



Longridge Town Council

Budget Executive Committee - Agenda

You are hereby summoned to attend the Budget Executive Committee of Longridge Town Council on Wednesday 4 February 2026 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 2 December 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 meeting.

ITEMS for DECISION/DISCUSSION

6. Finance Report.

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

7. Requests for Grants and Patron Fees.

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

- Community Food Bank at Longridge – £1,000.**

The grant will be used for marketing purposes to purchase:

- A Foodbank sign outside the church and a banner to be used at local shows
- Posters and stationary letter heads, cards, badges to promote the work of the Foodbank.

In addition, it will be used to buy shortages of essential food parcel items as and when the need arises.

- **Citizens Advice East Lancashire (CAEL) - £880.**

Purpose of the grant:

CAEL have recently started to deliver regular sessions at the Town Council Offices, the new venue has cost implications in terms of rent and they will need to secure suitable advertising materials for the venue so that local residents can easily find them when they are looking for advice and information.

- **Longridge Town Band – Annual Patron Fee**

To consider a request from the Longridge Band for renewal of the patron fee.

8. Banking Considerations.

For members to consider transferring funds from an existing NatWest bank account to a Unity Trust Bank saving account.

ITEMS for INFORMATION/DISCUSSION

9. Updates on Actions from Previous Meetings.

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

10. Consideration of matters not on the agenda.

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

11. 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



 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.



Longridge Town Council

Budget Executive Committee - Draft Minutes

Date:	02 December 2025	
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.	
Present:	Councillors: R. Walker, S. Rainford, P. Smith and Stubbs.	
In attendance:	Town Clerk	
Meeting started:	18:30	Meeting closed: 19:02

251202/

1. WELCOME BY THE CHAIR.

The Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs. Eccles and Rogerson.

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 26 NOVEMBER 2025.

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

5. PUBLIC PARTICIPATION.

There was no public participation.

6. 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:

- a. Agree to set a General Reserve for 2026-27 of £45,000.
- b. Agree that the Council's Earmarked Reserves for 2026-27 are as shown in Section 4.3 of the Report
- c. Agree to increase the Band D precept for 2026-27 by 7.5%.
- d. Request the clerk to submit a 'Precept Setting' report to the next meeting of the Full Council based on the recommendations of this Committee.
- e. Request Cllr. Walker to consider stepping down from either being Chair of the Staffing Committee or Chair of the Budget Committee, to avoid any potential conflict of interest and in preparation for being Mayor in 2026-27.

7. NEXT MEETING.

Wednesday February 4 2026

SIGNED BY CHAIR FOR THE MEETING:

DATE:

Agenda Item 6

Report For Decision



Longridge
Town Council

Budget Committee

Meeting Date:	04/02/2026
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.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	9507136954	Shred-it	Secure print material disposal	104.86	17.48	87.38	08/02/2026	
2	INV2421	Yates Playgrounds	Repairs and Maintenance on the Recreation Ground Play Area managed by LTC	3,336.00	556.00	2,780.00		18/12/2025
				3,440.86	573.48	2,867.38		

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.

Income 1 April 2025 to 31 March 2026.

Source	2025-26 Apr-Jan Actual	Feb	Mar	2025-26 Projected Income £
260 Allotment Rent	437	0.00	0.00	437
205 RVBC and LCC Grants	3,926	0.00	0.00	3,926
003 Bank Interest NatWest	495	40.00	40.00	575
220 Petty Cash	0	0.00	0.00	0
290 Room Hire (Lettings)	2,825	440.00	440.00	3,705
295 Café Rent	7,070	707.00	707.00	8,484
296 Utilities Contribution	3,363	1,250.00	1,250.00	5,863
TOTAL	18,115.50	2,437.00	2,437.00	22,990

Note: For accounting purposes income does not include Precept and VAT reclaim.

Actual and Projected Net Expenditure - 1 April 2025 to 31 March 2026.

