



Longridge Town Council

Finance Committee - Agenda

You are hereby summoned to attend the Finance Committee of Longridge Town Council on Wednesday 4 March 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.³

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 4 February 2026 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. The report also includes added narrative explaining variances.

7 Requests for Grants and Patron Fees.

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

7.1 Longridge Town Band – £1,765.

The Longridge Band has been invited to perform at the British Open in May 2026, one of the most prestigious brass band competitions in the country. The grant will be used to pay for a trip to attend the event in Birmingham.

7.2 Longridge Social Enterprise Company (LSEC) - £4,789

LSEC is seeking funding to install thermal room-dividing curtains within the community spaces, alongside additional thermal curtains to cover a window and external door located on the opposite side of the dividing curtain.

This combined approach will allow LSEC create a warm, enclosed lounge area that is protected from draughts and heat loss.

7.3 Community Food Bank Longridge - Provision of additional information.

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.

For consideration

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

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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 – Draft Minutes

Date:	04 February 2026		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker, Rainford, Smith, Eccles and Stubbs.		
In attendance:	Town Clerk		
Meeting started:	18:30	Meeting closed:	20:10

260204/

1. WELCOME BY THE CHAIR.

The Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllr. Rogerson.

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

Cllr. Rainford expressed interest in Agenda Item 7, Requests for Grants and Patron Fees.

4. APPROVE THE MINUTES OF THE BUDGET MEETINGS HELD ON 2 DECEMBER 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 requesting members to approve the accounts to date.

RESOLVED THAT COMMITTEE:

- Approve the accounts to date.
- Request the Clerk to provide narrative on the Expenditure Tab, explaining budget variances.
- Approve the schedule of payments as set out in the Report and the table below:

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		

7. REQUESTS FOR GRANTS AND PATRON FEES.

The Clerk submitted a report requesting members to consider grant requests from:

- The Community Food Bank at Longridge - £1,000. The grant would be used for marketing purposes and to buy shortages of essential food parcels.
- Citizens Advice East Lancashire (CAEL) - £880. The grant would be used, for amongst other things, to secure suitable advertising materials.

In addition, members were asked to consider a request from the Longridge Band for renewal of the annual patron fee. **Note:** *When this item was discussed, Cllr. Rainford left the meeting and returned after members had agreed what the annual patron fee should be.*

RESOLVED THAT COMMITTEE:

- a. Approve in principle the grant request from the Community Food Bank at Longridge for £1,000, subject to the Foodbank providing a breakdown of the expenditure set out in their grant request application.
- b. Refuse the application from CAEL.
- c. Approve a 2025 Annual Patron Fee of £750 to the Longridge Band.
- d. Authorise the Clerk to contact the applicants regarding the Council's decisions and make any arrangements for payment.

8. BANKING CONSIDERATIONS

The Clerk submitted a report requesting members to consider transferring funds from an existing NatWest bank account to a Unity Trust Bank savings account.

RESOLVED THAT COMMITTEE:

- a. Agree to set up a new 32 Day Notice Savings Account with Unity Trust Bank.
- b. Authorise the Clerk to make the necessary arrangements.

9. UPDATES ON ACTIONS FROM PREVIOUS MEETINGS

The Clerk submitted a report updating members on actions from recent meetings.

RESOLVED THAT COUNCIL:

- a. Note the Report
- b. Regarding Action – 251126/6c. Request the Clerk to engage with the Council's solicitors to prepare a draft Licence Agreement for review by the Council in preparation for a new café tenant.

10. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

Request the Clerk to add Speed Indicator Devices (SpIDs) as an Agenda Item to the next meeting.

