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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

2nd August 2022

Present:

Cllr. H Gee

Cllr. D Little

Cllr. J Rogerson

Cllr. R Beacham

Jessica Dibble - Town Clerk

**Min 2022/08/0158 Welcome by Chair**

Cllr. D Little welcomed everyone to the meeting.

**Min 2022/08/0159 Apologies**

Cllr. R Adamson

**Min 2022/08/0160 Declarations of interests**

None expressed.

**Min 2022/08/0161 Approval of Minutes**

Minutes of meeting held on 5th July 2022 were approved as a correct and accurate record.

Proposer: Cllr. R Beacham

Seconder: Cllr. J Rogerson

Cllr. J Rogerson requested, upon verifying the minutes, for the Clerk to ask Ventbrook for the plan which will have been submitted prior to the road closure in previous years.

This will therefore aid the council to review the need for any additional signage or persons needed for the remembrance parade.

**Min 2022/08/0162 Public Time**

None present.

**Min 2022/08/0163 Financial Regulations Document**

The committee reviewed the amendments as made by the Clerk.

The Clerk is to seek clarity on item 4.3 carrying a budget balance across to the following financial year if required.

It was agreed that should we change the Financial Regulations Document to allow us to roll over a balance, we would need approval from full council.

Proposer: Cllr. J Rogerson

Seconder: Cllr. R Beacham

**Committee agreed** that the RFO is responsible to monitor the budget lines and produce a monthly financial statement. The Chair then requested that the agenda item ‘Financial Accounting Statement’ appears as a standard item for each budget meeting.

**The committee also agreed** that the RFO is to provide a baseline of the accounting information for the full council meetings.

**Min 2022/08/0164 Litter Picker Sticks**

**Committee discussed** the proposal for the Town Council to purchase litter picker sticks to support the litter picking initiative proposed by LEG and the Longridge Library.

The council agreed **unanimously** in favour to support LEG and the Library to make Longridge a cleaner place.

In total, ten litter picker sticks will be purchased. The split will be divided as, five adult picks and five children picks.

Once the litter picking initiative is launched the Council will request feedback on the litter collected, which areas are the most littered and what types of waste are being collected.

Following receipt of the information, it is the intention of the Council to investigate the root cause, publish statistics for the residents and communicate the same with Ribble Valley Borough Council.

**Min 2022/08/0165 Soap Box Derby**

**Committee reviewed** the additional supporting information received in relation to the grant request.

It was confirmed that the original decision to contribute £500 to the event was based on the little information we had received from Love Longridge.

**Committee agreed** that upon review of the supporting information, it was evident that the organisation had worked tirelessly to promote the event and was able to demonstrate a clear plan for the day.

The committee felt the most beneficial support for the towns people attending was to cover the medical and first aid costs, this being the sum of £1000.00

Proposer: Cllr. H Gee

Seconder: Cllr. J Rogerson

**Min 2022/08/0166 Gardening Maintenance**

**Committee agreed** there will be a cost involved to bring the gardens to a more maintainable standard.

**Committee further agreed** to defer the matter to the next Estates Executive meeting on 30th August 2022.

The Town Clerk in the interim will arrange a meeting with the volunteers at the Heritage Centre and members of the Estates Committee to formulate a plan.

**Min 2022/08/0167 Grant Procedure**

**Committee agreed** to review the grant procedure for both high value and low value grant request.

Alongside this, the Council will be reviewing the policy document and guidance notes for the grant procedure.

**The committee agreed** thatif a grant is submitted without the relevant supporting documents, it will **not** be brought to the committee for review under any circumstance until all information is received.

Cllr. R Beacham left the meeting 15:06

The Town Clerk will draft the revised grant forms and a relevant due diligence checklist.

Meeting ended 15:10

**Date of Next Meeting**

**Tuesday 6th September at 2pm in The Station Buildings Meeting Room**