27/01/26

Community Purse		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Agreed Budget £
				Feb	Mar			
450	Youth Council	1,500	0.00	0.00	0.00	0	-1,500.00	0
460	Allotments	100	0.00	0.00	0.00	0	-100.00	100
470	Civic events inc. remembrance services	6,000	7,828.00	0.00	0.00	7,828	1,828.00	5,500
	Chauffeur	0	504.00	250.00	100.00	854	854.00	200
	Mayoral allowance 2025/26	600	0.00	0.00	0.00	0	-600.00	600
480	Mayoral allowance 2024/25	550	827.00	0.00	0.00	827	277.00	0
500	Christmas trees and tree lights	5,000	390.00	0.00	0.00	390	-4,610.00	500
490	Community Partnership	500	0.00	0.00	0.00	0	-500.00	0
510	Grants and Donations	20,000	16,341.00	0.00	0.00	16,341	-3,659.00	10,000
520	Community Sponsorship	500	100.00	600.00	0.00	700	200.00	10,000
SUB TOTAL		34,750	25,990.00	850.00	100.00	26,940	-7,810.00	26,900

Amenity and Asset Maintenance		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
530	Public toilets (Towneley Gardens)	500	0.00	0.00	0.00	0.00	-500.00	0
415	Plants and planters	1,000	598.00	0.00	0.00	598.00	-402.00	0
420	Gardening services	2,000	1,933.00	0.00	0.00	1,933.00	-67.00	2,400
410	Tree Works	0	400.00	0.00	0.00	400.00	400.00	0
440	Caretaker/lengthsman services	3,000	4,605.00	400.00	400.00	5,405.00	2,405.00	6,240
550	Play Area and Skatepark	1,000	3,000.00	350.00	0.00	3,350.00	2,350.00	750

570	Litter and waste disposal RVBC	1,250	6,243.50	0.00	0.00	6,243.50	4,993.50	6,500
390	Asset purchase	0	1,897.00	0.00	0.00	1,897.00	1,897.00	0
395	Asset replace and refurbish	2,000	2,510.00	0.00	0.00	2,510.00	510.00	100
540	Maint. of open space and miscellaneous	0	2,591.00	0.00	0.00	2,591.00	2,591.00	0
580	Defib. and bleed kits	700	0.00	0.00	0.00	0.00	-700.00	630
SUB TOTAL		11,450	23,777.50	750.00	400.00	24,927.50	13,477.50	16,620

Insurance, Banking & Prof. Services	2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £	
			Feb	Mar				
350 Insurance	3,500	3,250.15	0.00	0.00	3,250.15	-249.85	3,300	
355 Bank charges	240	102.00	13.20	13.20	128.40	-111.60	160	
590 Memberships and Subscriptions	1,500	1,415.75	0.00	0.00	1,415.75	-84.25	1,425	
600 Professional Services	2,000	2,759.00	0.00	0.00	2,759.00	759.00	250	
365 Auditor	500	0.00	0.00	0.00	0.00	-500.00	250	
SUB TOTAL		7,740	7,526.90	13.20	13.20	7,553.30	-186.70	5,385

Station Building Maint. and Clean	2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £	
			Feb	Mar				
610 Hygiene and Cleaning	6,500	4,819.00	270.00	240.00	5,329.00	-1,171.00	5,000	
620 Security Alarm System	400	377.50	0.00	0.00	377.50	-22.50	380	
630 Fire Alarm	250	135.00	0.00	0.00	135.00	-115.00	100	
640 General maint. external contractors.	8,500	792.00	0.00	0.00	792.00	-7,708.00	1,000	
650 Internal CCTV	500	0.00	0.00	0.00	0.00	-500.00	0	
660 IT Support	350	630.00	0.00	0.00	630.00	280.00	200	
SUB TOTAL		16,500	6,753.50	270.00	240.00	7,263.50	-9,236.50	6,680

Miscellaneous Expenses		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
670	Post, stationary and consumables, civic	1,000.00	278.34	0.00	80.00	358.34	-641.66	300
680	Attendance at conferences	1,000.00	0.00	0.00	0.00	0.00	-1,000.00	50
690	Cllr. Expenses	200.00	0.00	0.00	0.00	0.00	-200.00	100
SUB TOTAL		2,200.00	278.34	0.00	80.00	358.34	-1,841.66	450

Office		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
700	Furniture	600.00	407.00	0.00	0.00	407.00	-193.00	100
710	Equipment	250.00	716.70	0.00	0.00	716.70	466.70	100
SUB TOTAL		850.00	1,123.70	0.00	0.00	1,123.70	273.70	200

