



Longridge Town Council

Budget Executive Committee - Agenda

You are hereby summoned to attend the Budget Executive Committee of Longridge Town Council on Wednesday 26 November 2025 at 18:30 in the Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair

2. Receive Apologies

3. Declarations of interests.

Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. To consider and approve the minutes of the 29 October 2025 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 Committee. Such questions may be answered after the meeting or become an agenda item at a future Committee meetings.

ITEMS for DECISION/DISCUSSION

6. Finance Report.

Report of the Clerk (enclosed) to approve the Accounts to date.

7. Budget Considerations.

Report of the Clerk (enclosed) for members to review the budget for 2026/27 as a precursor to setting the Town Council's 2026/27 Precept.

8. Requests for Grants.

Report of the Clerk (enclosed) for members to consider grant requests from:

- **Longridge Pub Watch – £539.85.**

The grant will be used to pay the annual subscription to the 15 establishments that have signed up to the pub watch scheme.

- **Longridge and North Preston Rotary – £1,000.**

The grant will be used to improve the path at the end of John Smith's Park.

9. Christmas Meal

Report of the Clerk (enclosed) for members to consider how the Town Council's Christmas meal should be funded.

ITEMS for INFORMATION/DISCUSSION

10. Updates on Actions from Previous Meetings.

Report of the Clerk (enclosed) updating members on actions from previous meetings.

11. Consideration of matters not on the agenda.

An opportunity for members and the Clerk to suggest items for future meetings.

12. Schedule of Meetings.

For consideration

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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



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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



Longridge Town Council

Budget Executive Committee Minutes - Draft

Date:	29 October 2025		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker, S. Rainford, N. Eccles, P. Smith and J. Rogerson.		
In attendance:	Town Clerk.		
Meeting started:	18:30	Meeting closed:	20:05

251029/

1. WELCOME BY THE CURRENT CHAIR.

The Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllr. Stubbs

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

None.

4. APPROVE THE MINUTES OF THE BUDGET MEETINGS HELD ON 3 SEPTEMBER 2025.

The minutes were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. FINANCE REPORT.

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

RESOLVED THAT THE COMMITTEE:

- Approve the accounts to date.
- Approve the Schedule of Payments as set out in the Report and in the Table below.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	19033	RVBC	Temp. Road Closure	49.17	-	49.17	Paid	24/10/25
2	2025-00035	Bolton Christmas Trees	2 Large trees plus delivery	468.00	78.00	390.00	Paid	24/10/25
3	PCJ07	Lamppost Poppies	RBL	140.00	28.00	112.00	Paid	20/10/25
4	87	Ian Allsop	Tree felling	400.00	-	400.00	Paid	09/10/25
				1,057.17	106.00	951.17		

Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.

7. BUDGET CONSIDERATIONS.

The Clerk submitted a report requesting members to review the budget for 2026/27 as a precursor to setting the Town Council's 2026/27 Precept.

RESOLVED THAT COMMITTEE:

Request the Clerk re-submit the report to the next meeting of the Budget Committee and include comments made at this meeting.

Request the Clerk to review the costs associated with Litter and Waste Disposal and to split the salary and HMRC payment of the Clerk and Admin Assistant into two separate cost codes.

Note:

The meeting ended after this agenda item.

8. SCHEDULE OF MEETINGS.

To be confirmed.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

Agenda Item 6 Report For Decision



Longridge
Town Council

Budget Committee

Meeting Date: 26/11/2025

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 (if any).

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	1575	Energy Checkpoint	Payment for bringing to a conclusion the dispute the Council had with British Gas over an electricity bill in excess of £9,500.	1,000.00	-	1,000.00		07/11/25
2	74	Longridge Band	Remembrance Parade	600.00	100.00	500.00		13/11/25
3	1153	Stately Lighting	Rental, installation and removal of festive lights	4,560.00	760.00	3,800.00		13/11/25
4	GJAEUI	Clerk via Amazon	Internal hard drives	279.88	46.66	233.32		13/11/25
5	ZIAEUI	Clerk via Amazon	Synology 2 bayNAS DS223	249.97	41.66	208.31		13/11/25
6	JR2AEUI	Clerk via Amazon	Lock for community garden gate	14.00	2.33	11.67		13/11/25
7	2323710	Clerk via Amazon	Cable ties for lamppost poppies	23.99	4.00	19.99		13/11/25
8	271150720	Clerk via Smyths	Voucher for Halloween presentation	100.00	-	100.00		13/11/25
9	31709495	Clerk via RSPB Shop	Gift for Irene Reed	100.00	-	100.00		13/11/25
10	sdebt A2237	RVBC	Road Closure Remembrance Parade	49.17	-	49.17		28/10/25
11	3	James Yeates Signwriter	Update Mayoral Board	100.00	-	100.00		17/11/25
				7,077.01	954.65	6,122.46		