11. NEXT MEETING.

Wednesday March 4 2026

SIGNED BY CHAIR FOR THE MEETING:

DATE:

Agenda Item 6

Report For Decision



Longridge
Town Council

Finance Committee

Meeting Date:	04/03/2026
Title:	Finance Report see also Appendix 1
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	2754	Lentech NW	Install a new PIR in meeting room with IR remote.	180.00	30.00	150.00	02/03/2026	18/02/2026
2	SINV3358	Maxi Fire	12 months intruder and fire alarm maintenance.	924.00	154.00	770.00	28/02/2026	09/02/2026
				1,104.00	184.00	920.00		

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

Income 1 April 2025 to 31 March 2026.

Source		Income £		
		2025-26 Apr-Feb Actual	F.Cast	2025-26 Total Projected
			Mar	
260	Allotment Rent	437	0.00	437
205	RVBC and LCC Grants	3,926	14,033.93	17,960
003	Bank Interest NatWest	495	40.00	535
220	Petty Cash	0	0.00	0
290	Room Hire (Lettings)	3,100	440.00	3,540
295	Café Rent	7,777	707.00	8,484
296	Utilities Contribution	3,363	1,250.00	4,613
TOTAL		19,097.50	16,470.93	35,568

UKSPF
Solar
Panels

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

Actual and Projected **Net** Expenditure - 1 April 2025 to 31 March 2026. v.26/02/26

Community Purse			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Agreed Budget £
1	450	Youth Council	1,500	0.00	0.00	0	-1,500.00	0
2	460	Allotments. Includes lease payment to RVBC.	100	0.00	319.25	319	219.25	100
3	470	Civic events inc. remembrance services	6,000	7,956.00	0.00	7,956	1,956.00	5,500
4	471	Chauffeur	0	538.00	100.00	638	638.00	200
5	-	Mayoral allowance 2025/26	600	742.00	0.00	742	142.00	600
6	480	Mayoral allowance 2024/25	550	550.00	0.00	550	0.00	0
7	500	Christmas trees and tree lights	5,000	390.00	0.00	390	-4,610.00	500
8	490	Community Partnership	500	0.00	0.00	0	-500.00	0
9	510	Grants and Donations	20,000	16,585.00	0.00	16,585	-3,415.00	10,000
10	520	Community Sponsorship	500	850.00	0.00	850	350.00	10,000
11		SUB TOTAL	34,750	27,611.00	419.25	28,030	-6,719.75	26,900
12								
Amenity and Asset Maintenance			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
15	530	Public toilets (Towneley Gardens)	500	0.00	0.00	0.00	-500.00	0
16	415	Plants and planters (purchases)	1,000	598.00	0.00	598.00	-402.00	0
17	420	Gardening services (labour)	2,000	1,933.00	0.00	1,933.00	-67.00	2,400
18	410	Tree Works	0	400.00	0.00	400.00	400.00	0
19	440	Caretaker/lenghtsman services (labour)	3,000	4,981.00	600.00	5,581.00	2,581.00	6,240
20	550	Play Area and Skatepark	1,000	3,020.00	0.00	3,020.00	2,020.00	750
21	570	Litter and waste disposal RVBC	1,250	6,243.50	0.00	6,243.50	4,993.50	6,500

68			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
69	Staff Costs				March			
70	300	Clerk Salary (Gross)	37,500.00	39,714.00	3,575.00	43,289.00	5,789.00	46,000
71	301	Deputy Clerk Salary (Gross)	0.00	1,495.80	432.12	1,927.92	1,927.92	5,200
72	302	HMRC payments for previous clerk	0.00	15,558.00	0.00	15,558.00	15,558.00	0
73	315	Staff Training	0.00	0.00	0.00	0.00	0.00	600
74	310	Expenses and additional remunerations	0.00	106.00	0.00	106.00	106.00	0
75	305	Payroll costs	0.00	0.00	0.00	0.00	0.00	560
76		SUB TOTAL	37,500.00	56,873.80	4,007.12	60,880.92	23,380.92	52,360
77								
78			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
79	Telephone and Internet				March			
80	750	Telephone - Landline	750	984.00	74.00	1,058.00	308.00	700
81	760	Telephone - Mobile	300	338.00	37.34	375.34	75.34	450
82	770	Website and web and email services	1,000	941.00	104.28	1,045.28	45.28	1,251
83	780	IT and Wifi Equipment	1,000	453.00	0.00	453.00	-547.00	100
84		SUB TOTAL	3,050	2,716.00	215.62	2,931.62	-118.38	2,501
85								
86			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
87	Utilities				March			
88	790	Electricity	20,000	6,597.00	1,225.00	7,822.00	-12,178.00	12,000
89	800	Gas	1,300	3,375.00	900.00	4,275.00	2,975.00	1,500
90	810	Water and Waste	3,500	2,680.00	270.00	2,950.00	-550.00	3,000
91		SUB TOTAL	24,800	12,652.00	2,395.00	15,047.00	-9,753.00	16,500
92								

