



Longridge Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend the meeting of the Town Council on Wednesday 14 August 2024 at 7pm in the Station Buildings, Berry Lane, Longridge.

1. Mayor's welcome.

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 17 July 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 Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council 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
- Reconciliation of Receipts and Payments as shown in the Report.

7. Grant Applications.

Report of the Clerk (enclosed) for members to consider grant applications from Longridge Heritage Centre Trust and Longridge Town Football Club.

8. Standing Orders.

Report of the Clerk (enclosed) for members to consider adopting NALC's 2018 (v2 April 2022) Model Standing Orders as set out in Appendix 1 to the Report.

9. Financial Regulations.

Report of the Clerk (enclosed) for members to consider adopting NALC's 2024 Model Financial Regulations.

10. Bleed Kit.

Update from Cllr. Jackson for members to consider expenditure on the purchase and installation of a Bleed Kit.

ITEMS for INFORMATION/DISCUSSION**11. 'Longridge Does Christmas'.**

Report of the Clerk updating members on Christmas activities.

12. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed) to update members on actions from recent Full Council meetings.

13. Planning and Licence Applications.

Report of the Clerk (enclosed) for members to consider planning matters since the last meeting.

14. Councillor Reports.

Reports from Councillors (enclosed).

15. Consideration of Matters not on the agenda.

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

16. Date of Next Meeting.

For members to set a date for the next meeting of the Full Council.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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



 clerk@longridge-tc.gov.uk
 01772 782461
 07495 473 845
 www.longridge-tc.gov.uk

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

Longridge Town Council

Full Council – Draft Minutes

Date:	17 July 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Rainford (Chair), Jameson, Smith, Rogerson, Walker, Stubbs and Jackson.		
In attendance:	Town Clerk and two members of the public.		
Meeting started:	18:00	Meeting closed:	20:23

240717/

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting and reminded members of the events she had attended which included the Longridge Band Summer Festival. Cllr. Jameson noted that he had attended the 'Last Night of the Proms' in Clitheroe and the Longridge and Goosnargh Show.

2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllr. Beacham and Cllr. Spencer.

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

There were no declarations of interest.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 12 AND 13 JUNE 2024.

It was noted that the 12 June meeting had Cllr. Rogerson as Mayor this was incorrect the mayor was Cllr. Rainford. Other than this error, the two sets of minutes were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

The Chair welcomed two members of the public as observers.

6. FINANCE REPORT

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. With the exception of a payment to Shred-It which the clerk will query, members approve the Schedule of Payments as set out in the Report and in the Table below:

Schedule of Payments to be considered for approval.

#	#	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	INV2287	Yates Playground	Aerial runway log step and gates replace self closing mechanism	906.00	151.00	755.00	09/08/24	
2	13116249	Shred-it	Services	239.06	0.00	239.06	30/06/24	
3	wpiINV06168073	Water Plus	Service charge	239.78	0.00	239.78	DD	Paid
4	01-493	Easy Websites	Email and Website hosting	85.80	14.30	71.50	DD	
5	1020	SY Maintenance	Meter readings and lettings (8hr x £16)	128.00	0.00	128.00	18/07/24	
6	1018	SY Maintenance	Fit taps in toilet, lettings x 4 hrs. maint. X 3 hrs. meter readings x 2 hrs.	216.99	0.00	216.99	31/06/24	
7	RMTG/24/25/82	Rural Market Town Group	Annual Membership	141.60	23.60	118.00	12/05/24	Paid
8	INV-58736	tpcs	IT services	2.27	0.00	2.27	13/05/24	
9	INV-59220	tpcs	IT services	46.91	0.00	46.91	15/07/24	
Totals:				2,006.41	188.90	1,817.51		

7. GRANT APPLICATIONS.

The Clerk submitted a report asking members to consider grant applications from Love Longridge Limited and the Thursday Group (a group for children and siblings with autism), these grant applications were attached as Appendix 1 and 2 to the report.

Members were 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.

RESOLVED THAT COUNCIL:

- a. Approve a grant of £350 to the Thursday Group.
- b. Agree to work with 'Love Longridge' on their request for the fitting of banner mounts on light columns.
- c. Agree that the Council will consider funding the purchase and installation of the banner mounts and the testing of the light columns.
- d. Request the Clerk to get quotes for column testing, banner mounts/fixings and installation of the mounts.
- e. Request the Clerk to inform the Thursday Group and Love Longridge of the Council's decision.
- f. Request the Clerk to complete the necessary testing documentation and submit to LCC
- g. Authorise the Clerk to contact Wittingham Parish Council regarding making a contribution to the cost of fixing banner mounts to light columns.

8. SHARED CALAENDAR.

Cllr. Smith requested that a shared calendar should be made available to all members.

RESOLVED THAT COUNCIL:

Request the Clerk to investigate the use of a shared calendar

9. MAYORAL ALLOWANCE.

Cllr. Rogerson informed members that he will donate his Mayoral Allowance to the Girl Guides.

RESOLVED THAT COUNCIL:

Thanked Cllr. Rogerson for this kind gesture.

10. CO-OPTION OF A TOWN COUNCILLOR.

The Clerk submitted a report updating members on the process of co-opting a new Councillor.

The report noted that it is not desirable for electors in a particular ward to be left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; or to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.

RESOLVED THAT COUNCIL:

Note the report.

11. PLANNING AND LICENCE APPLICATIONS

The Clerk submitted a report requesting members to consider planning matters since the last meeting.