Expenditure of £500 approved by Budget Committee on 25/09/24

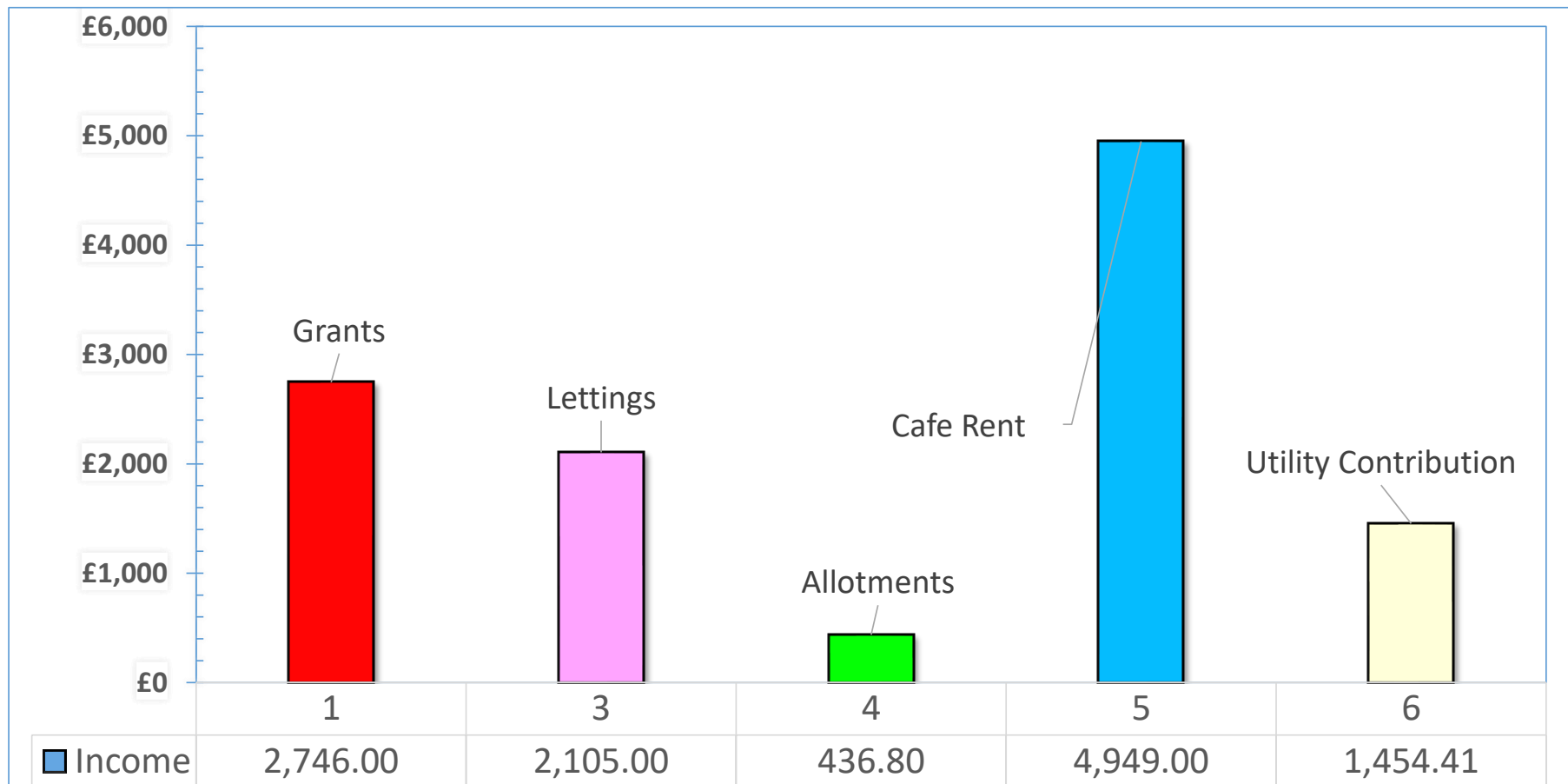
Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.

Receipts for the period 1st April 2025 to 31st March 2026.

Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
01/04/25	DD	Café Rent							707.00				707.00
07/04/25	accy055762	Precept	98,195.00										98,195.00
08/04/25	G-05/25	The Gatherings (Andrew)					100.00						100.00
09/04/25	..104219	HMRC VAT		3,865.51									3,865.51
14/04/25	legl005069	VE Day Grant			500.00								500.00
22/04/25	CAG-85	Comm.Art Group					200.00						200.00
01/05/25	DD	Café Rent							707.00				707.00
13/05/25	U3A	Various u3a groups					90.00						90.00
27/05/25	09250	Festive Lights Grant			500.00								500.00
30/05/25	24270245	NatWest Bank (Interest)										79.82	79.82
02/06/25	DD	Café Rent							707.00				707.00
02/06/25	G 06/25	The Gatherings (Andrew)					100.00						100.00
03/06/25	G 07/25	The Gatherings (Andrew)					100.00						100.00
04/06/25	Plot A	Burdet						72.80					72.80
05/06/25	Plot B	R. Stother						72.80					72.80
09/06/25	92-01	Longridge u3a					90.00						90.00
10/06/25	Plot D	Burton						72.80					72.80
11/06/25	Plot C	J and M Lewis						72.80					72.80
11/06/25		Gas charges contribution								330.75			330.75
11/06/25		Water charges contribution								385.17			385.17

Bank			Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
23/06/25	Art Group	Magaret Baugh					200.00						200.00
01/07/25	DD	Café Rent							707.00				707.00
08/07/25	G 08/25	The Gatherings (Andrew)					100.00						100.00
08/07/25	u3a	Various u3a groups					60.00						60.00
10/07/25	Plot E	Thurlow						72.80					72.80
21/07/25	Plot F	Margerison						72.80					72.80
01/08/25	DD	Café Rent							707.00				707.00
05/08/25	Art Group	Margaret Baugh					200.00						200.00
11/08/25		Gas charges contribution								119.85			119.85
11/08/25		Electricity contribution								159.13			159.13
11/08/25		Water charges contribution								459.51			459.51
15/08/25	AK 001	Knox Thomas					80.00						80.00
15/08/25	G-09/25	Kingdom Ministries (Gather)					125.00						125.00
01/09/25		Café Rent							707.00				707.00
09/09/25	G-10/25	Kingdom Ministries (Gather)					100.00						100.00
11/09/25	Art Group	Margaret Baugh					175.00						175.00
15/09/25	AK002	Knox Thomas					170.00						170.00
29/09/25	00009250	Concurrent Grant			1,746.00								1,746.00
10/10/25	u3a-94	Longridge u3a					140.00						140.00
24/10/25	G-11/25	Gatherings					75.00						75.00
03/11/25		Café Rent							707.00				707.00
Total as at 17/11/2025:			98,195.00	3,865.51	2,746.00	0.00	2,105.00	436.80	4,949.00	1,454.41	0.00	79.82	113,831.54