93			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance. Projected vs Budget	2026-27 Agreed Budget £
94					March			
95		TOTAL	140,840	153,067.24	7,985	161,052	20,212	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	
2025/2026	£
Revenue:	182,204.56
Spend:	172,955.35
Balance 2025/26:	9,249.21

Actual and Forecast	
End of Year March 2026	£
Unity balance at 27/02/2026:	15,619.53
Forecast Revenue in March:	16,470.93
Forecast Spend for March:	7,984.77
Forecast Balance EoY 2025/26:	24,105.69

For Reference EoY 2024/25 balance: 6,370.32

Reconciliation of Receipts and Payments at 27-02-26

£	
Unity Trust: Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	182,204.56
Less total payments to date:	172,955.35
System balance at 27-02-26:	15,619.53
£	
Unity Trust Bank balance at 27-02-26:	15,619.53
Mayoral Ball Funds:	4,087.51
Mayor Charity Quiz	219.21
Unity Balance at 27-02-26 less Mayoral Funds:	11,312.81
NatWest Reserve Accounts at 30-01-26:	53,866
Latest Bank Statements	
Total Available Funds:	65,179

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
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Balance 31 October 2025:	68,684.92
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Balance 30 January 2026:	48,865.90	Latest Bank Statement
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£40,000 was transferred to
Unity Trust Bank.
£20,000 on 22-09-25
£20,000 on 12-11-25.

NatWest Account No. 2

£

Balance carried forward 1 April 2025:	£5,000.00
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Balance 30 January 2026:	£5,000.00	Latest Bank Statement
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Longridge Town Council

Budget Variances by Cost Code

470 Civic events including remembrance services

2025/26 Budget: £6,000

2025/26 Actual: £7,956

2026/27 Budget: £5,550

The apparent overspend under Civic Events is primarily attributable to **Mayoral civic expenditure**, including VE Day activities, civic hospitality, and the Mayor's Ball. These costs were correctly incurred but were initially charged to the general Civic Events heading.

£2,644 is to be reimbursed from Mayoral funds, reducing the net cost attributable to this budget to £5,312, which is within the approved budget.

To improve financial transparency and reporting clarity, a **new accounting code will be introduced** to separately record Mayoral expenditure, ensuring that future civic event costs are more accurately distinguished from general Remembrance and civic activity.

The proposed **2026/27 budget of £5,550** reflects a **realistic and controlled provision** for core civic and remembrance events, excluding Mayoral costs, and is supported by the revised accounting structure.