Members discussed several planning items as shown below:

Note. The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options

Application:	3/2024/0408
Proposal:	Change of use of Unit 2 from retail unit (Class E) to a Hot Food Takeaway (Sui Generis) with installation of extraction equipment. Shop front alterations to units 1 and 2 (pursuant to variation of condition 4 of 3/2023/0055 (hours of operation) to change opening hours to between 11am and midnight Sunday to Thursday and 11am to 1am on Friday and Saturdays)
Location:	53 to 57 Berry Lane Longridge PR3 3NH
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	No objections
Notes:	RVBC approved the application on 01/08/2024
Application:	3/2024/0277
Proposal:	Proposed porch to side, single garage to side, dormer to rear and single-storey extension to rear.
Location	4 Springs Road Longridge PR3 3TE
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	Concerns on loss of light for neighbouring properties. Property has already increased in size, concerns over increased footprint.
Application:	3/2024/0508
Proposal:	Proposed demolition of rear conservatory and construction of single-storey extension to side and rear.
Location:	59 Mardale Road Longridge PR3 3EU
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	No observations.

Application:	3/2024/0507
Proposal:	Single storey extension to detached teaching block and relocation of hard surface play area. Approval of details reserved by conditions 5 (basketball and netball courts) and 6 (community use agreement) of planning permission 3/2022/1182.
Location:	St. Cecillas RC High School Chapel Hill Longridge PR3 2XA
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	No observations
Application:	3/2024/0382
Proposal:	Conversion of an agricultural building to four dwellings. Location: Barn at Alston Old Hall Farm Alston Lane Longridge PR3 3BN
Location:	Barn at Alston Old Hall Farm Alston Lane Longridge PR3 3BN
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	No observations
Application:	3/2024/0358
Proposal:	Two-storey and single storey extension to rear and single-storey porch to front. Two new first floor windows in side gable elevation.
Location:	34 Jeffrey Avenue Longridge PR3 3TH
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	No observations.
Application:	3/2024/0517
Proposal:	Certificate of Lawfulness. No consideration required.
Location:	37 Hacking Drive Longridge PR3 3EP
Application:	3/2024/0316 (further considerations)
Proposal:	Change of use of part of the ground floor to bar and entertainment (Sui Generis) with access from Stanley Street and alterations to Stanley Street elevation (pursuant to variation of condition 3 (opening hours) of planning permission 3/2022/0622) to allow the premises to stay open until 1.00 am on Friday and Saturday nights. <i>Note: the opening hours were changed and approved by RVBC to stay open until 12:00 midnight on Friday and Saturday nights</i>
Location:	The Stage Door the Old Corn Mill Warwick Street Longridge PR3 3EB
Link:	Planning Application - Ribble Valley Borough Council
Background:	The Council had initially objected to the proposal.
Further Consideration:	Members agreed to redact/change some of their initial comments which appear to have been made without validating the information they had received.

RESOLVED THAT COUNCIL:

- a. Authorise the Clerk to contact RVBC regarding notifying the Council on Licensing Matters.
- b. Authorise the Clerk to contact RVBC regarding the possibility of inserting the council ward on planning applications and decisions.
- c. Agree to review the comments made by the Town Council on a planning application 3/2024/0316 and re-submit them to RVBC.

12. DATE OF NEXT MEETING

Members agreed that the next meeting of the Full Council will be 14 August 2024.

13. ITEMS NOT ON THE AGENDA FOR CONSIDERATION.

Cllr. Jackson, requested that members consider the purchase and installation of a Bleed Kit.

RESOLVED THAT COUNCIL:

Request Cllr. Jackson and the Clerk provide quotes to a future meeting of the Budget Committee or Full Council.

14. APPLICATION FOR TOWN COUNCILLOR. (PART 2 ITEM)

Members discussed the application from a resident of Longridge to become a Town Councillor.

RESOLVED THAT COUNCIL:

Authorise the Clerk to invite the applicant to an interview with Cllrs. Jackson, Walker and Jameson.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

X

x

A signed copy is on file.

DATES OF FUTURE MEETINGS.

14 August 2024.

Longridge Town Council
Council Offices
The Station Building
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Agenda Item 6

Report For Decision



Longridge
Town Council

Meeting Date: 14/08/2024

Title: **Finance Report**

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	INV-4637	RGC	Cleaning July + sundry toilet supplies	544.18	90.70	453.48	22/08/24	
2	INV-4637	RGC	Cleaning June	497.88	82.98	414.90	23/07/24	
3	wp-INV06458763	Waterplus	Water and Wastewater 03/07 - 02/08	247.64	14.62	233.02	Due	
4	59412	TPCS	Telephone services June 2024	18.00	3.00	15.00	Due	
5	59511	TPCS	Telephone services July 2024	47.10	7.85	39.25	Due	
6		Friends of Longridge Civic Hall	Expenses 80 Anniversary D Day	385.41	0.00	385.41	Due	
7	1024	SY maintenance	Caretaker services July	176.00	0.00	176.00	Due	
Totals:				1,916.21	199.15	1,717.06		

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
Total as at 01/08/2024:			94,077.00	10,692.41	0.00	835.00	1,272.50	588.70	2,400.00	4,492.11	1,529.19	115,886.91

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 05/08/24:	77,523.46

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 Date:	14 August 2024
Title:	Grant Applications
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider grant applications from Longridge Heritage Centre and Longridge Football Club. These applications are shown in Appendix 1 and 2 of the Report.

