



Longridge Town Council

Budget Executive Committee - Agenda

You are hereby summoned to attend the Budget Executive Committee of Longridge Town Council on Wednesday 28 August 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 29 May 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. Unity Trust Bank.

Report of the Clerk (enclosed) for members to consider those councillors with login credentials that allow them to authorise payments.

8. Caretaker and Gardener.

For members to consider issuing new contracts and Service Specifications and setting an hourly rate for the caretaker/handyman and the gardener/Lengthsman.

ITEMS for INFORMATION/DISCUSSION

9. Consideration of Matters not on the agenda.

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

10. Date of Next Meeting.

For members to set a date for the next meeting of the Budget Executive.

PART 2: ITEM for DECISION/DISCUSSION

EXCLUSION of the PRESS and PUBLIC.

The Council is asked to RESOLVE that: The public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

11. Station Building Sign.

Report of the Clerk (enclosed) for members to consider expenditure on the Station Sign Replacement.

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP




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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.

Agenda Item 4

<p>Longridge Town Council</p> <p>Council Offices, The Station Building Berry Lane, Longridge, PR3 3JP</p> <p>Telephone: 01772 782461 email: clerk@longridge-tc.gov.uk website: www.longridge-tc.gov.uk</p>	
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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.

Draft minutes of the Budget Committee of Longridge Town Council held on Wednesday 29 May 2024 at 7pm in the Station Buildings, Berry Lane, Longridge.

**Gill Flynn
Town Clerk**

Present

Cllr R Walker (chair), Cllr Rainford, Cllr Smith and Cllr Rogerson.
Gill Flynn - Clerk

2024/0330 Declarations of interests & written requests for dispensations pecuniary interest dispensations.

Cllr Rogerson declared an interest in the grant applications agenda item as a trustee of the Girl Guide Hut and the Goosnargh and Longridge Show.

2024/0331 Approval of minutes.

It was resolved that the minutes of the meeting held on Wednesday 27th March 2024 be approved and signed by the chair.
Proposed by Cllr Walker.
Seconded by Cllr Smith.

2024/0332 Public time.

No public present.

2024/0333 Appointment of Chair and Vice Chair.

It was resolved that Cllr Walker be appointed as chair and Cllr Rogerson be appointed as vice- chair.
Proposed by Cllr Rainford.
Seconded by Cllr Smith.

2024/0334 LTC sponsorship of the Friends of the Civic Hall celebration of the 80th Anniversary celebration of D Day.

It was resolved that the town council will contact the Friends of the Civic Hall and contribute to the purchase of food and/or items for the celebrations.
Proposed by Cllr Rainford.
Seconded by Cllr Rogerson.

2024/0335 To consider the LTC planters.

The clerk was asked to get three quotes for the purchase of ten self watering planters with logos and wording on both sides.

2024/0336 To consider the renewal options for gas and electric.

The clerk is waiting for the electric quotations and metre change costs to be sent.

2024/0337 To consider the following grant applications:

Girl Guiding Hut grant application.

It was resolved that the budget committee propose to full council that £5000.00 be awarded to the Girl Guide Hut.

Proposed by Cllr Rainford.

Seconded by Cllr Walker.

Goosnargh and Longridge agricultural show.

The clerk will request the accounts to accompany the grant form. It was resolved that the budget committee propose to full council that £1650.00 be awarded to the Goosnargh and Longridge show.

2024/0338 To consider the town council mobile and contract purchase.

The current landline provider is quoting on the supply of a mobile phone and sim card package. Cllr Walker and the clerk will organise the purchase of the phone for the town council.

2024/0339 Date of next meeting.

To be arranged.

Agenda Item 6

Report For Decision



Longridge
Town Council

Meeting Date: 28/08/2024 - Budget Committee

Title: **Finance Report - Budget Executive**

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.