Revenue Streams as at 17/11/2025



Total £ 11,691.21

Summary - Receipts and Payments at 18/11/25

£

Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	157,849.23
Less total payments to date:	107,061.24
Balance at 18-11-2025:	57,158.31

Council's
Accounting
System

If these two figures
are different an
explanation is
required.

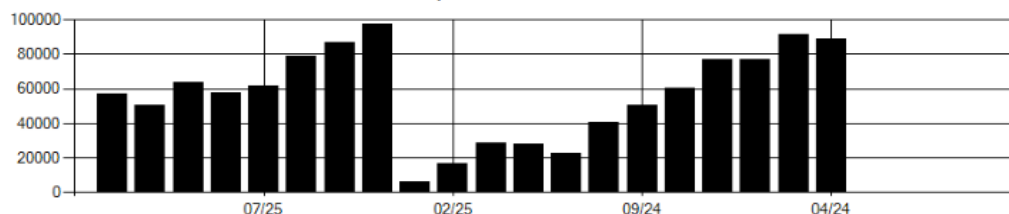
£

Unity Trust Balance at 18-11-25:	57,158.31
Mayoral Ball Funds:	4,087.51
Unity Balance at 18-11-25 less Mayoral Funds:	53,070.80

Reserve

General

Monthly Balances - General reserve



Monthly Balances

11/25 57,158.31	05/25 87,051.10	11/24 23,061.47	05/24 91,466.30
10/25 50,422.91	04/25 97,463.81	10/24 40,655.60	04/24 88,551.35
09/25 63,831.38	03/25 6,370.32	09/24 50,197.01	03/24 0.00
08/25 58,012.27	02/25 16,550.33	08/24 60,457.78	02/24 0.00
07/25 61,643.49	01/25 28,862.44	07/24 76,993.42	01/24 0.00
06/25 79,081.44	12/24 28,316.36	06/24 77,243.20	12/23 0.00

NatWest - Account No. 1

£

Balance carried forward April 2025:	88,202.46
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Balance 30 September 2025:	88,607.96
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Draft Balance 31 October 2025:	48,684.92
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£20,000 was transferred to Unity Trust Bank on 12-11-2025

NatWest - Longridge Town Council

£

Balance carried forward 1 April 2025:	£5,000.00
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Balance 1 October 2025:	£5,000.00
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Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Budget Executive Committee
Meeting Date:	26 November 2025
Title:	Budget Considerations for 2026-27
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the preparations for the Council's 2026-27 budget and to seek their considerations on the level of expenditure, the services it intends to deliver in 2026-27 and the level of General and Earmarked Reserves.

2. Introduction:

Members are reminded that Town and Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget. It should be noted that it is not lawful to set a precept unless a budget has been prepared and approved.

The budget process:

- Allows the Council to set a precept for the following year.
- Gives the Clerk authority to make spending commitments in line with the decisions of the Council.
- Enables progress monitoring during the year by comparing actual spending against planned expenditure.

The Council's precept requirement must be advised to RVBC by 24 December 2025. A draft budget is provided in Appendix 1 for consideration/amendment by the Committee and includes proposed budgets for each of the headline expenditure categories used in previous years. Members are however required to consider what services it intends to deliver in 2026-27.

3. The Budget Spreadsheet:

The Actual and Projected Expenditure sheet shown in Appendix 1 has columns which cover:

- Categories of expenditure.
- Budget for 2025-26 as prepared in 2024-25.
- Actual expenditure for 2025-26 (April to October).
- Forecast expenditure for 2025-26 (November to March).
- Projected annual out-turn (spend) for 2025-26.
- Budget variance to projected annual out-turn for 2025-26.
- Proposed budget for 2026-27 based on the continuation of existing services.

4. Reserves:

Longridge Town Council holds its reserves in line with those set out in the Joint Panel of Accountability and Governance 2025 (p52-253 section 5.32-5.40) in that they are maintained at between 3-12 months of Net Revenue Expenditure.

***Net Revenue Expenditure**, as referenced in the context of the 2025 Practitioners' Guide for parish and town councils, is the total revenue expenditure of a council minus its revenue income from sources other than the precept, such as grants, fees, or other income streams. It represents the net cost of running the council's day-to-day operations and services, which is primarily funded by the precept.*

The smaller the authority, the closer the figure may be to 12 months expenditure, in practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

Reserves can be categorised as general, ringfenced or earmarked. The level of financial reserves held by the council will be agreed by the Town Council during the discussions held regarding the setting of the budget for the next financial year.

4.1 General Reserves:

The General Reserve is the balance of Longridge Town Council's revenue account and are funds which have no restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary, or can be held in case of unexpected events or emergencies. They cannot be used for recurring general expenditure as this would gradually reduce the reserves to zero.