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.

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:

Longridge Heritage Centre Trust

Address of Organisation:

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

**The Old Station
Berry Lane
Longridge
PR3 3JP**

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.

1158326

Contact name (Person completing this form):

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

Andrew White, Secretary

Contact address (Person completing this form):

**22 Lindale Road
Longridge
Preston
PR3 3FT**

Telephone number:
01772 437958

Mobile telephone:
07708 880255

E-mail address:
info@lhctrust.org.uk

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

To advance the involvement and education of the public in the historical heritage of Longridge and its surrounding villages, in particular, but not exclusively, by:

- a) collecting and preserving artefacts and documents relating to the area;**
- b) maintaining an up to date on-line photographic archive for Longridge;**
- c) collecting and publishing associated information, including oral and written records;**
- d) providing an educational resource by staging exhibitions, talks and other events.**

Purpose for which financial support is requested:

Longridge Heritage Centre Trust (LHCT) stages monthly exhibitions in the Old Station corridor covering local heritage subjects and national historical events of interest to the Longridge community – see objective d) above. These are put together by a team of 18 volunteers using their local knowledge, information held within the Heritage Centre and old photographs from the on-line archive maintained by LHCT.

The Heritage Centre has operated from the Old Station building since renovation work was completed in 2011. One of the first sets of exhibition boards to be put together covered the history of the Preston & Longridge Railway from it's opening in 1840 to closure in 1967. A series of large printed foam boards are used to display this information / maps and these are fixed to the corridor boards using Velcro. Over the years these boards have been used extensively in the Old Station and elsewhere and are now showing their age and need to be replaced. Research by the Heritage Centre volunteers has also uncovered additional information about the railway and this has been incorporated in the artwork for a new set of boards.

Volunteers have spent a considerable amount of time putting together the artwork for this new Preston & Longridge Railway exhibition. It will consist of a series of 20 printed PVC foam boards (84cm x 60cm) which will replace and expand the existing display.

The Heritage Centre is seeking a grant from the Town Council towards the production of these new exhibition boards.

Note – the volunteers also intend to replace a further three sets of display boards, of a similar age, over the next 18 months. These cover other key local heritage topics of quarrying, textile mills and agriculture.

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.

An online estimate has been obtained from Advanced Print Solutions, Longridge and the cost of printing 20 PVC foam boards (84cm x 60cm) for the new railway exhibition is £647 (incl VAT).

LHCT is seeking a 50% grant of £324 towards this total cost.

Note - the above online estimate is attached, together with our income / expenditure summary for the financial year to March 2024.

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) Andrew White

Date 29th July 2024

Longridge Heritage Centre Trust

2023/24 FINANCE

This is a full year statement of the finances of the Trust from 1st April 2023 to 31st March 2024

APRIL 2023 BALANCE

Bank	5,431
Cash	<u>30</u>
Total	<u>5,461</u>

Income

Bank	1,511
Cash	<u>12</u>
Total	<u>1,523</u>

Expenditure

1,967

Balance at 31.03.2024

This comprises -

Bank	4,975
Cash	<u>42</u>
Total	<u>5,017</u>

INCOME BREAKDOWN

<u>TYPE</u>	<u>AMOUNT (£)</u>	<u>%</u>
Other Sales	244	16
OS Map Sales	237	16
Donations	524	34
Fund Raising events	130	8
A-Z Sales	240	16
Bag Sales	<u>148</u>	<u>10</u>
Total	1,523	100

EXPENDITURE BREAKDOWN

<u>TYPE</u>	<u>AMOUNT (£)</u>	<u>%</u>
IT Costs	134	7
General Office expenses	526	27
Telephone/Bank Charges/ Broadband	563	29
Shop purchases	644	32
Grants	<u>100</u>	<u>5</u>
Total	1,967	100

COMMENTS

Overall, there has been a drop in both income (from £2,233 to £1,523) and expenditure (from £2,192 to £1,967), which has resulted in a reduced balance of £444 (from £5,461 to £5,017).

This still leaves an agreed reserve of £3,000 and “day to day” balance of £2,017.

Dave Dickens
Treasurer

15 May 2024



Price Calculation

We can produce this for...

£ 539.60

+ VAT

Please note: This price INCLUDES £90.00 of finishing charges

 Add To Basket

Calculation Breakdown

594mm x 841mm on PVC Foamboard	× 20	£ 449.60
Trimmed with Lamination (Matte)		£ 90.00
Delivery		FREE
VAT		£ 107.92
Total		£ 647.52

Contact Details

Advanced Print Solutions Ltd
Central Garage
Warwick Street



Longridge Town Council Grant Application

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 recommendations to Full Council.

The Committee will carefully consider your application, so please provide all the information requested. Please also supply any additional information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Mike Hill, the Town Clerk, using the telephone number or email address below.

Name of Organisation	LONGRIDGE TOWN FOOTBALL CLUB.		
Address of Organisation. This should be the base if you have, or the venue where your activities are usually carried out.			
THE MIKE RIDING GROUND. INGLEWATE RD. LONGRIDGE. PR3 2DB			
Charity Number (if applicable). If you are not a registered charity please enclose a copy of your constitution, and a copy of your most recent accounts.			
Constitution attached	YES.	Copy of accounts attached	YES.
Charity Number	NOT APPLICABLE		
Contact Name. Person completing this form. Please indicate your role within the organisation or group e.g. Secretary, Treasurer.			
MR ANDY McLAUGHLIN - ASSISTANT			
Contact Address. Of the person completing this form including post code.			
MANOR COURT. GLEN AVE. KNOWLE GREEN. PRESTON PR3 2ZQ			



Longridge Town Council Grant Application

Telephone: 07495 001910 Mobile: 07495 001910.