470 Transactions

09/05/2025 VE Day 8 May Tea and biscuits	£17.78
14/05/2025 VE Prize CRY Charity Window	£125.00
19/05/2025 Propane Gas	£80.00
28/05/2025 Wreath	£25.00
28/05/2025 Mayor Making Catering	£169.49
29/05/2025 VE Day Prize Charity Event	£125.00
29/05/2025 RSPCA VE Best Window	£250.00
27/06/2025 Council Branded Lapel Badges	£155.40
08/07/2025 Council Branded Ties	£183.00
28/07/2025 VJ Day Wreath	£25.00
03/09/2025 Purple Poppy VE Day Wreath	£27.50
20/10/2025 PCJO7 Lamppost poppies (Rem Day)	£140.00
28/10/2025 INV 2237 Road Closure (Rem Day)	£49.17
28/10/2025 Cllr Walker Raffle Tickets	£5.16
28/10/2025 Cllr. Hindle Wine	£64.64
31/10/2025 DJ MBALL	£225.00
07/11/2025 INV 0445 Venue Hire (MBall)	£2,227.50
14/11/2025 Cable Ties (Lamppost Poppies) (Rem Day)	£23.99
14/11/2025 Longridge Band (Rem Day)	£600.00
14/11/2025 Binoculars Gift	£100
03/12/2025 NWTM – Road Closure (Rem Day)	£2,946.00
10/12/2025 INV 2695 – PA Hire (Rem Day)	£240.00
10/12/2025 PCJO7 Poppy Appeal	£200.00
14/01/2026 FoCH Remembrance Catering (Rem Day)	£145.44
09/02/2026 #295402471 Catering for quiz	£71.60
09/02/2026 INV1093 catering for event	£175.00
11/02/2026 B/P to D Jackson	£20.98
11/02/2026 B/P to D Jackson	£8.10
11/02/2026 B/P to D Jackson	£21.00

471 Chauffeuring

2025/26 Budget: £0.00

Actual: £638.00

2026/27 Budget: 200.00

This expenditure relates to chauffeur services and associated waiting time at civic events.

471 Transactions

28/07/2025	1069 Chauffeur & Civic event	£318.00
15/08/2025	INV 1073 Chauffeur & Civic event	£217.00
30/09/2025	INV1077 Civic Event	£20.00
14/01/2026	INV1091 – Chauffeuring & Civic Events	£582.10
09/02/2026	INV1093 Chauffeuring & Civic Event	£160.00

440 Caretaker/Lenghtsman services

2025/26 Budget: £3,000

Actual: £5,381

2026/27 Budget: £6,240

Discussion has taken place to limit hours to meet 26/27 budget. Following discussions with contractor(s) Invoices are now being better broken down so it can be more accurately assigned to codes/classifications. Work has started to reclassify previous invoices where possible.

The overspend reflects increased reactive maintenance, civic event support, and combined invoicing covering multiple activities.

Actions taken:

- Hours reviewed and agreed limits introduced
- Invoices now itemised by activity
- Reclassification of historic costs underway
- Additional accounting codes introduced

The proposed **2026/27 budget of £6,240** reflects a realistic, controlled baseline.

440 Transactions

16/04/2025 March 2025 (38.5hrs@£20)	£770.00
09/05/2025 Steve Yates (23h@£20)	£660.52
11/06/2025 New taps and Gardening (31hrs@£20)	£644.00
28/07/2025 INV1070 (31hrs@20 + Purchases - Stain, first aid kit, accident book, fire log & Umbrella@£100.50)	£720.50
15/08/2025 INV1074 (27hrs@£20)	£540.00
30/09/2025 1077 general duties	£236.47
07/11/2025 INV1080 (5.5hrs@20)	£110
10/12/2025 INV1090 (civic events inc Chauffeuring 19hrs@£20, milage@£58.50, Purchase – Bulbs@£130, Maintenance 18hrs@£20)	£828.50
14/01/2026 INV1091 (5hrs@£20)	£100.00
14/01/2026 INV1091 (4hrs@£20)	£80.00
09/02/2026 INV1093 (5hrs@20)	£100.00
09/02/2026 INV1093 (9.5hrs@20)	£190.00

550 Play Area and Skatepark

2025/26 Budget:	£1,000
Actual:	£3,000
2026/27 Budget:	£750

550 Transactions

20/06/2025 Yates Playground - Playground Inspection	£220
19/12/2025 INV2421 (maintenance/repairs)	£2,780

570 Litter and waste disposal RVBC

2025/26 Budget:	£1,250
Actual:	£6,243.50
2026/27 Budget:	£6,500

This includes the **annual RVBC grounds maintenance and litter-picking contract**, previously under-budgeted. The proposed **2026/27 budget of £6,500** now reflects the true contractual cost.

