



Longridge Town Council

Budget Executive Committee - Agenda

You are hereby summoned to attend the Budget Executive Committee of Longridge Town Council on Wednesday 29 October 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 3 September 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.

ITEMS for INFORMATION/DISCUSSION

8. Updates on Actions from Previous Meetings.

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

9. Consideration of matters not on the agenda.

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

10. Schedule of Meetings.

26 November 2025.

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

Longridge Town Council
Council Offices
The Station Building
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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 Committee - Draft Minutes

Date:	3 September 2025		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Cllrs.: R. Walker (Chair), N. Eccles, J. Rogerson and P. Smith.		
In attendance:	Town Clerk		
Meeting started:	18:30	Meeting closed:	20:02

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1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs. Rainford and N. Stubbs.

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

There were no declarations.

4. APPROVE THE MINUTES OF THE BUDGET MEETINGS HELD ON 29 MAY 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		Longridge Rotary	Paint for Road Signs - Preston	145.85	24.31	121.54	Paid	15/08/25
2		SY Maint.	Chauffer services	217.00	-	217.00	Paid	15/08/25
3		Cllr. Jackson	Conference room roof blinds	266.83	50.73	216.10	Paid	15/08/25
4	PCJ07	RBLI	VJ Wreath	25.00	4.17	20.83	Paid	28/07/25
5	4295299	Eureka	Toilet Rolls	71.76	11.96	59.80	Paid	28/07/25
6		High Access	Window cleaning inside and out	150.00	-	150.00	Paid	14/07/25
				876.44	91.17	785.27		

7. APPOINTMENT OF AN ADMIN. ASSISTANT / DEPUTY TOWN CLERK.

The Clerk submitted a report requesting members review the financial matters relating to the appointment of an Administrative Assistant/Deputy Clerk to support the Town Clerk and provide the Town Council with a succession path.

Members were reminded that subject to the salary and additional costs being reviewed by the Budget Committee, the Staffing Committee at its 23 July 2025 approved the appointment of an experienced Administrative Assistant/Deputy Clerk and the purchase of additional office furniture and equipment and the installation of a storage facility to create additional office space.

RESOLVED THAT THE COMMITTEE:

- a. Approve the financial matters relating to the appointment of an Administrative Assistant/Deputy Clerk.
- b. Authorise the Clerk to advertise the position of Administrative Assistant/Deputy Clerk at the salary as set out in the report.
- c. Approve the purchase of the office furniture, laptop and storage unit as set out in the report.

8. TOWN CLERK REMUNERATION.

The Clerk submitted a report requesting members to consider the form of remuneration the Clerk should be given in recognition of the work carried out over the previous 12 months.

RESOLVED THAT THE COMMITTEE:

Request Cllr. Walker to consult with the clerk and agree a suitable form of remuneration.

9. INFORMATION BOARD.

The Clerk submitted a report for members to consider the purchase and installation of a lectern-style information board to be installed on the plot of land outside the entrance to the Town Council offices. The board would serve to inform the public about the history of Longridge Town Council and the Longridge railway station

RESOLVED THAT THE COMMITTEE:

- a. Approve the purchase of the lectern-style information board at an estimated cost of £1,500.
- b. Request the Clerk to commence with the procurement and installation of the notice-board.

10. GRANT APPLICATIONS.

The Clerk submitted a report requesting members to consider two grant requests from the Longridge Heritage Centre Trust and grant requests from Longridge Social Enterprise Company, (LSEC), Love Longridge Limited, Longridge School of Samba and The Gatherings at Longridge.

Members were reminded that as of the date of the meeting, the Town Council had provided grants to the value of £9,950.

RESOLVED THAT THE COMMITTEE:

- a. Approve the grant request from The Gatherings at Longridge.
- b. Authorise the Clerk to take the grant requests from, Longridge Heritage Centre (for IT equipment), LSEC, Love Longridge Limited and the Longridge School of Samba to the next Full Council Meeting for consideration.
- c. Authorise the Clerk to contact the School of Samba requesting additional information regarding who else they had approached for funding.
- d. Request the Clerk to review the Council's Grants Policy to consider a simpler process for groups requesting grants of up to £250.

11. BUDGET AND CASH FLOW

The Clerk submitted a report updating members on the Council's financial position.

RESOLVED THAT THE COMMITTEE:

Note the report.

12. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk noted that most of the actions had been completed or were ongoing.