Any surplus on the General Reserve, above the agreed level, may be used to fund capital expenditure, may be included in earmarked reserves or used to limit any increase in the precept for a specific year. The General Reserve may be held in a number of bank savings and deposit accounts.

The level should be proposed by the Responsible Financial Officer and agreed annually when setting the final budget for the forthcoming year at a Town Council meeting.

4.2 Earmarked Reserves:

Earmarked Reserves represent amounts that are generally earmarked for specific items of expenditure or to meet known or anticipated liabilities or projects. They are not to be used for emergency operations.

Earmarked Reserves can be held for several reasons:

- To plan for and finance an effective programme of equipment renewal, property maintenance or land acquisition.
- To meet known or predicted liabilities.
- To carry forward any committed project funds which cannot be spent within the budgeted year.

Earmarked Reserves must be reviewed and/or established when setting the budget for the forthcoming year at a Town Council meeting. Any changes to the proposed use of Earmarked Reserves must be agreed by the Town Council at its earliest meeting.

4.3 Earmarked Reserves for 2026-27.

Members will be aware that the Town Council lease the Heritage Centre to the Longridge Heritage Centre Trust. An extract from the lease is shown below:

- 4.3** to maintain and replace, when necessary, the kitchen units and the plumbing installations in the Kitchen
- 4.4** To decorate the Licensee's office and replace the flooring as and when necessary

The Centre opened in 2013/14 and the kitchen and office are now in need of redecoration and refurbishment.

Name	Purpose	Level £
Heritage centre reserve	Refurbish Heritage Centre	6,000

5. Members are recommended to:

- a. Note the contents of the report and Appendix 1.
- b. To consider the Council's expenditure and the services it intends to deliver in 2026-27.
- c. Set a General Reserve for 2026-27 of £45,000.
- d. Agree the Earmarked Reserves for 2026-27 shown in Section 4.3.
- e. To set a Precept for 2026-27 based on the Council's anticipated expenditure.
- f. Request the clerk to submit a 'Precept Setting' report to the next meeting of the Full Council based on the recommendations of this Committee.

Agenda Item 7 Appendix 1



Longridge
Town Council

Budget Committee

Meeting Date:	26 November 2025
Title:	Budget and precept - 2026-27
Submitted by:	Clerk and Responsible Financial Officer
Purpose of the report:	For members to review the budget for 2026/27 as a precursor to setting the Town Council's 2026/27 Precept.
Recommendations:	See Main Report

Income less precept and VAT reclaim - 1 April 2025 to 31 March 2026.

Source		2025-26 Apr-Oct Actual	Nov	Dec	Jan	Feb	Mar	2025-26 Projected Income £	2026-27 Budget Income £
1	Allotment Rent	437	0.00	0.00	0.00	0.00	0.00	437	437.00
2	RVBC and LCC Grants	2,746	200.00	1,155.00	0.00	0.00	0.00	4,101	3,000.00
3	Bank Interest NatWest	239	77.00	40.00	40.00	40.00	40.00	476	500.00
4	Petty Cash	0	0.00	0.00	0.00	0.00	0.00	0	0.00
5	Room Hire (Lettings)	2,105	345.00	345.00	440.00	440.00	440.00	4,115	5,280.00
6	Café Rent	4,242	707.00	707.00	707.00	707.00	707.00	7,777	8,484.00
7	Utilities Contribution	1,454	0.00	1,908.72	850.00	850.00	850.00	5,913	6,000.00
TOTAL		11,222.50	1,329.00	4,155.72	2,037.00	2,037.00	2,037.00	22,818	23,701

Actual and Projected Expenditure - 1 April 2025 to 31 March 2026. v19-11-25

Community Purse		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
1	Youth Council	1,500	0.00	0.00	0.00	0.00	0.00	0.00	0	-1,500.00	0
2	Allotments	100	0.00	0.00	0.00	0.00	0.00	0.00	0	-100.00	100
3	Civic Events inc. Remembrance Services	6,000	2,089.97	3,903.99	150.00	0.00	0.00	0.00	6,144	143.96	6,000
4	Mayoral Allowance 2025/26	600	0.00	365.00	0.00	0.00	0.00	0.00	365	-235.00	1,000
5	Mayoral Allowance 2024/25	550	550.00	0.00	0.00	0.00	0.00	0.00	550	0.00	0
6	Christmas trees and tree lights	5,000	468.00	420.00	0.00	0.00	0.00	0.00	888	-4,112.00	600
7	Community Partnership	500	0.00	0.00	0.00	0.00	0.00	0.00	0	-500.00	8,000
8	Grants and Donations	20,000	12,603.00	319.80	1,000.00	0.00	1,000.00	0.00	14,923	-5,077.20	10,000
9	Community Sponsorship	500	0.00	100.00	0.00	0.00	0.00	0.00	100	-400.00	2,000
SUB TOTAL		34,750	15,710.97	5,108.79	1,150.00	0.00	1,000.00	0.00	22,970	-11,780.24	27,700

Line 21. £5,959 annual charge for litter picking, similar amounts paid since 2022-23. £296 for emptying freestanding bin. £1,005 for commercial waste.

