



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		

Note: Approval is not usually sought for Direct Debits and people or organisations where the Town Council has a contractual relationship.

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
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.