RESOLVED THAT THE COMMITTEE:

Note the Report

13. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

RESOLVED THAT THE COMMITTEE:

- a. Authorise Cllr. Eccles to contact Cllr. Rainford regarding the purchase of 10 wooden planters at a cost of £200.
- b. Have no issues if the Rotary Club of Longridge and North Preston wish to place their logo at the corner of the 'Preston' sign.

14. SCHEDULE OF MEETINGS.

2025: 29 October and 26 November.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Longridge Town Council
Council Offices
The Station Building
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PR3 3JP



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Agenda Item 6 Report For Decision



Longridge
Town Council

Full Council

Meeting Date: 08/10/2025

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	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.

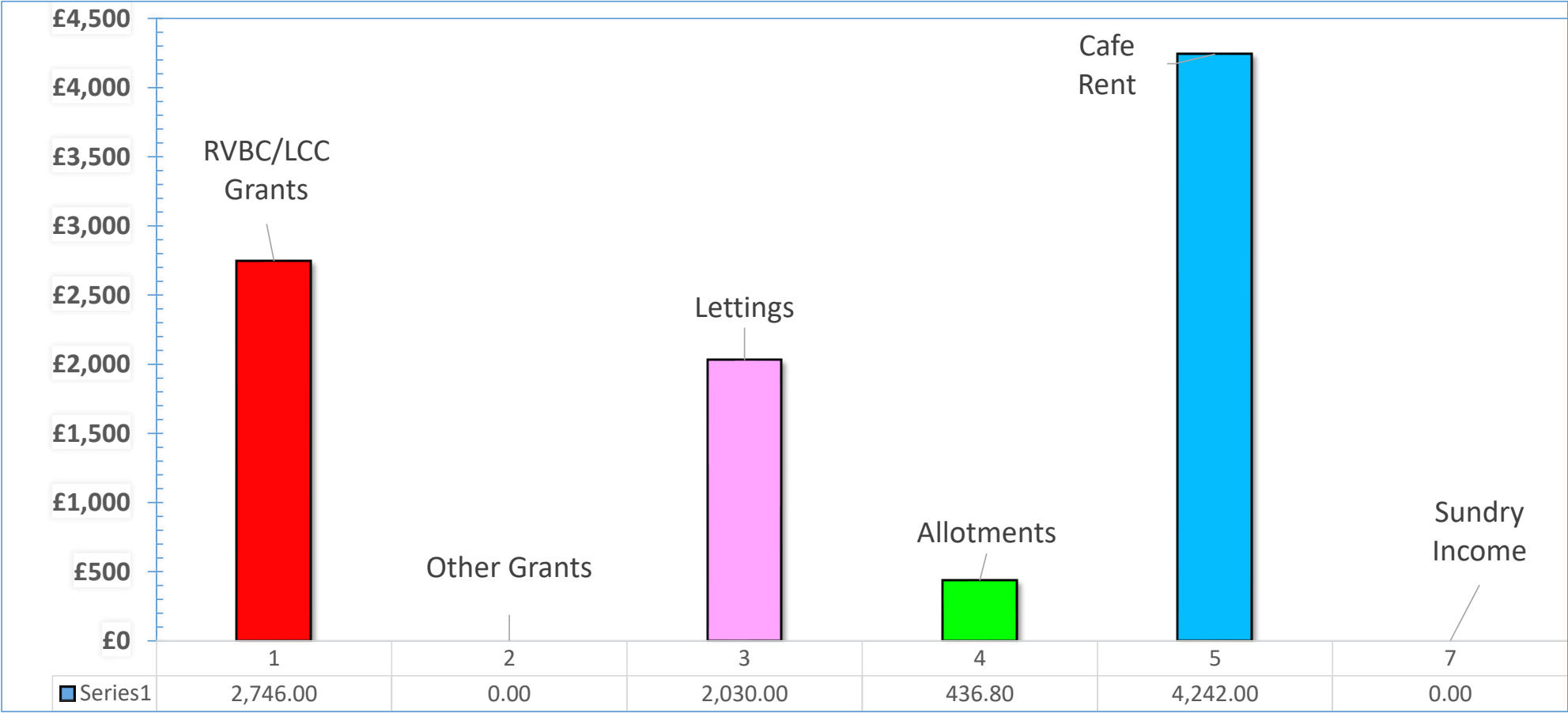
Receipts for the period 1st April 2025 to 31st March 2026.