Email: ajmclaughlin@7@gmail.com.

Briefly describe the objectives of the organisation or group and how it benefits the residents of Longridge.

TO PROVIDE FOOTBALL FACILITIES TO LOCAL FOOTBALL TEAMS INCLUDING BUT NOT RESTRICTED TO -

- LONGRIDGE TOWN FC .
- LONGRIDGE TOWN JUNIORS .
- PRESTON NORTH END LADIES .
- BLACKPOOL FOOTBALL CLUB
- OTHER LOCAL CLUBS AS REQUIRED.

Purpose for which any financial support is requested.

THE CLUB NEEDS TO MAINTAIN THE PITCH TO A HIGH STANDARD TO ATTRACT EXTERNAL HIRES. A VITAL ACTIVITY IS TO MOW THE PITCH ON A REGULAR BASIS. SADLY THE MOWERS USED REQUIRE URGENT ATTENTION AND THE COST IS SIGNIFICANTLY MORE THAN THE CLUB CAN AFFORD AT THIS TIME.



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.

Amount Requested £ 6874.60

Details:

OVERHAUL OF DENNIS MOWER	£2478.04.
OVERHAUL OF TORO 2600 MOWER	£4396.56
	<hr/>
TOTAL	£6874.60.

Confirmation:

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant has been awarded does not take place.

I confirm that the information given above is correct.

Name of Applicant (please print)

ANDY McLAUGHLIN

Signature of Applicant:




Date:


01 Aug 2024.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

 clerk@longridge-tc.gov.uk

 01772 782 461

 07855 183 444

 www.longridge-tc.gov.uk



Your Statement

Lorraine Harrison
 Longridge Town
 14 Darwen Close
 Longridge
 PR3 3TP



Account Summary

Opening Balance	974.29 D
Payments In	11,607.40
Payments Out	6,011.57
Closing Balance	4,621.54

27 May to 26 June 2024

International Bank Account Number

GB52HBUK40372560727385

Branch Identifier Code

HBUKGB4108S

Account Name

Longridge Town Football Club

Sortcode

40-37-25

Account Number Sheet Number

60727385 737

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
26 May 24	BALANCE BROUGHT FORWARD			974.29 D
28 May 24	CR R BALDWIN MOTO LLP 254		500.00	
	CR Ribble Valley Shel 332		500.00	25.71
29 May 24	CR ST WILFREDS MEMBER STWILFRIDS		1,000.00	
	BP NWCFL REGISTRATION BILL	40.00		
	BP CHORLEY FC INVOICE 2832	514.30		
	BP CHORLEY FC INVOICE 2862	308.59		162.82
31 May 24	SO LEE ASHCROFT CONTRACT PAYMENT	170.00		
	CR BLACKPOOL FC Blackpool FC		2,000.00	1,992.82
01 Jun 24	BP CHORLEY FC LONGRIDGE 2833	531.44		1,461.38
03 Jun 24	BP CHORLEY FC LONG TOWN 2834	531.44		
	BP BARTY 35758	300.00		
	BP BARTY 35842	145.00		
	CR SQUARE T3W1YDG6W85D4K7		0.98	485.92
	BALANCE CARRIED FORWARD			485.92

27 May to 26 June 2024

Your Statement

Account Name
 Longridge Town Football Club

Sortcode **Account Number** **Sheet Number**
 40-37-25 60727385 738

Your Charitable Bank Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
04 Jun 24	BP BALANCE BROUGHT FORWARD MBNA GOLD MSTRCARD 523067*****4646	300.00		485.92
	CR SQUARE T3XP0MBBSAXJSH		1.96	187.88
07 Jun 24	SO LEE ASHCROFT CONTRACT PAYMENT	170.00		17.88
10 Jun 24	DD POZITIVE ENERGY	69.92		52.04 D
12 Jun 24	CR RIBBLE FARM FARE L RIBBLE FARM FARELT		1,500.00	
	BP NWCFL 202405LON	75.00		1,372.96
13 Jun 24	BP LORRAINE SMALL SOCIETY LOTT	20.00		1,352.96
14 Jun 24	SO LEE ASHCROFT CONTRACT PAYMENT	170.00		
	CR SQUARE T33X80RGHYNQH23		29.46	1,212.42
15 Jun 24	BP LORRAINE BEER/FOOD STOCK	210.80		
	CR LAW SD 303 mitch marshall		80.00	1,081.62
16 Jun 24	DR DEBIT INTEREST TO 25MAY2024	4.51		
	DR TOTAL CHARGES TO 25MAY2024	5.00		1,072.11
17 Jun 24	DD PREMIUM CREDIT LTD	195.08		
	CR TECKENTRUP UK LIM TECKENTRUP UK LTD		2,500.00	
	CR SQUARE T3QXQG849Y9GFX7		68.75	
	CR SQUARE T32G4RC1W69KN4N		260.03	
	CR THE NORTH WEST COU EQUALISATION		116.22	
	BP LORRAINE FERTILISER PITCH	400.00		3,422.03
18 Jun 24	CR EASTHAMS LTD OFFIC INVOICE 344		200.00	
	CR LEE KELLY UPVC LTD LEE KELLY		200.00	
	CR F&M POWDER COATING INV NO 345		150.00	
	CR ROWAN SCRAP METALS INVOICE NO - 340		1,500.00	5,472.03
	BALANCE CARRIED FORWARD			5,472.03