Specific Projects		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
720	Longridge in Bloom	0.00	0.00	0.00	0.00	0.00	0.00	1,500
730	Rental Festive lights	0.00	9,860.00	0.00	0.00	9,860.00	9,860.00	3,960
740	Community Well-Being Garden	2,000.00	1,612.00	200.00	0.00	1,812.00	-188.00	500
SUB TOTAL		2,000.00	11,472.00	200.00	0.00	11,672.00	9,672.00	5,960

Staff Costs		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
300	Clerk Salary (Gross)	37,500.00	26,152.00	2,860.80	2,860.80	31,873.60	-5,626.40	46,000
301	Deputy Clerk Salary (Gross)	0.00	505.00	345.72	345.72	1,196.44	1,196.44	5,200
302	HMRC payments for previous clerk	0.00	11,812.00	0.00	0.00	11,812.00	11,812.00	0
315	Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	600
310	Expenses and additional remunerations	0.00	0.00	0.00	0.00	0.00	0.00	0
305	Payroll costs	0.00	0.00	0.00	0.00	0.00	0.00	560
SUB TOTAL		37,500.00	38,469.00	3,206.52	3,206.52	44,882.04	7,382.04	52,360

Telephone and Internet		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
750	Telephone - Landline	750	902.00	74.00	74.00	1,050.00	300.00	700
760	Telephone - Mobile	300	308.00	37.34	37.34	382.68	82.68	450
770	Website and web and email services	1,000	849.00	104.28	104.28	1,057.56	57.56	1,251
780	IT and Wifi Equipment	1,000	453.00	0.00	0.00	453.00	-547.00	100
SUB TOTAL		3,050	2,512.00	215.62	215.62	2,943.24	-106.76	2,501

Utilities		2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
				Feb	Mar			
790	Electricity	20,000	2,946.00	1,225.00	1,225.00	5,396.00	-14,604.00	12,000
800	Gas	1,300	4,620.00	100.00	90.00	4,810.00	3,510.00	1,500
810	Water and Waste	3,500	2,253.00	270.00	270.00	2,793.00	-707.00	3,000
SUB TOTAL		24,800	9,819.00	1,595.00	1,585.00	12,999.00	-11,801.00	16,500

	2025-26 Budget	2025-26 Apr-Jan. Actual	Forecast		2025-26 Projected Spend £	Variance. Projected vs Budget	2026-27 Agreed Budget £
TOTAL	140,840	127,721.94	7,100	5,840	140,663	-177	133,556
Note:  Includes £11,812 payments to HMRC for previous Clerk. (302)							

Note: The £133,556 Budget was agreed at the 10-12-25 Full Council based on the recommendations of the 02-12-2025 Budget Committee.

Actual to Date		Actual and Forecast	
2025/2026	£	End of Year March 2026	£
Revenue:	176,706.14	Unity balance at 26/01/2026:	42,863.97
Spend:	140,212.49	Forecast Income - Feb. onwards:	4,874.00
Balance 2025/26:	36,493.65	Forecast Spend - Feb. onwards:	12,999.00
		Forecast Balance EoY 2025/26:	34,738.97
		Actual Balance EoY 2024/25:	6,370.32

Reconciliation of Receipts and Payments at 26-01-26

£	
Unity Trust: Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	176,706.14
Less total payments to date:	140,212.49
System balance at 26-01-26:	42,863.97
£	
Unity Trust Bank balance at 26-01-26:	42,863.97
Mayoral Ball Funds:	4,087.51
Unity Balance at 26-01-26 less Mayoral Funds:	38,776.46
NatWest Reserve Accounts at 28-11-25:	53,786
Latest Bank Statements	
Total Available Funds:	92,562

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 31 October 2025:	68,684.92
Balance 28 November 2025:	48,785.87

£40,000 was transferred to
Unity Trust Bank.
£20,000 on 22-09-25
£20,000 on 12-11-25.

Latest Bank Statement

NatWest Account No. 2

£	
Balance carried forward 1 April 2025:	£5,000.00
Balance 28 November 2025:	£5,000.00

Latest Bank Statement

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	04 February 2026
Title:	Grant and Patron Fee Requests
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider grant requests from the organisations shown below and a request from the Longridge Band for renewal of their annual patron fee, which came to an end in December 2025.