570 Transactions

29/04/2025 Commercial Waste	£944.23
29/04/2025 A0711	£247.00
15/08/2025 3319	£86.25
20/10/2025 RVBC	£3,750.00
20/10/2025 RVBC	£1,216.02

390 Asset purchase

2025/26 Budget: 0

Actual: £1,897.00

2026/27 Budget: £6,500

390 Transactions

20/05/2025 076976 – VE Beacon	£549.00
02/01/2026 Storage Shed	£1,348.33

540 Maintenance of open space and miscellaneous

2025/26 Budget: £0

Actual: £1,467.86

2026/27 Budget: £0

540 Transactions

15/08/2025 Rotary Preston Sign - paint	£121.54
30/09/2025 INV1077 (Costs be allocated to the correct Code)	£390.00
14/11/2025 INV1086 (Costs be allocated to the correct Code)	£956.32

600 Professional Services

2025/26 Budget: £2,000

Actual: £2,759.00

2026/27 Budget: £250

The overspend under reflects a number of **largely one-off and necessary professional costs** incurred during the year. These included a **survey**, a **one-off payment to resolve an electricity billing issue**, and specialist **sign-writing**.

These costs were not recurring in nature and were required to address specific issues arising during the year, rather than representing ongoing service commitments.

600 Transactions

09/09/2025 INV 149 Survey	£1,155.00
07/11/2025 Energy Checkpoint	£1,000.00
17/11/2025 Sign Writer	£100.00
02/01/2026 PKJ Littlejohn	£504.00

660 IT Support

2025/26 Budget: £350

Actual: £630

2026/27 Budget: £200

660/710 IT Support and Equipment

2025/26 Combined Budget: £600

2025/26 Combined Actual: £1,346.70

2026/27 Budget: £200

Expenditure includes **network improvements, data storage, and a new laptop**. These were necessary resilience and compliance improvements. Reduced provisions are included for 2026/27 as these were largely one-off investments.

660 Transactions

25/04/2025 INV 61698 Fixed Internet issue	£100.00
30/10/2025 INV 252944 Printer support	£87.50
14/11/2025 IT equipment NAS drive	£208.31
14/11/2025 IT equipment Hard Drive x 2	£233.32

710 Equipment

2025/26 Budget: 250

Actual: 716.70

2026/27 Budget: 100

710 Transactions

05/06/2025 Printer rental Siemens/Aura General	£119.70
09/10/2025 INV 12845 – Laptop for Deputy Clerk	£597.00

730 Rental Festive lights

2025/26 Budget: 0

Actual: 9,860.00

2026/27 Budget: 3,960

730 Transactions

09/09/2025 INV 1138 (2)	£1,893.33	15 Festive Lights plus one Commando Socket Three payments
10/09/2025 INV1138 (2)	£2,083.33	
10/09/2025 INV 1138 (3)	£2,083.33	
14/11/2025 Stately Lighting	£3,800.00	Festive Lights rental plus installation and removal

300 Clerk Salary (Gross)

2025/26 Budget: £37,500

Actual: £39,714

2026/27 Budget: £46,000

300 Transactions (Salary Net Payments)

30/04/2025 April 2025	£2,860.00
30/05/2025 May	£2,860.00
30/06/2025 June	£2,860.00
31/07/2025 July	£3,172.17
29/08/2025 August	£2,860.00
30/09/2025 September	£2,860.00
31/10/2025 October	£2,860.00
28/11/2025 November	£2,860.00
24/12/2025 December	£2,860.00
30/01/2026 January 2026	£2,860.00