27 May to 26 June 2024

Your Statement

Account Name
Longridge Town Football Club

Sortcode 40-37-25 **Account Number** 60727385 **Sheet Number** 739

Your Charitable Bank Account details

<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
19 Jun 24	BALANCE BROUGHT FORWARD			5,472.03
	DD BOUNDLESSNETWORKS	54.00		
	BP LORRAINE			
	LFA AFFILIATION	180.00		
	BP LORRAINE			
	STOCK	234.00		
	CR SALMON SB			
	342-SHEREEN SALMON		200.00	5,204.03
20 Jun 24	DD GOCARDLESS	38.00		5,166.03
21 Jun 24	SO LEE ASHCROFT			
	CONTRACT PAYMENT	170.00		
	CR DEWHURST HOMES LTD			
	INV350 DEWHURST		200.00	5,196.03
22 Jun 24	BP ZOE			
	BEER STOCK	230.60		
	BP KEV			
	BEER STOCK	128.50		
	BP KENNY			
	BEER AND KEY	112.30		4,724.63
23 Jun 24	BP JENNA			
	FOOD AND CLEANING	25.64		4,698.99
24 Jun 24	DD BRITISH GAS	169.61		
	CR MCDADE ROBERTS ACC			
	MCDADES/SPONSORSHI		200.00	4,729.38
25 Jun 24	BP KENNY			
	KEY	13.50		
	CR W & N HOUGHTON FUN			
	W HOUGHTON FD		200.00	
	BP Longridge Go			
	Ref John 347		200.00	
	BP MBNA GOLD MSTRCARD			
	523067*****4646	300.00		
	BP LORRAINE			
	WEED KILLER	150.00		4,665.88
26 Jun 24	BP LORRAINE			
	PROSECCO AND FOOD	44.34		4,621.54
26 Jun 24	BALANCE CARRIED FORWARD			4,621.54

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
www.hsbc.co.uk

27 May to 26 June 2024

Your Statement

Account Name
 Longridge Town Football Club

Sortcode **Account Number** **Sheet Number**
 40-37-25 60727385 740

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

Interest

Credit interest is calculated daily on the cleared credit balance on your account and paid monthly.

Debit interest is calculated daily on any outstanding overdrawn balance on your account and is charged monthly in arrears.

Using a Debit Card abroad

When you use a Debit Card abroad, this statement will show where the transaction took place, the amount spent in local currency and converted into GBP.

Exchange Rate: Unless you have agreed a different rate (for example, using one of our self-service machines) the exchange rate that applies to any non-GBP Debit Card payments is the VISA Payment Scheme Exchange Rate applying on the day the conversion is made.

Details of the current VISA Payment Scheme Exchange Rate can be obtained from www.visaeurope.com/en/cardholders/exchange_rates.aspx or by calling us.

Fee for non-GBP transactions: We charge a fee of 2.75% of the amount of the transaction.

Additional fee for non-GBP cash machine withdrawals: If you withdraw cash in a foreign currency, we will charge a fee of 1.5% (minimum £1.75) in addition to the fee for non-GBP transactions.

We will make the conversion and deduct any fees from your account once we receive details of the payment from VISA. We will do this at the latest on the next working day.

Some cash machine operators may also deduct a charge for withdrawals from their cash machines. If they do, they will show you the charge on screen.

Lost and stolen cards

If any cards issued by us are lost or stolen please log-in to the HSBC Kinetic App to block the card and report it.

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

The Financial Ombudsman Service does not apply to customers of our branches in the Channel Islands and Isle of Man, but you could be entitled to refer your complaint to the Financial Services Commissions in Jersey or Guernsey or the Financial Services Ombudsman Scheme in the Isle of Man. Please contact your branch for further details.

Contacting us

You can contact us through the HSBC Kinetic App.

Accessibility

If you'd like information about our products and services in another format such as large print, Braille or audio, please contact us.

S Dobson Garden Machinery Specialist Ltd

Hill House Farm
Sawley Road
Grindleton
Clitheroe, BB7 4QS
United Kingdom

VAT Number: 855 5574 88
T: 01200 440854
E: s.dobson1975@icloud.com

Longridge Football Club
United Kingdom

Quotation

Quote Number: 40
Quote Date: 28th Jul '24
Valid For: 30 Days
Account: LONG02
Quote Ref:

Qty	Description	Rate	Total
overhaul of Dennis mower			
1	air filter	21.04	21.04
2	seal	3.41	6.82
1	oil	9.00	9.00
1	sparkplug	5.00	5.00
1	cutting cylinder	788.40	788.40
2	cylinder drive belt	26.92	53.84
1	transmission belt	18.34	18.34
2	roller drive belt	35.46	70.92
1	deflector plate	86.46	86.46
1	chaincase	131.10	131.10
1	parts p+p	15.00	15.00
1	spring	7.80	7.80
2	cylinder bearing	42.66	85.32
3	screw	2.00	6.00
4	rear roller bearing	15.00	60.00
1	labour full service/overhaul/replacement of cutting cylinder/replacement of rear roller bearing	700.00	700.00