Amenity and Asset Maintenance		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
15	Public Toilets	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	0
16	Plants and planters	1,000	597.41	0.00	0.00	0.00	250.00	0.00	847.41	-152.59	1,000
17	Gardener	2,000	1,502.73	200.00	100.00	100.00	100.00	200.00	2,202.73	202.73	2,000
18	Tree Works	0	400.00	0.00	0.00	0.00	0.00	0.00	400.00	400.00	0
19	Caretaker	3,000	3,335.02	1,594.61	400.00	400.00	400.00	800.00	6,929.63	3,929.63	3,250
20	Play Area and Skatepark	1,000	220.00	0.00	250.00	0.00	0.00	0.00	470.00	-530.00	100
21	Litter and Waste Disposal	1,250	6,243.50	0.00	0.00	0.00	0.00	0.00	6,243.50	4,993.50	6,500
22	War Memorial	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
23	Asset Purchase	0	549.00	0.00	0.00	0.00	0.00	0.00	549.00	549.00	5,500
24	Asset Replace and Refurbish	2,000	2,159.62	0.00	0.00	0.00	0.00	0.00	2,159.62	159.62	250
25	Maint.of Open Space	0	121.54	0.00	0.00	0.00	0.00	0.00	121.54	121.54	0
26	Defib. and Bleed Kits	700	0.00	0.00	0.00	100.00	0.00	0.00	100.00	-600.00	800
SUB TOTAL		11,450	15,128.82	1,794.61	750.00	600.00	750.00	1,000.00	20,023.43	8,573.43	19,400

		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Insurance, Banking & Prof. Services				Nov	Dec	Jan	Feb	Mar			
27	Insurance	3,500	3,250.15	0.00	0.00	0.00	0.00	0.00	3,250.15	-249.85	3,300
28	Bank Charges	240	76.50	13.20	13.20	13.20	13.20	13.20	142.50	-97.50	160
29	Memberships & Subscriptions	1,500	1,415.75	0.00	0.00	0.00	0.00	0.00	1,415.75	-84.25	1,425
30	Professional Services	2,000	1,155.00	1,000.00	0.00	0.00	0.00	0.00	2,155.00	155.00	250
31	Auditor	500	550.00	0.00	0.00	0.00	0.00	0.00	550.00	50.00	250
SUB TOTAL		7,740	6,447.40	1,013.20	13.20	13.20	13.20	13.20	7,513.40	-226.60	5,385
		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Station Building Maint. and Clean				Nov	Dec	Jan	Feb	Mar			
35	Hygiene and Cleaning	6,500	3,797.44	310.00	310.00	370.00	310.00	310.00	5,407.44	-1,092.56	4,500
36	Security Alarm System	400	377.50	0.00	0.00	0.00	0.00	0.00	377.50	-22.50	380
37	Fire Alarm	250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250.00	100
38	General Maint. and external contractors.	8,500	725.93	0.00	0.00	0.00	0.00	0.00	725.93	-7,774.07	250
39	Internal CCTV	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	0
40	IT Support	350	187.50	0.00	0.00	0.00	0.00	0.00	187.50	-162.50	200
SUB TOTAL		16,500	5,088.37	310.00	310.00	370.00	310.00	310.00	6,698.37	-9,801.63	5,430
		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Miscellaneous Expenses				Nov	Dec	Jan	Feb	Mar			
45	Post, stationary and consumables, civic	1,000.00	278.34	100.00	80.00	0.00	0.00	80.00	538.34	-461.66	300
46	Attendance at conferences	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	50
47	Cllr. Expenses	200.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00	-150.00	100
SUB TOTAL		2,200.00	278.34	150.00	80.00	0.00	0.00	80.00	588.34	-1,611.66	450
		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Office				Nov	Dec	Jan	Feb	Mar			
50	Furniture	600.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00	-450.00	0
51	Equipment	250.00	716.70	0.00	0.00	0.00	0.00	0.00	716.70	466.70	50
SUB TOTAL		850.00	716.70	150.00	0.00	0.00	0.00	0.00	866.70	16.70	50

Specific Projects		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
55	Longridge in Bloom	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500
56	Festive lights and brackets	0.00	6,059.99	4,560.00	0.00	0.00	0.00	0.00	10,619.99	10,619.99	9,500
57	Community Well-Being Garden	2,000.00	1,583.33	0.00	0.00	0.00	200.00	0.00	1,783.33	-216.67	1,000
SUB TOTAL		2,000.00	7,643.32	4,560.00	0.00	0.00	200.00	0.00	12,403.32	10,403.32	12,000

Staff Costs		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
60	Clerk Salary	30,000.00	20,332.17	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	34,632.17	4,632.17	35,000
61	Clerk HMRC (tax)	7,500.00	6,900.05	715.00	715.00	715.00	715.00	715.00	10,475.05	2,975.05	10,000
62	Clerk employers HMRC (NIC)	0.00	0.00	473.70	473.70	473.70	473.70	473.70	2,368.50	2,368.50	2,370
63	Clerk employers pension contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
64	Assistant Salary	0.00	0.00	301.00	435.00	435.00	435.00	435.00	2,041.00	2,041.00	5,300
65	Assistant Tax and NIC	0.00	0.00	2.20	2.20	2.20	2.20	2.20	11.00	11.00	15
66	Assistant employers pension contributions.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
67	HMRC payments relating to previous clerk	0.00	3,311.00	0.00	0.00	0.00	0.00	0.00	3,311.00	3,311.00	0
68	Staff Training	0.00	0.00	0.00	70.00	0.00	0.00	0.00	70.00	70.00	150
69	Expenses additional remunerations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250
70	Payroll costs	0.00	0.00	0.00	550.00	0.00	0.00	0.00	550.00	550.00	560
SUB TOTAL		37,500.00	30,543.22	4,351.90	5,105.90	4,485.90	4,485.90	4,485.90	53,458.72	15,958.72	54,645