301 Deputy Clerk Salary (Gross)

2025/26 Budget: £0

Actual: £1,495.80

2026/27 Budget: £5,200

301 Transactions (Salary Net Payments)

01/12/2025 November	£159.64
24/12/2025 December	£345.72
30/01/2026 January 2026	£345.72
27/02/2026 February	£345.72

750 Telephone - Landline

2025/26 Budget: £750

Actual: £902.00

2026/27 Budget: £700

The overspend on the landline telephone budget reflects a **one-off cost** incurred in December 2025 for the installation of an additional **IP phone (for Deputy Clerk) and associated technician labour**. This upgrade was required to maintain service reliability and compatibility with the existing telecommunications infrastructure.

Routine call and service charges were broadly consistent throughout the year, with the variance arising primarily from this necessary technical intervention rather than increased usage.

The proposed **2026/27 budget of £700** reflects a **reduced and more realistic provision**, assuming no further one-off installation or setup costs are required and that ongoing charges remain stable.

750 Transactions

09/05/2025 TPCS	£45.98
09/05/2025 TPCS	£47.24
15/08/2025 TPCS	£73.51
15/08/2025 TPCS	£73.45
17/09/2025 TPCS	£73.95
24/11/2025 TPCS	£73.01
24/11/2025 TPCS	£87.68
24/11/2025 TPCS	£84.86
19/12/2025 TPCS	£84.72
19/12/2025 TPCS - IP Phone + Technician Labour	£257.20

800 Gas

2025/26 Budget: £1,300

Actual: £3,375

2026/27 Budget: £1,500.00

The overspend on gas costs reflects a combination of **significant energy price increases**, higher winter consumption, and **standing charges** applied throughout the year. Monthly charges rose progressively during the latter part of the financial year, with the highest costs incurred between **December 2025 and February 2026**, coinciding with peak usage and tariff increases.

The proposed **2026/27 budget of £1,500** represents a **cautious uplift** to acknowledge ongoing price pressures while assuming more stable tariffs. Gas usage will continue to be monitored closely during 2026/27, and further adjustments will be considered if market conditions remain adverse.

800 Transactions

25/04/2025	£420.48
21/05/2025	£179.17
13 02/06/2025 Standing Charge	£29.12
23/06/2025	£73.00
22/07/2025	£49.30
21/08/2025	£47.72
22/09/2025	£45.24
22/10/2025	£162.68

20/11/2025	£251.61
23/12/2025	£563.96
21/01/2026	£723.48
23/02/2026	£830.02

Summary

The majority of variances in 2025/26 arise from:

- One-off civic and capital items.
- Previously under-budgeted contractual costs.
- Improved transparency and reclassification of expenditure.

Actions have already been implemented, and the **2026/27 budget reflects a more accurate, sustainable baseline**, reducing the likelihood of future in-year variances.

2025/26 Budget: £145,340

2026/27 Budget: £133,556

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Finance Committee
Meeting Date:	4 March 2026
Title:	Grants and requests for funds
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider grant requests from:

- a. The Longridge Social Enterprise Company (LSEC) for £4,789, to install thermal room-dividing curtains within the community spaces, alongside additional thermal curtains to cover a window and external door located on the opposite side of the dividing curtain. This combined approach will allow LSEC create a warm, enclosed lounge area that is protected from draughts and heat loss. (The request is shown in Appendix 1)
- b. The Longridge Band who have been invited to perform at the British Band Open in May, one of the most prestigious brass band competitions in the country. While the event has previously been held in Blackpool, it will take place in Birmingham in 2026, resulting in significantly increased travel and accommodation costs. The Band are therefore seeking financial assistance (£1,765) to help fund the cost of travel and associated expenses, enabling them to attend this prestigious competition. (see Appendix 2)

In addition, members are asked to consider the additional information requested from the Community Foodbank Longridge. (see Appendix 3)

2 Financial Considerations.

2.1 LSEC

The table below shows the recent payments made by the Town Council to LSEC.