2 Longridge Band – Annual Patron Fee

2.1 Considerations.

Members are reminded that in previous years the Council has paid a fee of £500 in 2019-2021 and £600 in 2022, 2023 and 2024.

Members are also reminded that the Longridge Band do not charge for the services of the bugler (Remembrance services) or for attending the 'Carols round the Christmas Tree' on Christmas Eve. The table below shows the payments made by the Town Council to the Longridge Band from 19 December 2022 to the present day.

Date	Amount £	Comments
19/12/2022	150	Grant (request was for £300)
19/12/2022	600	Remembrance Sunday 2022
17/03/2023	600	Patrons fee 2023
26/07/2023	1,500	Refurbishment grant
16/01/2024	500	Grant
16/01/2024	600	Remembrance Sunday 2023
15/11/2024	600	Remembrance Sunday 2024
19/12/2024	600	Patrons fee 2024
19/05/2025	550	Mayoral Charity
20/06/2025	500	Tuba grant
14/11/2025	600	Remembrance Sunday 2025
Total:	6,800	

3 Community Food Bank at Longridge - £1,000 (Appendix 1)

The grant will be used for marketing purposes to purchase:

- A Foodbank sign outside the church and a banner to be used at local shows
- Posters and stationary letter heads, cards, badges to promote the work of the Foodbank.

In addition, it will be used to buy shortages of essential food parcel items as and when the need arises.

4 Citizens Advice East Lancashire (CAEL) - £880 (Appendix 2)

CAEL have recently started to deliver regular sessions at the Town Council Offices, the new venue has cost implications in terms of rent and they will need to secure suitable advertising materials for the venue so that local residents can easily find them when they are looking for advice and information.

4.1 Members are recommended to:

- a. Consider the renewal of the Longridge Band Annual Patron Fee.
- b. To consider the two applications for grants
- c. Request the Clerk to inform the applicants of the Council's decision.

Appendix 2

[View results](#)

Respondent

17

Anonymous

273:45

Time to complete

1. Name of Group or Organisation *

Citizens Advice East Lancashire

2. Name of contact.*

Julia Hannaford

3. Contact email address *

julia.hannaford@cael.org.uk

4. Contact phone number.

07974055729

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

Citizens Advice East Lancashire (CAEL) provides free, confidential, and expert advice on a vast range of issues, including debt, benefits, housing, employment, energy bills, and consumer rights, serving the areas of Burnley, Hyndburn, Pendle, Ribble Valley, and Rossendale, helping people find solutions and navigate complex problems through online, phone, and in-person support.

6. Is your group a charity? *

Yes
 No

7. Charity number (if applicable)

1111611

8. Purpose of the grant application *

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

We are now delivering face-face support through two regular community drop-ins in Longridge and also at pop up venues such as the Health and Wellbeing events at the Civic Hall and Goosnargh and Longridge show. We have recently started to deliver a regular session at the Town Council so that Longridge residents have an alternative venue to the outreach we deliver at St Pauls Church during the Foodbank on a Friday. The new venue has a cost implication in terms of rent and we will need to secure suitable advertising materials for the venue, so that local residents can easily find us when they are looking for advice and information

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 *

The total grant would be around £880

10. How will the grant be used? *

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

In order to secure the Town Council office space we need to pay a rental of £10/hour, we are requesting a grant up to the value of 12 months charges. £60 per month x 12 = £720, this would provide us with security that we could afford the space into the new financial year. We are also requesting consideration of a grant for an indoor banner stand which we can leave at the building to allow people to see where we are in the building and to offer some screening to those using the service from the large windows. We have used Display Wizard at Garstang previously who have the artwork for a banner stand and their current cost is £66 which is inclusive of VAT for an 800mm <https://www.displaywizard.co.uk/swift-plus-banner-stand/>

We would also like to be considered for a grant for an outdoor swinging sign that states Citizens Advice Here Today which can be placed at the front of the building so people can see we are in and it will withstand the weather. We do have one we recently purchased for the Clitheroe outreach, however they are weighted so not easily portable The cost of this is £92.40 including VAT, again from Display Wizard who have the artwork <https://www.displaywizard.co.uk/outdoor-signage/eco-swinger-pavement-swing-sign/>