Telephone and Internet		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
71	Telephone - Landline	750	314.13	501.47	74.00	74.00	74.00	74.00	1,111.60	361.60	700
72	Telephone - Mobile	300	216.06	37.34	37.34	37.34	37.34	37.34	402.76	102.76	360
73	Website and web and email services	1,000	597.05	81.40	81.40	81.40	81.40	81.40	1,004.05	4.05	1,025
74	IT and Wifi Equipment	1,000	225.00	529.95	0.00	0.00	0.00	0.00	754.95	-245.05	250
SUB TOTAL		3,050	1,352.24	1,150.16	192.74	192.74	192.74	192.74	3,273.36	223.36	2,335

		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Utilities				Nov	Dec	Jan	Feb	Mar			
75	Electricity	20,000	2,530.46	1,200.00	955.00	955.00	955.00	955.00	7,550.46	-12,449.54	12,000
76	Gas	1,300	1,006.71	70.00	90.00	100.00	100.00	90.00	1,456.71	156.71	1,500
77	Water and Waste	3,500	1,623.39	371.53	270.00	270.00	270.00	270.00	3,074.92	-425.08	3,000
SUB TOTAL		24,800	5,160.56	1,641.53	1,315.00	1,325.00	1,325.00	1,315.00	12,082.09	-12,717.91	16,500

		2025-26 Budget	2025-26 Apr-Oct. Actual	Forecast Spend					2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Nov	Dec	Jan	Feb	Mar			
TOTAL		140,840	88,069.94	20,230	8,917	6,987	8,277	7,397	139,877	-963	143,895
VAT Recoverable			5,087.24								
Total:			93,157.18								
Forecast Spend Nov. - March:									51,808		
Forecast Income Nov. - March:									11,596		

Summary 2025-26		2025-26 Apr-Oct. Actual	Forecast Income					Total Forecast Income £
Income		11,222.50	Nov	Dec	Jan	Feb	Mar	
Carried forward from 2024/25		6,370.32						
Actual funds to date:		17,592.82	1,329	4,156	2,037	2,037	2,037	29,189
Forecast revenue expenditure								139,877
Projected net revenue expenditure 2025-26:								110,689

2025-26 Summary

£

	Unity Bank - current funds (17-11-2025):	57,853
	Mayoral Ball funds after exes:	3,208
1	Available Council Funds:	54,645
2	Forecast income: Nov.'25 to March '26:	11,596
3	Current recoverable VAT:	6,564
4	Forecast Spend: Nov. '25 to March'26:	51,808
	Balance to be carried forward (1+2+3) - (4):	20,997
	Both NatWest accounts at 17-11-25:	53,684

Precept Requirements for 2026-27

Previous Years				
Year	Tax Base	Band D Tax £	Tax Band % Change	Precept £
2015/16	2622	22.71		59,558
2016/17	2657	24.09	6.1%	64,000
2017/18	2719	24.69	2.5%	67,132
2018/19	2772	25.43	3.0%	70,492
2019/20	2804	26.06	2.5%	73,072
2020/21	2867	26.6	2.1%	76,250
2021/22	2944	26.87	1.0%	79,093
2022/23	3052	27.4	2.0%	83,616
2023/24	3170	27.95	2.0%	88,602
2024/25	3213	29.28	4.5%	94,077
2025/26	3280	30.02	2.5%	98,195
2026/27	3296	31.86	5.8%	105,000

Figure provided by RVBC.

Calculations	
Proposed Spend £:	143,895
Projected Income £:	23,701
Precept Requirement £:	120,194
Precept Request £:	105,000
Band D Calculation:	31.86

Net Revenue Expenditure:

Is the total revenue expenditure of a council minus its revenue income from sources other than the precept, such as grants, fees, and other income streams.

It represents the net cost of running the council's day-to-day operations and services, which is

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Budget Committee
Meeting Date:	26 November 2025
Title:	Grant Requests
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider grant requests from the following organisations:

- **Longridge Pub Watch – £539.85.**

The grant will be used to pay the annual subscription to the 15 establishments that have signed up to the pub watch scheme.

- **Longridge and North Preston Rotary – £1,000.**

The grant will be used to improve the path at the end of John Smith's Park.

The above applications are shown in Appendix 1 to the report.

2. Financial Considerations:

Members will recall that in November 2024, they allocated a budget of £20,000 for grants in 2025-26. To date the Town Council has provided grants to the value of £11,380.

3. 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.

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 and including £1,000 can be agreed by the Budget Committee, grants for more than £1,000 must be agreed at a Full Council meeting.

4. Members are recommended:

- a. To consider each application.
- b. Authorise the Clerk to inform the applicants of the Budget Committee's decision and if appropriate make the necessary arrangements for payment.
- c. Request the Clerk to prepare a report to the Full Council, noting the considerations of the Budget Committee.

Longridge Pub Watch Scheme £539.85

[View results](#)

Respondent

13

Anonymous

34:17

Time to complete

1. Name of Group or Organisation *

Longridge Pub Watch

2. Name of contact. *

Chantelle Wright

3. Contact email address *

applejacks-longridge@hotmail.com

4. Contact phone number.

07939965217

5. Please provide a brief description of your group/organisation. *

The Longridge Pub Watch Scheme was initiated following an action driven by Longridge Town Councils 'Longridge Life savers' Committee when it was highlighted that new independent research revealed pub watch schemes are key to tackling disorder and creating safer drinking environments.

This local initiative for licensed premises to cooperate with each other and local authorities to improve public safety and tackle issues like alcohol-fueled disorder, drug misuse, and anti-social behavior.