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
Total as at 22/10/2025:			98,195.00	3,865.51	2,746.00	0.00	2,030.00	436.80	4,242.00	1,454.41	0.00	79.82	113,049.54

Mayoral Ball - Ticket Sales + Donations: 3,850.00

Revenue Streams as at 20/08/2025



Total £ 9,454.80

Summary - Receipts and Payments at 20/10/25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	136,819.72
Less total payments to date:	-88,384.58
System Balance at 01-10-2025:	54,805.46
£	
Unity Trust Balance at 20-10-2025:	54,805.46

*Council's
Accounting
System*

*If these two figures
are different an
explanation is
required.*

NatWest - Account No. 1

£

Balance carried forward April 2025:	88,202.46
Balance 30 April 2025:	88,290.90
Balance 31 July 2025:	88,534.10
Balance 29 August 2025:	88,607.96
Balance 30 September 2025:	68,684.92

NatWest - Longridge Town Council

£

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

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Budget Executive Committee
Meeting Date:	29 October 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 mid-late 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:

The Actual and Projected Exas shown in Appendix 1 has 7 columns which cover:

- Categories of expenditure.
- Budget for 2025-26 as prepared in 2024-25.
- Actual expenditure for 2025-26 (April to September).
- Forecast expenditure for 2025-26 (October 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 2014 and the kitchen and office are now in need of redecoration and refurbishment.

Name	Purpose	Level £
Heritage centre reserve	Refurbish Heritage Centre	6,000
Festive Lights	Rental and purchase of additional festive lights.	10,000

5. Members are recommended:

- a. To 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. To agree the Earmarked Reserves for 2026-27 shown in Section 4.3.
- d. Request the clerk to submit a 'Precept Setting' report to the next meeting of the Full Council based on the information shown in Appendix 1 and this report.

Appendix 1



Longridge
Town Council

Meeting Date: 29 October 2025

Title: Budget 2026-27 Considerations

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report: To update members on the preparations for the Councils 2026-27 budget

Recommendations: See Main Report

Income other than the precept - 1 April 2025 to 31 March 2026. v.24/10/25

		2025-26 Apr-Sept Actual	Forecast 2025-26						2025-26 Projected Income £	2026-27 Projected Income £
Source			Oct	Nov	Dec	Jan	Feb	Mar		
1	Allotment Rent	437	0.00	0.00	0.00	0.00	0.00	0.00	437	437.00
2	RVBC and LCC Grants	2,746	0.00	0.00	0.00	2,000.00	0.00	0.00	4,746	3,500.00
3	Bank Interest NatWest	239	77.00	77.00	77.00	77.00	77.00	77.00	701	600.00
4	Petty Cash	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
6	Room Hire (Lettings)	1,890	260.00	260.00	260.00	320.00	320.00	320.00	3,630	4,200.00
7	Café Rent	4,242	707.00	707.00	707.00	707.00	707.00	707.00	8,484	8,484.00
8	Utilities Contribution	1,454	0.00	1,000.00	0.00	0.00	1,000.00	0.00	3,454	4,200.00
10	Other Grants	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
12	Donations	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
13	Banners letting space	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
16	Sundry Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
	TOTAL	11,007.50	1,044.00	2,044.00	1,044.00	3,104.00	2,104.00	1,104.00	21,452	21,421

Actual and Projected Expenditure - 1 April 2025 to 31 March 2026. v 23-10-25

Community Purse		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
1	Youth Council	1,500	0.00	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	0.00	0	-100.00	100
3	Civic Events inc. Remembrance Services	6,000	1,640.00	140.00	3,400.00	100.00	500.00	0.00	0.00	5,780	-220.00	6,000
4	Mayor Allowance	600	550.00	0.00	0.00	0.00	0.00	0.00	0.00	550	-50.00	550
5	Community Partnership	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	-500.00	0
6	Christmas trees	5,000	0.00	0.00	468.00	0.00	0.00	0.00	0.00	468	-4,532.00	500
7	Grants, Donations and Sponsorship	20,000	12,603.00	0.00	2,000.00	2,800.00	0.00	2,000.00	0.00	19,403	-597.00	20,000
8	Community Sponsorship	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	-500.00	0
SUB TOTAL		34,200	14,793.00	140.00	5,868.00	2,900.00	500.00	2,000.00	0.00	26,201	-7,999.00	27,150