Total Net Amount: £2,065.04
VAT @ 20%: £413.00
Quote Total: £2,478.04

S Dobson Garden Machinery Specialist Ltd

Hill House Farm
Sawley Road
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Clitheroe, BB7 4QS
United Kingdom

VAT Number: 855 5574 88
T: 01200 440854
E: s.dobson1975@icloud.com

Longridge Football Club
United Kingdom

Quotation

Quote Number: 41
Quote Date: 28th Jul '24
Valid For: 30 Days
Account: LONG02
Quote Ref:

Qty	Description	Rate	Total
	overhaul of Toro 2600 mower		
3	cutting cylinder	425.00	1,275.00
3	bottom blades	75.00	225.00
1	blade screw set	18.00	18.00
6	cylinder bearing	28.00	168.00
6	roller bearing kit	52.99	317.94
1	battery	85.00	85.00
1	engine oil	30.00	30.00
1	engine oil filter	12.00	12.00
1	hydraulic oil filter	28.00	28.00
1	hydraulic oil	80.00	80.00
1	air filter	34.86	34.86
4	roller mount bracket	90.00	360.00
3	labour fitting/grinding of new blades/replaceing cylinder bearings/replaceing roller bearings	250.00	750.00
1	labour service of power unit	200.00	200.00
1	coll/dell of machinery	80.00	80.00

Total Net Amount: £3,663.80
VAT @ 20%: £732.76
Quote Total: £4,396.56

Constitution

adopted on the ... 7TH ... day of ... MAY ... 20 18

A Name

The name of the Association is the Longridge Town Football Club (hereinafter referred to as 'the Club').

B Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause G of this constitution.

The Club shall have the status of an affiliated member club of The Football Association and will abide by its Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities and Anti-discrimination Policy.

C Objects

The objects of the Club are:

To promote excellence primarily but not exclusively in the sport of football through the provision of sporting facilities and opportunities as a means of recreation, and to provide social activities.

D Powers

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (i) power to provide or maintain a general public amenity.
- (ii) powers to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
- (iv) power subject to any consents required by law to borrow money and to

charge all or any part of the property of the Club with repayment of the money so borrowed;

- (v) power to employ such staff (who shall not be members of the Club) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- (vi) power to co-operate with charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar purposes and to exchange information and advice with them;
- (vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) power to do all such other lawful things as are necessary for the achievement of the objects.

E Membership

(1) Membership of the Club shall be open to:

- (i) individuals (over the age of 18 years) who are interested in furthering the work of the Club and who have paid any annual subscription laid down from time to time by the Committee. Such members may be classed as:
 - (a) an honorary member
 - (b) a playing member
 - (c) a social member

All of the above shall be referred to as 'full members'.

- (ii) individuals (under the age of 18 years) who are interested in furthering the work of the Club and who have paid any annual subscription laid down from time to time by the Committee. Such members shall be referred to as 'junior members'.

018 (2) Every full member shall have one vote at meetings of the Club and be eligible to put themselves forward for election onto the Committee.

(3) The Committee may unanimously and for good reason terminate the membership of any individual provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

(4) The Committee shall keep an up-to-date membership register.

F Honorary Officers

At the annual general meeting of the Club the full members shall elect from amongst themselves a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

G Committee

- (1) The Committee shall consist of not less than 5 members nor more than 9 members; being:
 - (a) the honorary officers specified in clause F.
 - (b) not less than **7** and not more than **14** members elected at the annual general meeting who shall hold office from the conclusion of that meeting;
- (2) The Committee may in addition appoint not more than **4** co-opted members, who shall retire at the next subsequent annual general meeting.
- (3) All members of the Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (4) The proceedings of the Committee shall not be invalidated by the vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (6) No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of the Club.

H Determination of Membership of Committee

A member of the Committee shall cease to hold office if he or she:

- (1) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (2) is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated; or

- (3) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

I Committee Members not to be personally interested

- (1) No member of the Committee shall acquire any interest in property belonging to the Club (otherwise than as a member of the Club) or receive remuneration or be interested (otherwise than as a member of the Committee) in any contract entered into by the Committee.

J Meetings and proceedings of the Committee

- (1) The Committee shall meet at least once every three months. A special meeting may be called at any time by the chairman or by any two members of the Committee upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
- (2) The chairman shall act as a chairman at meetings of the Committee. If the chairman is absent from any meeting, the members of the Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (3) There shall be a quorum when at least one third of the number of members of the Committee for the time being or three members of the Committee, whichever is the greater, are present at a meeting.
- (4) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (5) The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-committee.
- (6) The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (7) The Committee may appoint one or more sub-committees consisting of three or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Committee.

K Receipts and expenditure

- (1) The funds of the Club, including all donations contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club on at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee.
- (2) The funds belonging to the Club shall be applied only in furthering the objects.

L Property

- (1) The Committee shall cause the title to:
 - (a) all land held by or in trust for the Club; and
 - (b) all investments held by or on behalf of the Club;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

Holding trustees may be removed by the Committee at their pleasure and shall act in accordance with the lawful directions of the Committee. Provided they act only in accordance with the lawful directions of the Committee, the holding trustees shall not be liable for the acts and defaults of its members.

M Accounts

The Committee shall comply with their statutory obligations with regard to:

- (1) the keeping of accounting records for the Club;
- (2) the preparation of annual statements of account for the Club;
- (3) the auditing or independent examination of the statements of account of the Club; and
- (4) the transmission of the statements of account of the Club to any relevant body.