The scheme enables pubs and bars in Longridge to share information in line with current legislation, identify and ban troublemakers, and work with police to create a safer environment for staff and customers. It is supported by Longridge Town Council and Lancashire police.

By working together pubs and clubs can deter negative behaviour and ensure their premises and our town is safer for customers and staff. We can work together to introduce initiatives like 'ask Angela' and develop positive relationships between licenses premises, the police and other local agencies in a consistent and safe manner ensuring GDPR and Data Protection are met.

6. Is your group a charity? *

☐ Yes

☒ No

7. Purpose of the grant application *

Please describe the project or activity for which you are seeking funds.

Pubs and bars in Longridge are members of the scheme. The Scheme uses technology and a system called Schemelink. This is a mobile app and website, used to share information inline with current legislation, photos and warnings instantly among members of Longridge Pub Watch. Schemelink has an annual fee and the grant is to support this first annual payment for the 15 pubs and bars who have already joined Longridge Pub Watch.

<https://schemelink.co.uk/>

Cost: standard membership is priced at £35.99 per premises per year. Schemelink also offers bulk discounts—for example, 10+ memberships may qualify for a reduced rate (e.g., £34 per membership).

8. Amount of grant requested (£). If the Grant request is over £250 you will need to provide a recent bank statement and a copy of your Constitution *

£539.85 (maximum)
15 establishments x £35.99

9. How will the grant be used? *

Please provide a breakdown of how the funds will be spent.

The grant will be used to pay for annual subscription to the 15 establishments that have already signed up to Longridge Pub Watch.

10. Have you applied for funding from other councils or organisations? *

- ☐ Yes
- ☒ No
- ☐ Not sure

11. Have you previously received funding from Longridge Town Council? *

- ☐ Yes
- ☒ No
- ☐ Unsure

12. We agree to payback the grant if the project/activity for which the grant was awarded does not proceed. *

- ☒ We agree to repay the grant.
- ☐ We do not agree to repay the grant.

13. Have you provided recent bank statements for all the accounts you hold.

*

- ☐ Yes
- ☒ No
- ☐ Not required

14. Have you provided a copy of your Constitution/Terms of Reference *

- ☐ Yes
- ☒ No
- ☐ Not required

15. If applicable please provide a reason for not providing a recent bank statement or Constitution/Terms of Reference

Longridge Pub Watch only came into being on the 13 October 2025. Our next meeting yet to be confirmed will be used to agree Terms of Reference and set out guidance going forward.

16. Please provide bank details to which any grant will be paid. Account Name - Sort Code - Account Number *

TBC

Longridge and North Preston Rotary £1,000

[View results](#)

Respondent

12

Anonymous

18:34

Time to complete

1. Name of Group or Organisation *

Longridge and North Preston Rotary

2. Name of contact. *

Paul Bond

3. Contact email address *

pbondy@me.com

4. Contact phone number.

07971 843661

5. Please provide a brief description of your group/organisation. *

Longridge and North Preston Rotary Club is a volunteer-led community organisation that works to support and strengthen the local area. Our members give their time and skills to raise funds and deliver projects that benefit people of all ages. We also connect with wider Rotary initiatives, ensuring that our local community is part of a global network of service. Through our activities, we aim to address local needs, encourage community spirit, and make a lasting positive impact.

6. Is your group a charity? *

☒ Yes

☐ No

7. Charity number (if applicable)

1018067

8. Purpose of the grant application *

Please describe the project or activity for which you are seeking funds.

The project aims to improve the path at the end of John Smith's Park in Longridge. This section, previously restored by the club many years ago, has since deteriorated due to erosion. Further work is now needed to maintain accessibility and ensure the path remains safe and easy to use for all members of the public.

9. Amount of grant requested (£). If the Grant request is over £250 you will need to provide a recent bank statement and a copy of your Constitution *

£1000

10. How will the grant be used? *

Please provide a breakdown of how the funds will be spent.

The grant will be used to purchase materials, including gravel and drainage tubing, and to cover any necessary equipment hire. All labour will be provided free of charge by volunteers from the Longridge and North Preston Rotary Club. Any residual monies left over will be allocated to further community projects. Full accounting of the monies will be available to the council upon request.

11. Have you applied for funding from other councils or organisations? *

- ☐ Yes
- ☒ No
- ☐ Not sure

12. Have you previously received funding from Longridge Town Council? *

- ☒ Yes
- ☐ No
- ☐ Unsure

13. If yes, please provide details of previous funding.

Reimbursement for materials to paint the iconic white and black signs in Longridge.

14. We agree to payback the grant if the project/activity for which the grant was awarded does not proceed. *

- ☒ We agree to repay the grant.
- ☐ We do not agree to repay the grant.