Amenity and Asset Maintenance		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
15	Public Toilets	500	0.00	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	0.00	250.00	0.00	847.41	-152.59	250
17	Gardener	2,000	2,721.56	200.00	200.00	100.00	100.00	100.00	200.00	3,621.56	1,621.56	3,000
18	Tree Works	0	0.00	440.00	0.00	0.00	0.00	0.00	0.00	440.00	440.00	0
19	Caretaker	3,000	3,335.02	500.00	500.00	300.00	300.00	300.00	500.00	5,735.02	2,735.02	4,000
20	Play Area and Skatepark	1,000	220.00	880.00	0.00	4,500.00	0.00	0.00	0.00	5,600.00	4,600.00	500
21	Litter and Waste Disposal	1,250	1,277.48	0.00	5,959.22	0.00	0.00	0.00	0.00	7,236.70	5,986.70	7,500
22	War Memorial	0	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	100
23	Asset Purchase	0	549.00	0.00	0.00	2,800.00	0.00	0.00	0.00	3,349.00	3,349.00	750
24	Asset Replace and Refurbish	2,000	740.79	0.00	0.00	200.00	0.00	0.00	0.00	940.79	-1,059.21	1,000
25	Maint.of Open Space	0	121.54	0.00	0.00	0.00	0.00	0.00	0.00	121.54	121.54	500
26	Defib. and Bleed Kits	700	0.00	0.00	250.00	0.00	100.00	0.00	0.00	350.00	-350.00	800
SUB TOTAL		11,450	9,562.80	2,020.00	7,009.22	7,900.00	500.00	650.00	700.00	28,342.02	16,892.02	18,400

		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Insurance, Banking & Prof. Services				Oct	Nov	Dec	Jan	Feb	Mar			
27	Insurance	3,500	3,250.15	0.00	0.00	0.00	0.00	0.00	0.00	3,250.15	-249.85	3,400
28	Bank Charges	240	63.30	10.65	10.65	10.65	10.65	10.65	10.65	127.20	-112.80	140
29	Memberships & Subscriptions	1,500	1,186.75	0.00	0.00	0.00	0.00	0.00	0.00	1,186.75	-313.25	1,200
30	Professional Services	2,000	1,155.00	500.00	0.00	0.00	0.00	0.00	0.00	1,655.00	-345.00	2,000
31	Auditor	500	550.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00	50.00	250
SUB TOTAL		7,740	6,205.20	510.65	10.65	10.65	10.65	10.65	10.65	6,769.10	-1,020.90	6,990

		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Station Building Maint. and Clean				Oct	Nov	Dec	Jan	Feb	Mar			
35	Hygiene and Cleaning	6,500	3,496.32	370.00	310.00	310.00	310.00	370.00	310.00	5,476.32	-1,023.68	5,500
36	Alarm Systems	400	247.50	114.00	0.00	0.00	0.00	0.00	0.00	361.50	-38.50	400
37	Fire Alarm	250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-250.00	250
38	General Maintenance and SY Maint	8,500	725.93	450.00	450.00	450.00	450.00	450.00	450.00	3,425.93	-5,074.07	3,500
39	CCTV	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	500
40	IT Support	350	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-250.00	150
	SUB TOTAL	16,500	4,569.75	934.00	760.00	760.00	760.00	820.00	760.00	9,363.75	-7,136.25	10,300

		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Miscellaneous Expenses				Oct	Nov	Dec	Jan	Feb	Mar			
45	Post, stationary and consumables	1,000.00	278.34	0.00	0.00	100.00	0.00	0.00	100.00	478.34	-521.66	500
46	Attendance at conferences	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	250
47	Cllr. Expenses	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00	200
SUB TOTAL		2,200.00	278.34	0.00	0.00	100.00	0.00	0.00	100.00	478.34	-1,721.66	950

		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
Office				Oct	Nov	Dec	Jan	Feb	Mar			
50	Furniture	600.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	-400.00	250
51	Equipment	250.00	119.70	716.40	0.00	0.00	0.00	0.00	0.00	836.10	586.10	300
SUB TOTAL		850.00	119.70	916.40	0.00	0.00	0.00	0.00	0.00	1,036.10	186.10	550

Specific Projects		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Oct	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	0.00	500
56	Festive lights and brackets	0.00	6,059.99	0.00	4,323.00	9,960.00	0.00	0.00	0.00	20,342.99	20,342.99	0
57	Community Well-Being Garden	2,000.00	1,000.00	800.00	0.00	0.00	0.00	200.00	0.00	2,000.00	0.00	1,000
SUB TOTAL		2,000.00	7,059.99	800.00	4,323.00	9,960.00	0.00	200.00	0.00	22,342.99	20,342.99	1,500