N Annual General Meeting

- (1) There shall be an annual general meeting of the Club which shall be held in the month of April in each year or as soon as practicable thereafter.
- (2) Every annual general meeting shall be called by the Committee. The secretary

shall give at least 21 days' notice of the annual general meeting to all the members of the Club. All the members of the Club shall be entitled to attend but only full members shall vote at the meeting.

- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (4) The Committee shall present to each annual general meeting the report and accounts of the Club for the preceding year.
- (5) Nominations for election to the Committee must be made by members of the Association in writing and must be in the hands of the secretary of the Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

O Club Teams

At the first Committee meeting following the AGM the Committee shall appoint a Club member to be responsible for each of the Clubs football teams. The appointed member shall manage the affairs of the team but shall regularly report back to the Committee.

P Special General Meetings

The Committee may call a special general meeting of the Club at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

Q Procedure at General Meetings

- (1) The secretary or person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Club.
- (2) There shall be a quorum when at least one tenth of the number of members of the Club for the time being or ten members of the Club, whichever is greater, are present at any general meeting.

R Notices

Any notice required to be served on any member of the Club shall be in writing

and shall be served by the secretary or the Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

S Alterations to the Constitution

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

T Dissolution

If the Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other body having objects similar to the objects of the Club as the members of the Club may determine.

This Constitution was adopted by the members of the Club at a general meeting held on 7/5/18 and replaces the June 2009 version

Signed
CLUB SECRETARY
LONGLEDGE TOWN FOOTBALL CLUB

Q19
Q20

Agenda Item 8

For Decision/Discussion



Meeting Date:	14 August 2024
Title:	Standing Orders
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the re-adoption of the Town's Council's Standing Orders as set out in Appendix 1 to the Report.

2. Introduction.

Members are reminded that they last approved the Council's Standing Orders in November 2019.

Members should note that the attached Standing Orders are adapted for use by Longridge Town Council from the Model Standing Orders 2018 (England) v2 April 2022, published by the National Association of Local Councils (NALC).

3. Members are Recommended:

To re-adopt the Council's Standing Orders as set out in Appendix 1 to the Report.



For Information

Standing Orders

Re-adopted: 14/08/2024

Chair: Cllr. S. Rainford

Min. Ref.: 240814/8

*Administered by Clerk and Responsible
Financial Officer to Longridge Town Council*

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed () minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
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- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of (2.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (6) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (3) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

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- iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the [Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his/her/their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the () committee] OR [the () sub-committee] or, if he/she/they is not available, the vice-chair (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c. The chair of [the () committee] OR [the () sub-committee] or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the () committee] OR [the () sub-committee] or in his/her/their absence, the vice-chair of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Agenda Item 9

For Decision/Discussion



Meeting Date:	14 August 2024
Title:	Financial Regulations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the adoption of the Town's Council's Financial Regulations as set out in Appendix 2 to the Report.

2. Introduction.

Members should note that the:

- Financial Regulations shown in Appendix 2 are based on the Model Financial Regulations produced by the National Association of Local Councils in April 2024.
- Current Financial Regulations were adopted on 14 July 2021 and revised in February 2023.

3. Members are Recommended:

- a. To review the notes set out in Appendix 1 to the Report
- b. After consideration of the notes in Appendix 1 and after making the any changes, adopt the Financial Regulations as set out in Appendix 2 to the Report.

Appendix 1



Notes to assist in the use
of the NALC Financial
Regulations template.

- 1) The template is for councils of all sizes, to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5

million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

Appendix 2

For Information

Financial Regulations

Adopted: 14/08/2024

Chair: Cllr. S. Rainford

Min. Ref.: 240814/9

*Administered by Clerk and Responsible
Financial Officer to Longridge Town Council*



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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}
- 4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.
- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

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- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
-

5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other

reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

- iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Agenda Item 11

For Information



Meeting Date:	14 August 2024
Title:	'Longridge Does Christmas'
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the plans from 'Love Longridge' for the festive period (shown in Appendix 1 and 2 of the Report). Members should note that the plans for 2024 are a departure from previous years and are based on feedback they have received.

2. Members are Recommended:

To note the Report and Appendix 1 and 2.



Longridge Business Owner

Thank you to those who completed the feedback questionnaire following Longridge Does Christmas 2023. Your comments have proved to be invaluable in helping the Love Longridge team formulate a plan for Christmas coming. Whilst we recognise this is some months away, we wanted to give you a very early indication of what is planned and encourage you to get involved.

Overwhelmingly, the feedback was that Longridge Does Christmas is an important community event but given its increased size and scope in recent years, the opportunity to encourage residents and visitors to shop in Longridge before Christmas has become diluted.

The Love Longridge team is therefore proposing the following programme which we hope addresses these two elements:

Thursday 29 November 5pm – 9pm Late Night Shopping

The emphasis will be on late night shopping and entertainment at the resident stores and bars.

In the area around the Old Station Buildings a Santa's Grotto will be erected. Local schools will be invited to sing carols and Longridge Band invited to start its traditional tour of the shops.

To many long-established Longridge businesses this will feel like a return to the "old-style" late night shopping event.

Friday 30 November 4:30pm – 9pm Foodie Friday

Attention switches to the Civic Hall. There will be live music throughout the late afternoon / evening and a food court established on the Civic Hall car park.

Saturday 01 December 9am – 4pm Market Day

Commencing at 9am an artisan market will be established on Towneley Gardens. Resident shops will operate according to their own schedules.

