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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment and promote community pride.

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Proceedings of Budget Executive Committee held on

6st November 2022

Present:

Cllr. H Gee

Cllr. D Little

Cllr. J Rogerson

Cllr. E Baines

Cllr. R Walker

Jessica Dibble - Town Clerk

**Min 2022/11/0175 Welcome by Chair**

Cllr. D Little welcomed everyone to the meeting.

**Min 2022/11/0176 Apologies**

Cllr. R Adamson

**Min 2022/11/0177 Declarations of interests**

None expressed.

**Min 2022/11/0178 Approval of Minutes**

Minutes of meeting held on 2nd August were approved as a correct and accurate record.

Proposer: Cllr. H Gee

Seconder: Cllr. J Rogerson

**Min 2022/11/0179 Public Time**

None present.

**Min 2022/11/0180 Financial Accounting Statement**

Cllr. D Little produced a financial statement and a cost centre summary.

The committee were made aware that the NatWest bank account would soon be accessible online.

The committee agreed that the statements produced were useful and at the request of Cllr. H Gee it was further agreed for both the cost centre summary and the statement of accounts to be provided at each meeting at the same time the budget agenda is circulated.

Committee discussed the current format and it was agreed that the layout could be more easily understood by showing clearly income (receipts) and expenditure (payments).

Clerk and chair are to look into customised reporting once available on Scribe so the committee are able to review reserves and grant balances.

**Min 2022/11/0181 Financial Regulations Document**

The committee reviewed the financial document for agreement.

Cllr. H Gee highlighted a number of clauses within the document which were not applicable within our Council.

Cllr. D Little and the Clerk are to check the processes and compile a tick list of additional clauses which need reviewing, amending and removing.

Cllr. H Gee also highlighted to the committee that there are a number of practices and requirements which are expected of each Council within the document and therefore, the Council will need to thoroughly review these to ensure we are compliant.

**Min 2022/11/0182 Grant application policy**

The Clerk is to re circulate the grant policy once inclusion of the small community grant has been completed.

The Council now have a three-tier application system.

1. Higher value grants – a grant request above £1000.00
2. Lower value grants – a grant request made up to the value of £1000.00
3. Small community grant – a grant request made up to the value of £250.00 by an individual or group which will benefit the community.

**Min 2022/11/0183 Grant application form.**

**Committee reviewed** the grant application form.

Although the committee felt the grant application form was appropriate for grants up to the value of £1000.00, the committee felt it may deter individuals to request a small community grant.

The committee then agreed that the Clerk should draft a small community grant form up to the value of £250.00

The committee will therefore recommend a three-tier system to full council at its next meeting on 9th November 2022.

It was further agreed that when the process goes live, we will ensure that clear and unambiguous instructions are uploaded to the website to support users who want to request a grant from the council.

**Min 2022/11/0184 Remembrance Sunday**

The committee discussed at length the costs schedule for the Act of Remembrance.

It was agreed that we would add a budget line specifically in relation to the cost of catering. The council recognise that this is an annual community service and therefore it would be nice to cater for both, the participants and the electorate.

The committee agreed a budget of up to £500.00 for the costs associated with catering.

Proposer: Cllr. D Little

Seconder: Cllr. H Gee

**Min 2022/11/0185 Lentech**

The committee reviewed the quote and agreed to the costs detailed on the invoice.

Proposer Cllr. J Rogerson

Seconder Cllr. H Gee

**Min 2022/11/0186 Precept Discussion dates**

Cllr. D Little opened discussions regarding the draft precept.

Cllr. H Gee informed the committee of the precept model template which was highlighted at the ‘New Clerks & Councillors’ introduction course.

Cllr. H Gee proposed the use of the template as Its adoption would standardise our process in keeping with recognised practice.

The committee agreed to the proposal and agreed to utilise the proposed template. The template along with the specific features available in Scribe, will assist with the precept setting process as well as help to generate readily available financial figures.

Proposer: Cllr. H Gee

Seconder: Cllr. J Rogerson

The next precept meeting was then confirmed and agreed as 22nd November 2022 ready for full council to review at December’s meeting.

**Min 2022/11/0187 Scribe Online Booking System**

In order to streamline the room booking system, the Clerk sought a quote from our accounting package provider.

Information was distributed to the committee to reflect the additional costs of £25pm.

The committee agreed that given the administrative time it takes for each booking to be made on a manual basis, the adoption of the Booking System would be a significant benefit to the Council, and in the management of the Clerk’s workload.

Proposer: Cllr. H Gee

Seconder: Cllr. J Rogerson

**Min 2022/11/0188 Grant Request U3A**

The committee reviewed the grant request submitted by U3A.

Due to the nature of the grant request and the information detailed on the form, the committee recommend that a representative attends the next budget meeting on 6th December 2022 at 1pm.

Clerk to write to U3A to confirm meeting date and time.

**Min 2022/11/0189 Date of Next Meeting**

Precept discussion meeting - Tuesday 22nd November 2022 at 1pm in The Station Buildings Meeting Room.

Budget Meeting - Tuesday 6th December 2022 at 1pm in The Station Buildings Meeting Room.

Chairman Cllr. D Little Closed the meeting at 14:25.