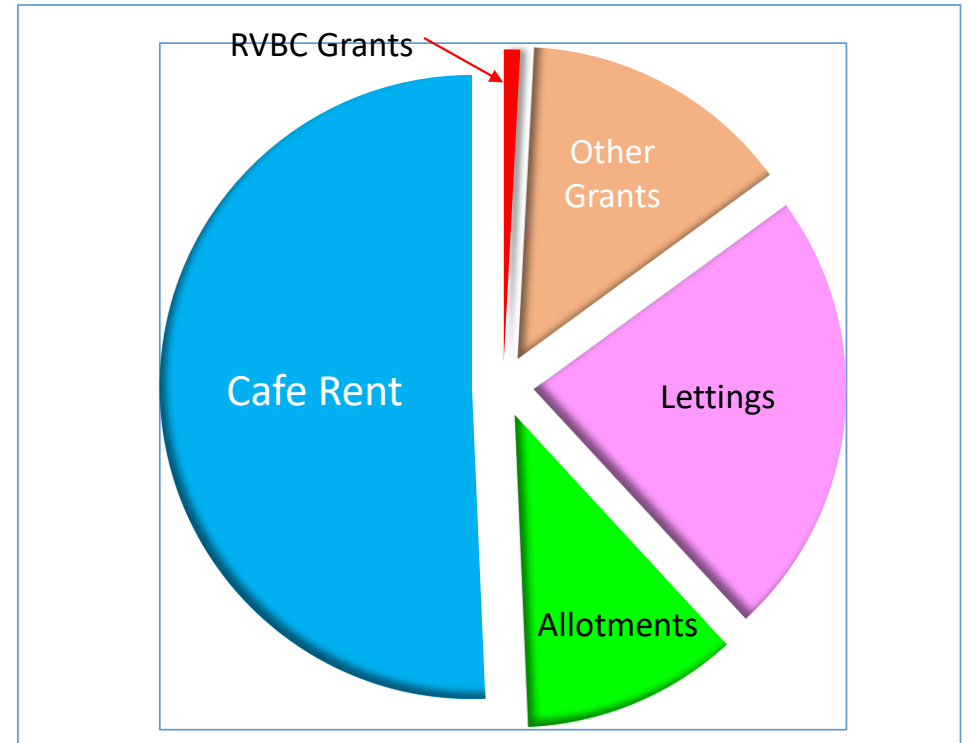
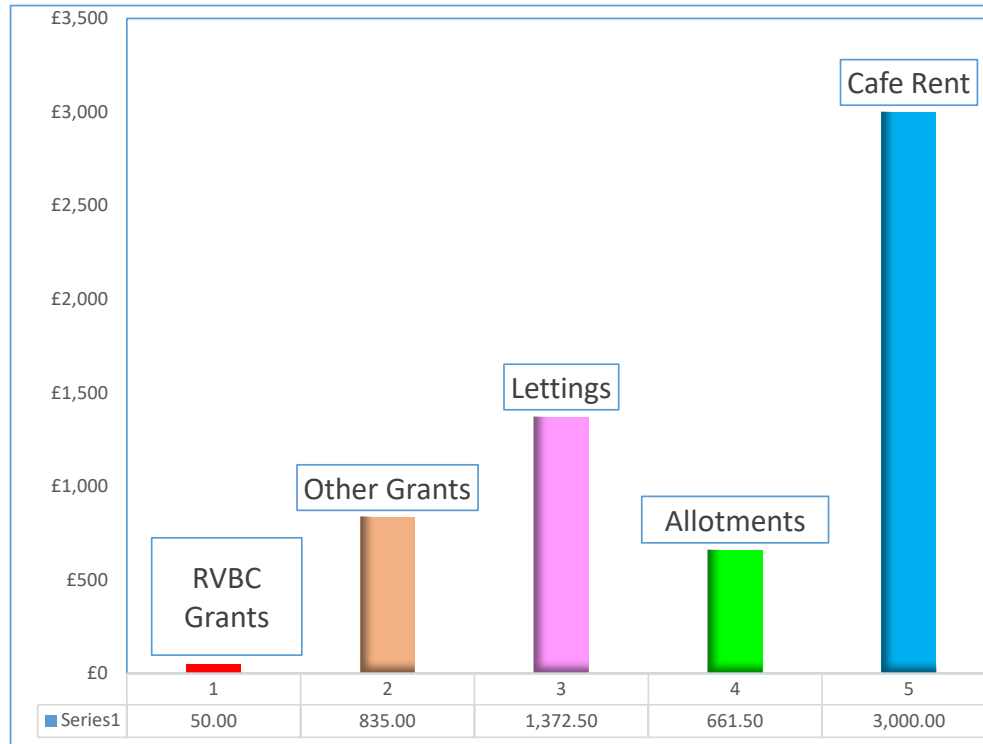
#	#	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	3425	TV Shaw Limited	Charges in connection with the preparation of a Licence Agreement in favour of Longridge Heritage Trust relating to their use of the Station Building	500.00	0.00	500.00	Now	
2	58736	TPCS	Telephony services. (April - May 2024 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		