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

- Yes
- No
- Not sure

12. If yes, who have you applied to?

Ribble valley Council

Rossendale Council

Hyndburn Council

Burnley Council

Pendle Council

All provide us with a contribution toward our generalist service delivery, however this does not cover the full costs of delivery of the range of telephone, digital and face-face services we offer in each area, to ensure everyone can access us in the way they need. We have to reduce costs where we can and look for free or low cost venues

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

- Yes
- No
- Unsure

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

there appears to be no where to upload them on this form, so we will email them in separately

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

Account name Citizens Advice East Lancashire

Sort Code 608301

Account Number 20269575

Appendix 1

View results

Respondent

18 Anonymous

100:16

Time to complete

1. Name of Group or Organisation *

Community Foodbank @ Longridge

2. Name of contact. *

Liz Schofield

3. Contact email address *

lizziesch62@gmail.com

4. Contact phone number.

07528097106

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

The Community Foodbank @ Longridge is an independent foodbank established 23rd December 2015. Previously since 2014, the Food bank had been part of the Trussell Trust network run by the Gateway Trust in Clitheroe. However, due to changing circumstances, it was decided by all the volunteers in Longridge, to move forward independently with the foodbank to serve the people of Longridge and the surrounding area.

The Foodbank is open on Friday each week, at St Paul's Church off Berry Lane in Longridge, as an Unincorporated Not for Profit Organisation, with a committee of 6 volunteers.

Our aims are:

To provide a welcoming environment to clients in need at times of crisis

To promote an understanding of the organisations work in the wider community.

The Foodbank is run by a group of dedicated volunteers on a rota basis, carrying out a variety of roles including:

Collection and delivery of food donations

Store cupboard organising & ordering & the packing of food parcels for clients

Setting up the rooms for the weekly foodbank

Signposting clients to our partner agencies for further support. They include CAB, Housing, Families & Children & Fire Safety.

We have made contacts in the local schools, GP surgeries, Local Council plus other groups.

The Foodbank has also received support & food donations from local shops, supermarkets, churches & places of work. Some monetary donations have been received from private individuals and groups.

A lot of progress has been made in a short time, through the help, support and goodwill, from the people of Longridge, but there is still more to be done.
eg storage facilities;

setting up a website with a referral system;

marketing materials, to include raising awareness in the local community;

Increasing the number of Agencies to work with us.

Since the start of the New Year, we have provided food parcels for 65 including adults and children.

If you require any further information please don't hesitate to contact us.

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.

Marketing materials, to include raising awareness in the local community.

Buying shortages of essential food parcel items as and when the need arises

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 *

£1000

We have a Bank Acc NatWest Business Current Acc. Community Foodbank @ Longridge
Sort

9. How will the grant be used? *

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

The grant will be used for marketing purposes

Foodbank sign outside the church.

Banner to be used at local shows

Posters & stationary letter heads, cards, badges to promote the work of the Foodbank.

Buying shortages of essential food parcel items as & when the need arises.

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

No answer provided.

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

Bank Acc: NatWest Business Current Acc. Community Foodbank @ Longridge
Sort Code 12833754 Acc No.12833754

Agenda Item 8

For Decision/Discussion



Meeting:	Budget Executive Committee
Meeting Date:	4 February 2026
Title:	Banking Considerations
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider transferring funds from an existing NatWest bank account to a Unity Trust Bank saving account.

2 Background.

Members are reminded that they have two main deposit accounts, one is held with Unity Trust Bank, this is used on a day-to-day basis to receive, transfer and pay money out. The other account is held with NatWest and is used for the Council's General Reserves. The NatWest account has funds of around £54,000, is relatively dormant and accrues very little interest.

3 Introduction.

For some-time members have discussed transferring funds from the NatWest account to another savings account, one barrier for not doing this was that the Financial Services Compensation Scheme (FSCS), only guaranteed to protect funds up to £85,000 in December 2025 this rose to £120,000.