Staff Costs		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
60	Town Clerk and RFO Salary	30,000.00	17,472.17	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	2,860.00	34,632.17	4,632.17	35,000
61	HMRC Town Clerk and Admin. Assistant	7,500.00	9,022.35	1,189.00	1,189.00	1,200.00	1,200.00	1,200.00	1,200.00	16,200.35	8,700.35	15,000
62	Admin Assistant and Deputy Town Clerk	0.00	0.00	0.00	435.00	435.00	435.00	435.00	435.00	2,175.00	2,175.00	5,300
63	Pension costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
65	Staff Training	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00	150.00	150
66	Expenses additional remunerations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250
67	Payroll costs	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00	600.00	750
SUB TOTAL		37,500.00	26,494.52	4,049.00	4,634.00	5,095.00	4,495.00	4,495.00	4,495.00	53,757.52	15,507.52	57,450

Telephone and Internet		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
68	Telephone - Landline	750	314.13	88.00	88.00	88.00	88.00	88.00	88.00	842.13	92.13	850
69	Telephone - Mobile	300	186.27	29.79	29.79	29.79	29.78	29.79	29.79	365.00	65.00	365
70	Website and web and email services	1,000	515.65	87.00	87.00	87.00	87.00	87.00	87.00	1,037.65	37.65	1,038
71	Computer Equipment	1,000	225.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	-775.00	250
SUB TOTAL		3,050	1,241.05	204.79	204.79	204.79	204.78	204.79	204.79	2,469.78	-580.22	2,503

Utilities		2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Proposed Budget £
				Oct	Nov	Dec	Jan	Feb	Mar			
75	Electricity	20,000	1,577.82	1,300.00	11,300.00	1,300.00	1,300.00	1,300.00	1,300.00	19,377.82	-622.18	20,000
76	Gas	1,300	844.03	70.00	70.00	90.00	100.00	100.00	90.00	1,364.03	64.03	1,500
77	Water and Waste	3,500	1,479.44	300.00	300.00	300.00	300.00	300.00	300.00	3,279.44	-220.56	3,500
SUB TOTAL		24,800	3,901.29	1,670.00	11,670.00	1,690.00	1,700.00	1,700.00	1,690.00	24,021.29	-778.71	25,000

	2025-26 Budget	2025-26 Apr-Sept. Actual	Forecast						2025-26 Projected Spend £	Variance. Projected vs Budget	2026-27 Proposed Budget £
			Oct	Nov	Dec	Jan	Feb	Mar			
TOTAL	140,290	74,225.64	11,245	34,480	28,620	8,170	10,080	7,960	174,782	33,692	150,793
VAT Recoverable		3,559.13									
Total:		77,784.77									

Summary 2025-26		2025-26 Apr-Sept. Actual	Forecast						
Income		11,007.50	Income						Total Forecast £
Carried forward from 2024/25		6,370.32	Oct	Nov	Dec	Jan	Feb	Mar	
Actual funds to date:		17,377.82	1,044	2,044	1,044	3,104	2,104	1,104	27,822
Forecast revenue expenditure									174,782
Projected net revenue expenditure 2025/26:									-146,960

2026-2027	£
Projected Income	21,421
Proposed Spend	150,793
Budgeted net revenue expenditure	-129,372

This represents the net cost of running the Council's day-day operations and should be used for precept calculations.

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 primarily funded by the precept.



Meeting:	Budget Executive Committee
Meeting Date:	29 October 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 03/09/2025 Meeting

Minute 250903/	Action	Who	Update
7b.	Advertise the position of Administrative Assistant /Deputy Clerk	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	Noted
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 groups requesting 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

3. 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

4. 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
	b. Invite LSEC to a meeting with members of the Estates Committee.	Clerk	Not needed

5. Update on Actions from 25/09/2024 Budget Meeting.

Minute 240925/	Action	Who	Update
9	Submit a report to the Budget Committee when the Council's Tax Base for 2025-26 is known.	Clerk	Complete
10	Contact the agency and suggest an alternate prize more suitable to young children, up to a value of £100.	Clerk	Complete
11	Make the necessary payment arrangements and inform the grant applicant of the Council's decision.	Clerk	Complete
12	Contact LCC and confirm they can install electric sockets in street columns and fit brackets to hold festive lights and banners by early December 2024.	Clerk	Complete
13	Contact RVBC's Director of Economic Development and Planning, regarding the possibility of the project being managed by the Town Council.	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

7. Members are recommended:

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