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

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

Bank		Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
11/06/2024		Water Charges								229.33		229.33
01/07/2024		Rent for café							600.00			600.00
02/07/2024	G 04/25	Gathering (A. Gardner)					315.00					315.00
03/07/2024	422073	LCC Bio Diversity and PROW				800.00						800.00
05/07/2024		P.Burton						72.50				72.50
08/07/2024		Robin Stother						72.80				72.80
09/07/2024		Electric Charges								959.63		959.63
10/07/2024		Barbara Burton						72.80				72.80
10/07/2024		S. Margerison						72.80				72.80
12/07/2024		C. Thurlow						72.80				72.80
17/07/2024		Longridge U3A					230.00					230.00
18/07/2024		LCC GCF				35.00						35.00
19/07/2024		M. Baugh (Art Group - 9 meets)						225.00				225.00
01/08/2024		Rent for café							600.00			600.00
16/08/2024		Gathering x 4 (A. Gardner)					100.00					100.00
19/08/2024		RVBC - Ribble Valley In Bloom			50.00							50.00
21/08/2024		Lewis Allotment 3a						72.80				72.80
Total as at 22/08/2024:			94,077.00	10,692.41	50.00	835.00	1,372.50	661.50	3,000.00	4,492.11	1,529.19	116,709.71

Revenue Streams



Unity Trust Bank - Balance

£

Balance carried forward 1 April 2024:	114.15
Monthly Balance	
1 May	86,868.60
1 June	91,466.30
1 July	77,243.20
1 August	76,993.42
Balance at 22/08/24:	64,498.98

Nat West - 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 30/07/24:	107,162.37

Nat West - 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:	28 August 2024
Title:	Unity Trust Bank – Authorisations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For 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.

2. Background:

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

3. Current Status:

The following people have authority to approve a transaction:

Name	Comments
Cllr. S. Rainford	In post
Cllr. L. Jameson	In post
Cllr. J. Rogerson	In post
Cllr. R. Walker	In post
R. Adamson	No longer a councillor
S. Ashcroft	No longer a councillor

4. Members are Recommended to:

- a. Authorise the Clerk to contact Unity Trust Bank and remove former councillors Adamson and Ashcroft from the Unity Trust Bank account.
- b. Approve those councillors that can access the Unity Trust Bank account and those that can also 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.

Agenda Item 8

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	28 August 2024
Title:	Caretaker and Gardener – Contracts and Rates of Pay
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider issuing new contracts and Service Specifications and setting an hourly rate for the caretaker/handyman and the gardener/Lengthsman.

2. Background:

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.

3. Current Status:

Terry Lewis.

Terry submits monthly invoices for the general upkeep of the Memorial Garden, Millenium Stone, Skate Park and Play Area. The value of each invoice is either £200 or £100 with additions to cover the costs of materials purchased.

Stephen Yates (SY Maintenance):

Steve started providing services for the Council in October 2023 and was issued with a Caretaker Service Specification and is paid on the production of monthly invoices at an hourly rate of £16.

4. Financial Matters:

The Lengthsman scheme operated by Sabden Parish Council who provide Lengthsman services to around 10 parish councils in and around the Ribble Valley pay their Lengthsman £18 per hour. Barrow Parish Council pay their gardener £20 per hour and their Lengthsman £18 per hour. It would seem reasonable therefore that the Town Council should pay a similar rate for the services that are provided to them.

5. Members are Recommended to:

- a. Authorise the Clerk to draft new contracts and Service Specifications for both Terry Lewis and Stephen Yates.
- b. Approve an hourly rate of £18, which is in line with the rate paid for similar services in the Ribble Valley.

Agenda Item 9a

For Decision/Discussion



Meeting Date:	28 August 2024
Title:	Grant Applications
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider two grant applications from Love Longridge Limited both are in connection with the Soap Box Derby and are shown in Appendix 1, (for the provision of portable toilet facilities = £1,100) and Appendix 2 (for skip hire = £504).

2. Background.

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 two applications.
- b. If the applications are approved, authorise the Clerk to inform the applicants and make the necessary arrangements for payment.

Appendix 1

Longridge Town Council

Council Offices, The Station Building
Berry Lane, Longridge
Preston PR3 3JP

Telephone: 01772 782461
Email: clerk@longridge-tc.gov.uk



Grant Application Form

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 proposals to full Council about the award of grants. The Committee will consider carefully the information you provide so please supply the information requested on this form to assist this process. Please also supply any other information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Andrea Pownall, the Town Clerk, using the telephone number or email address above.

Name of Organisation or Group:

Love Longridge Limited

Address of Organisation:

This should be the base if it has one, or the venue where its activities are usually carried out.

**c/o Gary Ward
Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Charity number (if applicable):

If you are not a registered charity please enclose a copy of your constitution, and a copy of the most recent accounts.

N/A

Contact name (Person completing this form):

Please indicate role within organisation or group e.g. Secretary, Treasurer.

