



Longridge Town Council

Budget Executive Committee – Minutes

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|-------------------------|--|------------------------|-------|
| Date: | 28 August 2024 | | |
| Place: | Station Buildings, Berry Lane, Longridge. | | |
| Present: | Councillors: Walker (Chair), P. Smith and S. Rainford. | | |
| In attendance: | Town Clerk and one member of the public. | | |
| Meeting started: | 19:00 | Meeting closed: | 20:46 |

240824/

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs. Rogerson and Stubbs.

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

Cllr. Walker noted interest in Agenda Item 7.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 29 MAY 2024.

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

Note: The above minutes were taken by Cllr. Walker and drafted by the then Clerk.

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 the Table below.

Schedule of Payments to be considered for approval.

| # | # | Payee | Description | Gross £ | Vat £ | Net £ | Due Date | Ref. |
|----------------|-------|------------------|---|---------------|-------------|---------------|-------------|------|
| 1 | 3425 | TV Shaw Limited | Charges in connection with the preparation of a Licence Agreement in favour of Longridge Heritage Trust relating to their use of the Station Building | 500.00 | 0.00 | 500.00 | Now | |
| 2 | 58736 | TPCS | Telephony services. (April - May 2024 underpayment) | 2.27 | 0.00 | 2.27 | Overdue | |
| 3 | 70 | Unity Trust Bank | Bank charges 05/03/24 - 03/06/24 | 18.00 | 0.00 | 18.00 | DD | |
| 4 | 59220 | TPCS | Telephony services. July 2024 | 46.91 | 7.82 | 39.09 | Now | |
| Totals: | | | | 567.18 | 7.82 | 559.36 | | |

7. UNITY TRUST BANK – AUTHORISATIONS.

The Clerk submitted a report asking members to consider those councillors that can access the Council's Unity Trust Bank account and those that also have the authority to approve payments.

Members were reminded that only the Town Clerk can initiate payments and that two Councillors are required to approve a transaction before it can be processed.

RESOLVED THAT COMMITTEE:

- a. Authorise the Clerk to contact Unity Trust Bank and remove former councillors Adamson and Ashcroft from the Unity Trust Bank account.
- b. Approve that all current councillors can access the Unity Trust Bank account and approve transactions.
- c. Authorise the Clerk to contact Unity Trust Bank and add the councillors agreed in recommendation b. (above) to the Unity Trust Bank account.

8. CARETAKER AND GARDENER – CONTRACTS AND RATES OF PAY.

The Clerk submitted a report requesting members to consider issuing new contracts, and Service Specifications and setting new hourly rates for the caretaker/handyman and the gardener/Lengthsman.

Members will recall that they currently have arrangements with Terry Lewis for gardening and Lengthsman services and Stephen Yates (SY Maintenance) for additional gardening, caretaking and handyman services.

The Report informed members of the pay rates operated by other councils in the Ribble Valley for Lengthsman and gardening services.

RESOLVED THAT COMMITTEE:

- a. Authorise the Clerk to draft new Contracts and Service Specifications for both Terry Lewis and Stephen Yates.
- b. Approve an hourly rate of £20, for both parties, subject to the submission of time sheets.

9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

In connection with the 'new' planters, Members were reminded that they had a Longridge in Bloom budget of £1,000.

9a GRANT APPLICATIONS.

The Clerk submitted a report for members to consider two grant applications from Love Longridge Limited both were in connection with the Soap Box Derby and were set out in Appendix 1 of the Report.

RESOLVED THAT COMMITTEE:

Subject to Love Longridge Ltd. acknowledging the grants were provided by the Town Council, (by way of stickers, posters and on social media), approve two grants, one for the provision of portable toilet facilities at £1,000 and one for skip hire at £504.

10. SCHEDULE OF MEETINGS (ALL MEETINGS ARE ON A WEDNESDAY AND COMMENCE AT 19:00)

25 September 2024, 23 October 2024 and 20 November 2024.

11. STATION BUILDING SIGN. (PART TWO ITEM)

The Clerk submitted a report updating members on the quotes it had received for the procurement and installation of a new Station Building Sign to replace the sign that had been damaged. The Clerk informed members that one of bidders (APS) had withdrawn their quote.

RESOLVED THAT COMMITTEE:

Subject to clarification of a technical nature, chose Optimum (based in Preston) as the preferred bidder.

SIGNED BY CHAIR FOR THE MEETING: *R. Walker*

DATE: *25/09/2024*

A signed copy is on file.