15. Have you provided recent bank statements for all the accounts you hold.

*

☒ Yes

☐ No

☐ Not required

16. Have you provided a copy of your Constitution/Terms of Reference *

☒ Yes

☐ No

☐ Not required

17. If applicable please provide a reason for not providing a recent bank statement or Constitution/Terms of Reference

18. Please provide bank details to which any grant will be paid. Account Name - Sort Code - Account Number *

The Rotary Club of Longridge and North Preston Benevolent Fund - 01-03-32 - 74606689

19 September 2025 = £10,254.34

Account Name

THE ROTARY CLUB OF LONGRIDGE AND
NORTH PRESTON BENEVOLENT FUND

Account No

74606689

Sort Code

01-03-32

Page No

1 of 2

NatWest

00001477/00002768/319 B

0089070-0001-0

MR G SUMNER
BRADEWOOD BARN
WHITE HORSE LANE
BARTON
PRESTON
PR3 5AH



Current Account

Summary	
Statement Date	25 SEP 2025
Period Covered	19 SEP 2025 to 25 SEP 2025
Previous Balance	£10,254.34
Paid In	£0.00
Withdrawn	£1,073.10
New Balance	£9,181.24
BIC	NWBKGB2L
IBAN	GB53NWBK01033274606689

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
19 SEP 2025	BROUGHT FORWARD			10,254.34
22 SEP	Cheque 002001		223.10 /	10,031.24
23 SEP	Cheque 001999		500.00 /	9,531.24
	Cheque 002002		50.00 /	9,481.24
25 SEP	Cheque 002000		300.00 /	9,181.24



Meeting:	Budget Committee
Meeting Date:	26 November 2025
Title:	Christmas Meal
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider how the 2025-26 Town Christmas meal will be funded.

2. Default Legal Position.

In England the **default legal position** is that **parish and town councillors must pay for their own Christmas meal** (or any other purely social event) out of their own pockets.

The table below sets out the typical practice and the rules behind it:

Situation	Who normally pays	Legal basis / common practice
Purely social Christmas dinner (no council business discussed)	Councillors themselves	Not allowable as council expenditure under Local Government Act 1972 s.137 or the general power of competence. It would be seen as a private benefit.
Christmas meal combined with a proper council meeting or training event.	Usually the council (within reason)	Only the cost of the food/drink during the actual meeting part can be paid by the council; any purely social element must be paid personally. Most councils avoid this to prevent challenge.
"Thank-you" meal for councillors only.	Councillors themselves	Almost always treated as personal expense. The Local Government Ombudsman and external auditors routinely disallow it if charged to the council.
Meal that includes volunteers, staff, or community representatives for a genuine civic purpose.	Sometimes the council.	Can sometimes be justified under s.137 or power of competence as promoting community well-being, but still risky and often challenged.
Councillors choose to pay themselves and the council makes no contribution	Very common	Safest and most frequent arrangement – many councils simply have a whip-round or each councillor pays their share plus a contribution to staff/volunteers if they are invited.

3. Real-world practice in most parish/town councils.

- The vast majority simply ask each councillor (and any partners) to pay their own way.
- Some councils collect voluntary contributions into a small “social fund” during the year (perfectly legal if it’s voluntary and kept separate from council money).
- A minority try to pay from the precept and occasionally get away with it until the external auditor or a local elector objects – then it usually has to be refunded.

4. Bottom line

Unless the meal has a clear, documented public purpose (which a straightforward Christmas dinner almost never does), **councillors in England are expected to pay for it themselves**. Charging it to the council is one of the most common ways small councils fall foul of the auditors.

5. Members are recommended to:

- a. Consider the report.
- b. Decide how the Christmas meal will be funded.

Meeting:	Budget Executive Committee
Meeting Date:	26 November 2025
Title:	Update on Actions from Previous Budget Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from previous meetings.

2. Update on Actions from 29/10/2025 Meeting

Minute 251029/	Action	Who	Update
7a	Re-submit the report to the next meeting of the Budget Committee and include comments made at this meeting.	Clerk	Complete
7b.	Review the costs associated with Litter and Waste Disposal and split the salary and HMRC payment of the Clerk and Admin Assistant into two separate cost codes.	Clerk	Comeplete

3. Update on Actions from 03/09/2025 Meeting

Minute 250903/	Action	Who	Update
7b.	Advertise the position of Admin. Assistant	Clerk	Complete
8	Agree a suitable form of remuneration for the Clerk.	Cllr. Walker	Noted
9b.	Commence with the procurement and installation of an Information Board outside the Council's offices.	Clerk	Comeplete
10b.	Submit the grant requests from, Longridge Heritage Centre, LSEC, Love Longridge Limited and the Longridge School of Samba to the next Full Council Meeting for consideration.	Clerk	Complete
10c.	Contact the School of Samba and request additional information regarding who else they had approached for funding.	Clerk	Complete
10d.	Review the Council's Grants Policy to consider a simpler process for grants of up to £250.	Clerk	Noted
13	Contact Cllr. Rainford regarding the purchase of 10 wooden planters at a cost of £200.	Cllr. Eccles	Noted

4. Update on Actions from 29/05/2025 Meeting.

Minute 250529/	Action	Who	Update
9	c. Seek another auditor for 2026/27 and 2027/28	Clerk	Complete
10	b. Submit the grant requests from u3a and RBL to the next meeting of the Full Council	Clerk	Complete
	c. Contact LSSA requesting additional information	Clerk	Complete
	d. Review the Council's current Grant Policy to address restricted and unrestricted funds.	Clerk	Noted

5. Update on Actions from 23/10/2024 Meeting.

Minute 241023/	Action	Who	Update
7	a. Request additional information regarding certain aspects of the LSEC grant application.	Clerk	Complete

6. Update on Actions from 28/08/2024 Budget Meeting.

Minute 240828/	Action	Who	Update
7a	Contact Unity Trust Bank and remove former Cllrs. Adamson and Ashcroft from the bank account.	Clerk	Complete
7c	Contact Unity Trust Bank and add Cllrs. Smith, Stubbs and Jackson.	Clerk	Complete
8	Draft new Contracts and Service Specifications for both Terry Lewis and Stephen Yates.	Clerk	Ongoing

Note: All actions from the 25-09-2024 Budget Committee have been completed.

7. Members are recommended:

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