At 11am the starting gun will be fired for the Longridge Santa Dash. Fancy dress is encouraged for this run around the town and its environs. Runners of all abilities are welcome including those pushing prams. There will be a very short road closure to allow the runners to start but no further disruption is anticipated. Experience shows that families come to such events to support the runners and browse the town whilst the race is being held.

Love Longridge hopes that this programme avoids the "crush" we have seen in recent years and will encourage residents and visitors to come to the town more than once. The more relaxed programme on each of the days gives each day a focus.

If you have any comments, or if you would like to understand the sponsorship opportunities involved in the festivities, please do not hesitate to get in touch with the Love Longridge team. As ever, if you would like to play a part in organising Longridge's Festive programme please email us at info@lovelongridge.co.uk Your input would be greatly valued.



LONGRIDGE
does
CHRISTMAS

THURSDAY 28th NOVEMBER 2024

Traditional Late Night Shopping

FRIDAY 29th NOVEMBER 2024

"Foodie Friday" + Live Music & Entertainment

SATURDAY 30th NOVEMBER 2024

Agenda Item 12

For Information



Meeting Date:	14 August 2024
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Update on Actions from 17/07/2024 Council Meeting.

Minute 240717/	Action	Who	Update
7	Inform 'Love Loingridge' and the Thursday Group of the Council's decision.	Clerk	Complete
	Get quotes for column testing, banner mounts and installation.	Clerk	Complete
	Complete LCC paperwork for column testing.	Clerk	Waiting for confirmation on columns to test.
	Contact Whittingham Parish Council regarding making a contribution to the cost of fixing banner mounts to light columns.	Clerk	Noted
8	Investigate the use of a shared calendar	Clerk	Ongoing.
9	Donate Mayoral Allowance to Girl Guides	Cllr. Rogerson	?
11	Contact RVBC regarding notifying the Council on event, licensing/gambling applications and decisions.	Clerk	Complete but no RVBC response.
	Contact RVBC regarding inserting the council ward on planning applications and decisions.	Cllr. Jameson	?
	Review comments made by Town Council on planning app. 3/2024/0316 and re-submit to RVBC.	Cllrs. Jameson, Rainford and Walker	Complete
13	Provide quotes for a Bleed Kit to a future Council meeting	Cllr. Jackson/Clerk	This Meeting
14	Invite the applicant for the councillor vacancy to an interview with Cllrs. Jackson, Walker and Jameson.	Clerk	Ongoing

3. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.

Agenda Item 13

For Information/Discussion



Meeting Date:	14 August 2024
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting.

Members are reminded that the weekly lists of applications registered and decided are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Note. The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options

2. Applications received by RVBC since the last Council Meeting.

Application:	3/2024/0348 – 19 July
Proposal:	Proposed detached self-build dwelling to the rear of the existing dwelling, including formation of a new access road and alterations to existing access and parking.
Location:	The Pippins 248 Preston Road Longridge PR3 3BD
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0465 – 19 July
Proposal:	Installation of 2.4m high wire mesh perimeter security fence and gates including electronically controlled sliding vehicular gate to Barnacre Road.
Location:	Barnacre Road Primary School Barnacre Road Longridge PR3 2PD
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Notes:	<i>Schools do not have permitted development rights, so any fences over 1m high adjoining the highway will automatically need planning permission, and will allow the public to comment before a decision is made.</i>

Application:	3/2024/0460 – 26 July
Proposal:	Regularisation and retention of agricultural building and hardstanding area with access gates as built.
Location:	Land to the south of Stella Maris Alston Lane Longridge PR3 3BN
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0524 – 26 July
Proposal:	Proposed demolition of existing side and rear extension and replacement with new single-storey, flat-roof extension with lantern lights to side and rear.
Location:	14 Copster Drive Longridge PR3 3SH
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0579 – 26 July
Proposal:	Proposed change of use to Residential Family Centre.
Location:	14 and 16 Inglewhite Road and 1A Crumpax Avenue Longridge PR3 3JS
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	
Application:	3/2024/0584 – 26 July
Proposal:	Proposed garage and carport to front.
Location:	Orchard House Lower Lane Longridge PR3 2YH
Link:	Planning Application - Ribble Valley Borough Council
Considerations:	

3. Applications decided by RVBC since the last Council Meeting.

Application:	3/2024/0320 – 19 July
Proposal:	Proposed demolition of existing porch, new bi-fold doors and terrace area to front. Single storey extension to rear.
Location:	The Old Oak 111 Preston Road Longridge PR3 3BA
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Granted with conditions.
Application:	3/2024/0352 – 26 July
Proposal:	Proposed replacement of roof covering, construction of new gable wall and like for like repairs.
Location:	Ribble Valley Shelving Unit 1 Shay Lane Industrial Estate Shay Lane Longridge PR3 3BT
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Granted with conditions.
Application:	3/2024/0408 – 2 August
Proposal:	Change of use of Unit 2 from retail unit (Class E) to a Hot Food Takeaway (Sui Generis) with installation of extraction equipment. Shop front alterations to units 1 and 2 (pursuant to variation of condition 4 of 3/2023/0055 (hours of operation) to change opening hours to between 11am and midnight Sunday to Thursday and 11am to 1am on Friday and Saturdays)
Location:	53 to 57 Berry Lane Longridge PR3 3NH
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Granted with conditions.

4. Members are recommended to:

- a. Note the report.
- b. Set out any actions relating to the planning matters discussed.