Date	Amount £	Comments
14/01/2025	1,694	In ceiling heating system. Total grant was £2,033. LTC claimed the VAT back.
Total:	1,694	

2.2 Longridge Band

The table below shows the payments made by the Town Council to the Longridge Band from 19 December 2022 to the present day. Members are 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.

Date	Amount £	Comments
19/12/2022	150	Grant (request was for £300)
19/12/2022	600	Remembrance Sunday 2022
17/03/2023	600	Patron donation 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	Patron donation 2024
19/05/2025	550	Mayoral Charity
20/06/2025	500	Tuba grant
14/11/2025	600	Remembrance Sunday 2025
05/02/2026	750	Patron donation 2025
Total:	7,550	

2.3 Budget 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 and donations to the value of £17,580.

3 Community Foodbank Longridge.

Members will recall that at the 4 February 2026 meeting they approved in principle a grant request from the Community Food Bank at Longridge for £1,000, subject to the Foodbank providing a breakdown of the expenditure set out in their grant request application. This breakdown has now been provided in Appendix 3

4 Members are recommended to:

- a. Consider the grant requests from LSEC and the Longridge Band.
- b. Re-consider the grant request from the Community Food Bank Longridge.
- c. Request the Clerk to update the applicants of the Committee's decisions.
- d. If the grants are approved, authorise the Clerk to make a payment to the Food Bank, and take a report to the next meeting of the Full Council seeking their approval for the grant requests from the Longridge Band and LSEC.

Appendix 1

View results

Respondent

19

Anonymous

2024:02

Time to complete

1. Name of Group or Organisation *

Longridge Social Enterprise Company

2. Name of contact. *

Andrew Leonard

3. Contact email address *

bookings@longridgecivichall.com

4. Contact phone number.

07484800324

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

Longridge Social Enterprise Company (LSEC) is a volunteer-led, community-based organisation dedicated to supporting the health, wellbeing, and social connectivity of residents in Longridge and the surrounding areas. Operated by the community, for the community, LSEC provides a safe, accessible, and welcoming environment for a wide range of activities and essential services.

Our primary aim is to reduce social isolation and improve quality of life by offering inclusive community spaces where people of all ages and backgrounds can participate in meaningful activities. LSEC also serves as the designated emergency information point and community hub for Longridge, ensuring residents can access trusted information and support during times of need.

We host a diverse programme of groups and classes, including baby and toddler sessions, exercise and wellbeing classes, music groups, and social activities. These services particularly benefit individuals at higher risk of isolation, such as new parents, older residents, and vulnerable members of the community, by providing opportunities for connection, routine, and peer support.

LSEC is proud to support and host several established community projects, including Laughter & Lunch, a dementia-friendly group promoting cognitive stimulation and social interaction; Lunching Alone, which supports individuals experiencing loneliness; and Film with Friends, designed to encourage social engagement in a relaxed and accessible setting.

In addition, LSEC provides a vital warm space for local residents, helping to address cost-of-living pressures while offering a safe place to socialise, access activities, and receive informal support. Through our facilities and programmes, we promote positive mental and physical wellbeing, strengthen community resilience, and foster a sense of belonging.

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.

LSEC is seeking funding to install thermal room-dividing curtains within our community spaces, alongside additional thermal curtains to cover a window and external door located on the opposite side of the dividing curtain. This combined approach will allow us to create a warm, enclosed lounge area that is protected from draughts and heat loss.

As a volunteer-led community hub, LSEC hosts a wide range of activities with differing space requirements. The ability to divide larger rooms will enable us to heat only the areas in use, improving energy efficiency and reducing running costs during periods of increased energy prices. Covering the window and door with thermal curtains will further prevent cold air ingress, helping to maintain a stable and comfortable temperature within the lounge area.