**Gary Ward
Director**

Contact address (Person completing this form):

**c/o Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Telephone number: 01772 780300	Mobile telephone: 07875 758221
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E-mail address:
gary.ward@raymondjames.com

Describe the objectives of the organisation or group and how what it does benefits the residents of Longridge:

Love Longridge is the town’s business group, dedicated to making a difference to Longridge, its businesses and community. Love Longridge has a website where viewers can find anything they need locally, whether that be retailers, tradespeople, restaurants and bars or professional services companies. The objective is to ensure that businesses based in Longridge have an increased opportunity to be searched for and subsequently used by residents and visitors alike. Love Longridge also hosts events such as Longridge Does Christmas and the Longridge Soap Box Derby. Both these events draw substantial crowds from both the town and beyond, providing an ideal marketing platform for the town and its businesses.

In its 2022 Small Business Economic Impact Study, American Express found that for every £1 spent with a local business, over two-thirds (£0.68) stays in the local community to support local families, local causes, and other local businesses. It's called the multiplier effect.

Love Longridge hopes to maximise the multiplier effect in Longridge by encouraging as much money as possible to be spent locally as opposed to with national businesses.

Purpose for which financial support is requested:

Longridge Soap Box Derby is scheduled to be held on 15 September 2024 for the third time. This will lead to further funds being generated for our charity partner, St Catherine’s Hospice. We are sure you shared our pride in raising £25,000 for this important local charity in 2023.

The event attracts over 5,000 spectators, residents and visitors alike. These spectators give a useful financial fillip to the town’s businesses and the opportunity for Longridge to market itself as an attractive place to visit. For the town to present itself properly, Soap Box Derby needs to provide adequate toilet facilities for spectators. It is unfair on the town’s existing businesses to expect them to supplement the generally available, public toilet facilities. The temporary, portable toilets will be removed immediately afterwards so no long-term impact is envisaged.

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.

8 x Individual toilets – £600
2 x disabled toilets - £200
2 x 6 man urinals - £300

Total - £1100

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

Name (please print)

GARY WARD

Date

Appendix 2

Longridge Town Council

Council Offices, The Station Building
Berry Lane, Longridge
Preston PR3 3JP

Telephone: 01772 782461
Email: clerk@longridge-tc.gov.uk



Grant Application Form

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Name of Organisation or Group:

Love Longridge Limited

Address of Organisation:

This should be the base if it has one, or the venue where its activities are usually carried out.

**c/o Gary Ward
Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Charity number (if applicable):

If you are not a registered charity please enclose a copy of your constitution, and a copy of the most recent accounts.

N/A

Contact name (Person completing this form):

Please indicate role within organisation or group e.g. Secretary, Treasurer.

**Gary Ward
Director**

Contact address (Person completing this form):

**c/o Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Telephone number: 01772 780300	Mobile telephone: 07875 758221
E-mail address: gary.ward@raymondjames.com	
Describe the objectives of the organisation or group and how what it does benefits the residents of Longridge: <p>Love Longridge is the town's business group, dedicated to making a difference to Longridge, its businesses and community. Love Longridge has a website where viewers can find anything they need locally, whether that be retailers, tradespeople, restaurants and bars or professional services companies. The objective is to ensure that businesses based in Longridge have an increased opportunity to be searched for and subsequently used by residents and visitors alike. Love Longridge also hosts events such as Longridge Does Christmas and the Longridge Soap Box Derby. Both these events draw substantial crowds from both the town and beyond, providing an ideal marketing platform for the town and its businesses.</p> <p>In its 2022 Small Business Economic Impact Study, American Express found that for every £1 spent with a local business, over two-thirds (£0.68) stays in the local community to support local families, local causes, and other local businesses. It's called the multiplier effect.</p> <p>Love Longridge hopes to maximise the multiplier effect in Longridge by encouraging as much money as possible to be spent locally as opposed to with national businesses.</p>	
Purpose for which financial support is requested: <p>Longridge Soap Box Derby is scheduled to be held on 15 September 2024 for the third time. This will lead to further funds being generated for our charity partner, St Catherine's Hospice. We are sure you shared our pride in raising £25,000 for this important local charity in 2023.</p> <p>The event attracts over 5,000 spectators, residents and visitors alike. These spectators give a useful financial fillip to the town's businesses and the opportunity for Longridge to market itself as an attractive place to visit. For the town to present itself properly, Soap Box Derby needs to provide adequate facilities for refuse collection and recycling. The number of existing bins is inadequate for the influx of so many people on one day. By positioning two skips in the areas of maximum footfall, sufficient additional capacity will be provided and aid the clean-up operation after the event. The skips will be removed immediately afterwards so no long-term impact is envisaged.</p>	
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. <p>A 4 Yard Skip costs £252 to hire for 7 days. The total amount requested is therefore £504. This is based on a quote from Mick George Limited, a company trading in</p>	

Preston. Preston City Council provides a skip hire service but Love Longridge is unsure whether RVBC operates a similar scheme.

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

Name (please print)

GARY WARD

Date