If such a transfer were to take place, it would seem sensible to transfer funds to an account that has Internet access, accrues interest and allows the easy transfer of funds to an existing current account. Unity Trust Bank offer several schemes designed specifically for town and parish councils. The main consideration is the level of fund access the Town Council require.

4 Access to Funds and other Financial Considerations

As of January 2026, the **Annual Equivalent Rates (AER)** offered by several major banks are:

Unity Trust Bank:

- Instant Access: 1.95%
- 30 Day Access: 2.25%
- 32 Day Notice: 2.73%

NatWest:

- Instant Access: 0.95–1.50%
- 35 Day Notice: 2.05%

Lloyds:

- Instant Access: 0.60–1.40%
- 30 Day Access: 1.30–2.04%
- 32 Day Notice: 1.87–2.66%

4.1 Examples of Interest Earnings:

- In June 2025, the Council's NatWest account with a balance of £88,453 earned £82.26 in monthly interest.
- The same balance in a Unity Trust Bank 32 Day Notice account would have earned £201.23 in monthly interest.

5 Summary

- **Unity Trust Bank** offers the highest interest rates among the compared banks for all account types.
- Transferring funds to Unity Trust Bank would significantly increase interest income.
- The ease of transferring funds between two Internet accounts at the same bank and the absence of fees at Unity Trust Bank further enhances its attractiveness for holding council reserves.

6 Members are recommended to consider

- a. Set up a new savings account with Unity Trust Bank.
- b. The type of account to setup (e.g. Instant access – 32 Day Notice)

Subject to the above:

- c. Authorise the Clerk to make the necessary arrangements.

Agenda Item 9

For Information



Meeting:	Budget Committee
Meeting Date:	04 February 2026
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 02/12/2025 meeting.

Minute 251202/	Action	Who	Update
6d.	Submit a 'Precept Setting' report to the next meeting of the Full Council based on the recommendations of this Committee.	Clerk	Complete
6e.	Request Cllr. Walker to consider stepping down from either Chair of Staffing Committee or Chair of Budget Committee, to avoid any potential conflict of interest and in preparation for being Mayor in 2026-27.	Clerk/Cllr. Walker	Complete Staffing 28 Jan.

3. Update on Actions from 26/11/2025 meeting

Minute 251126/	Action	Who	Update
6c.	Request the Estates Committee at their next meeting to review the Café Lease in relation to the proportion of utility charges paid by them.	Clerk	On hold
6d.	Correct the NatWest statement of account to show that £20,000 was transferred to the Council's Unity Trust bank account on 22/09/25	Clerk	Complete
6e.	Look at alternative banking arrangements to a switch from NatWest and report back to the Committee.	Clerk	Budget Comm. 4 Feb.
6.f	Look at ways in which a simple but effective audit trail can be carried out by committee members.	Clerk	Noted
7a	Update the report and spreadsheet in line with comments made at the meeting and convene an extra meeting of the Budget Committee with a focus on members approving the proposed budgets for each line item for 2026-27 and setting a precept for 2026-27.	Clerk/Chair	Complete

7b.	Set up a Working Group tasked with defining the three-line items where grant expenditure can be allocated.	Clerk	Not Required
7c.	Review the contracts of the Caretaker and Gardener in regard to re-advertising those positions.	Clerk	Complete
7e.	Find the rental costs for the festive lights in 2026-27.	Clerk	Complete £10,620
7f.	Look at what the Band D Tax figure would have been in 2025-26, if the percentage increase in previous years had been in line with the relevant RPI at the time.	Cllr. Smith	Complete
9	Inform Full Council that the Budget Committee on advice of the Clerk recommend that members pay for their own and guests' meals.	Clerk	Complete
11a.	Contact RVBC regarding the state of the footpath from John Smith's Park to the Farm, and ask them to carry out remedial work.	Clerk	Complete
11b.	Note the latest DSE requirements and report to the Estates Committee on his findings.	Clerk	Noted

4. 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	Complete

5. 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	Complete
10b.	Submit the grant requests from, Longridge Heritage Centre, LSEC, Love Longridge Limited and the	Clerk	Complete

	Longridge School of Samba to the next Full Council Meeting for consideration.		
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

6. 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

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

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

8. 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	No longer required

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

9. Members are recommended:

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