	
6	1032	SY Maintenance	Bark for Council garden area	55.00	-	55.00	31/10/24	
7	60191	TPCS	Telephony and comms. provision	44.10	7.35	36.75	Paid	
Totals:				1,249.09	79.35	1,169.74		

7. GRANT APPLICATION.

The Clerk submitted a report requesting members to consider a grant request from Longridge Social Enterprise Company (LSEC) for a contribution of £15,000 towards improvements to the ceilings, flooring, lighting, and sound proofing etc. at the Longridge Civic Hall.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to contact LSEC and:

- a. Request additional information regarding certain aspects of the grant application.
- b. Invite LSEC to a meeting with members of the Estates Committee.

8. REMEMBRANCE SUNDAY – APPLICATION TO LAY AN ADDITIONAL WREATH.

The Clerk submitted a Report asking members to consider an application from a Ribble Valley resident for the Council, on Remembrance Sunday, to lay a purple poppy wreath to commemorate Animals in War.

The Report noted that other councils in the Ribble Valley, including Clitheroe Town Council have also been approached and have agreed to the request.

RESOLVED THAT COMMITTEE:

- a. Approve the purchase (£25) of a Purple Poppy wreath.
- b. Agree to laying the wreath at the First World War Memorial on Remembrance Gardens.
- c. Nominate Cllr. Walker as the wreath bearer.

Please note that Cllr. Rogerson abstained on this resolution.

9. SOFTWARE ACCOUNTING PACKAGE.

The Clerk submitted a Report for members to consider reinstating a software accounting package, for use by the Town Clerk.

The report noted that there are very few software packages that are designed specifically for parish and town councils that embrace the requirements of the Annual Governance and Accountability Return (AGAR), as well as offering budget, VAT management and bank reconciliation capabilities, one is Scribe another is Parish Council Accounts.

RESOLVED THAT COMMITTEE:

Approve the purchase and use of 'Parish Council Accounts' as set out in the Report.

10. DRAFT BUDGET FOR 2025/26.

The Clerk submitted a Report updating members on the preparations for the Council's 2025-26 precept and to seek their considerations on the level of expenditure and the services it intends to deliver in 2025-26.

Members were reminded that Town and Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget.

RESOLVED THAT COMMITTEE:

Request the Clerk to:

- a. Submit a report to the next meeting of the Full Council recommending a 2025/26 precept of £98,195.
If accepted by Full Council, this would be a 2.5% increase in the Band D tax base and would equate to an annual charge of £30.02.
- b. Confirm the dates when the Council's play equipment is inspected.
- c. Submit a report the next meeting of the Estates Committee regarding allotment charges and the date invoices are sent out.

11. BANKING CONSIDERATIONS

The Clerk submitted a report asking members to consider transferring funds from the current NatWest current account to a Unity Bank savings account.

The report noted that the Council have two main deposit accounts, one is held with Unity Trust Bank, this is used on a day-to-day basis to receive, transfer and pay money out. The other account is held with NatWest and is used for the Council's General Reserves. The NatWest account has funds of more than £107,000, is relatively dormant and accrues very little interest.

Cllr. Rogerson reminded the Committee that the Financial Services Compensation Scheme, which guarantees to protect funds of up to £85,000 applies to funds in a bank not just to a single account.

RESOLVED THAT COMMITTEE:

Request the Clerk to prepare a report to a future Budget Committee meeting setting out banking options for both a General Reserve and an Earmarked Reserve.

12. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk noted that most of the actions had been completed or were ongoing.

RESOLVED THAT COMMITTEE:

Note the Report

13. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

No additional items were discussed.

14. SCHEDULE OF MEETINGS.

Budget Committee:

Wednesday 20 November 2024 at 7pm

Full Council:

Wednesday 13 November 2024 at 7.00pm.

Wednesday 11 December 2024 at 7.00pm

15. CONTRACT AWARD – INSTALLING CHRISTMAS TREES. (PART 2 ITEM)

The Clerk presented members with quotes for the installation of Christmas Trees.

RESOLVED THAT COMMITTEE:

- a. Nominated Lentech (Northwest) Limited as the preferred installer.
- b. Request the Clerk to inform the bidders of the Council's decision.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

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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.