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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

5th April 2022

Present:

Cllr. H. Gee

Cllr. R. Adamson

Cllr. R. Beacham

Jessica Dibble - Town Clerk

Anna Crouch - Acting Town Clerk

**Min 2022/04/0122 Apologies**

Cllr. J. Rogerson

Cllr. D. Little

Cllr. L. Jameson

**Min 2022/04/0123 Declaration of Interest**

None for those present.

**Min 2022/04/0124 Approval of Minutes**

**Minute 2022/03/0120 should be amended to read 'Committee agreed** to recommend a 50% contribution to cover the cost of traffic management on Longridge Field Day and that a mechanism be explored to recoup the VAT component'.

**It was then resolved** to sign the Minutes of the meeting of the 1st March 2022 as an accurate record.

**Min 2022/04/0125 Public Time**

None present.

**Min 2022/04/0126 Financial Statement (up to March 2022)**

**Committee noted** the update on the transfer of the Council's accounting system to Scribe Accounts. All data has been entered but a small amount of work needs to be completed before full end of year accounts can be presented.

**Min 2022/04/0127 Year End Accounts**

**Committee noted** Cllr. D. Little emailed comments and examples of reports which will assist with the completion of end of year. The final statement will be included in the next Budget Committee meeting dated 3rd May 2022.

**Min 2022/04/0128 Internal Auditor**

**Committee discussed** the appointment for the Internal Auditor (2021/ 2022) and **agreed** to re appoint Holden's Accountants. The motion was proposed by Cllr. H. Gee and seconded by Cllr. R. Adamson.

**Committee agreed** a full formal motion would be required. This item has been included in the next Full Town Council meeting dated 13th April 2022 (Item 14e).

**Min 2022/04/0129 Grant Request - Longridge Town Football Club**

**Committee discussed** the grant request for a new PA system. **Committee noted** the two quotes submitted. Cllr. H. Gee confirmed that although Longridge Town Football Club had submitted the constitution as requested, we are still outstanding a Statement of Accounts.

**Committee agreed** that until all items requested are returned we are unable to progress this request.

**Committee further agreed** Longridge Town Football Club grant request is to go forward as an agenda item in the next Budget Committee meeting dated 3rd May 2022 subject to receiving a full Statement of Accounts.

**Min 2022/04/0130 Grant Request - Longridge Field Day Grant Update**

**Cllr Gee updated the Committee** on the grant request from Longridge Field Day Events Ltd for £3,018 to cover the cost of traffic management for the Longridge Field Day. He explained that advice had been sought from the Borough Solicitor. On her advice, and after discussion with the Mayor, a decision had been taken to proceed with the 50% contribution while leaving the responsibility for contracting out the traffic management to the Longridge Field Day Events Ltd, the corollary being that the VAT could not be recouped. Thus, a grant of £1,509.00 is to be made.

**Min 2022/04/0131 The Queen's Platinum Jubilee 2022**

**Committee discussed** plans for making presentations to Longridge school children to mark The Queen's Platinum Jubilee. Cllr. R. Adamson had confirmed she had been in touch with suppliers and showed preference to aluminium water bottles. Cllr. R. Adamson is going to order one for discussion at the next Full Council Meeting dated 13th April 2022 (Item 14d).

**Min 2022/04/0132 Cleaning of Station Building and Public Toilets**

Rosemary Glen Cleaning have submitted details of a 6% increase for the cleaning contract covering the public toilets and the Station Building (including the café) along with a consumables price list. The main cost pressure is staffing cost increases. A quote was also submitted for weekly cleaning of the Council Office in the sum of £34.00 per month.

**Committee agreed** that the cost increment and additional cleaning costs were justifiable and that the recommendation is to be passed to Town Council.

**Min 2022/04/0133 Patrons Fee - Longridge Band**

**Committee discussed** the Patrons Fee and **agreed** to the payment of £500 p.a.

The motion was proposed by Cllr. H. Gee and seconded by Cllr. R. Adamson in accordance with the Terms of Reference.

Next Meeting: Tuesday 3rd May 2022