These improvements will directly benefit users of our warm space, including older residents, families with young children, and vulnerable individuals, by creating a consistently warm and welcoming environment. Improved comfort will encourage continued participation in community activities, helping to reduce social isolation and promote wellbeing.

By reducing heat loss, improving flexibility of space, and lowering energy consumption, this project will support the long-term sustainability of LSEC and ensure the continuation of essential community services for the people of Longridge and surrounding areas.

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 *

£4788.75 (Excl. tax)

9. How will the grant be used? *

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

Thermal/FR/Soundproofing - Room Divider Curtains - Pair (1500cmx250cm) £3186.25 - This will separate the lounge area from the main hall
Thermal/FR/Soundproofing - Room Divider Curtains - Pair (350cmx2.50cm) £782.50 - These will reduce the draft from the windows in the lounge area
Thermal/FR/Soundproofing - Room Divider Curtains - Single (350cmx250cm) £820 - This will reduce the draft from the doors in the lounge area

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

- Yes
- No
- Not sure

11. If yes, who have you applied to?

Application was rejected by RVBC jubilee grant

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

- Yes
- No
- Unsure

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

Grant received January 2025 for electric ceiling heaters for the lounge area (£1700)

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

Bank statements will be forwards by accounts manager (accounts@longridgecivichall.com)

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

Longridge Social Enterprise Company
Lloyds Bank
Sort Code: 303091
Account Number 653118060

Appendix 2

View results

Respondent

20 Anonymous

12:33

Time to complete

1. Name of Group or Organisation *

Longridge Band

2. Name of contact. *

Rachael Barry

3. Contact email address *

rachaelannbarry@gmail.com

4. Contact phone number.

07399 0938805

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

The Longridge Band is a community-based musical ensemble with a long tradition of bringing live music to local audiences. The band provides high-quality performances at community events, concerts, and civic occasions, while also offering inclusive opportunities for musicians of different ages and experience levels to develop their skills. Through regular rehearsals, public performances, and community engagement, the Longridge Band plays an important role in sustaining local cultural life and encouraging participation in the arts.

6. Is your group a charity? *

Yes

No

7. Charity number (if applicable)

1166841

8. Purpose of the grant application *

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

The Longridge Band has been invited to perform at the British Open in May, one of the most prestigious brass band competitions in the country. While the event has previously been held in Blackpool, it will take place in Birmingham this year, resulting in significantly increased travel and accommodation costs. As we will be representing Longridge on a national stage, it is important for the band to participate and perform to the highest standard. We are therefore seeking financial assistance to help fund the cost of travel and associated expenses, enabling us to attend this important competition.

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 *

£1765

10. How will the grant be used? *

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

We will be using the funds to pay for our trip to Birmingham. The breakdown is as follows:
Coach - £935
Rehearsal Room - £350
Entry Fee - £480

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.

We have received previous funding for the purchase of a new tuba for our Youth Band.

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

N/A

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

Longridge Band
01-05-24
74934422

Marketing Materials

Signs.

Ecoflex £138. + VAT.

Banner
32" x 8ft £ 46 + VAT.

A4 Posters

30p each. 130gsm Paper
£1.50 each Plastic.

A6 card 500 uncut

100 X £31. + VAT.

250 X £41. + VAT.

Letterhead

100 X £ 27 + VAT

250 X £ 43 + VAT

Thank you cards

A6 100 £ 21 + vat

Packing sheets.

A5 500 £ 30 + vat

APS
SIGNS • PRINT • DESIGN

Robert

Jane Brown

T: 01772 782523 M: 07739 025 339

E: jane@advancedprintsolutions.co.uk

W: www.advancedprintsolutions.co.uk

Central Garage
Warwick St, Longridge
Preston, PR1 2JG

Meat

Shortages of food and other parcels

C. Beef x 5 £10.10.

S. Steak x 10 9.90

M. Beef. x 5 8.10.

M. On x 10 8.10

H. Dogs x 10. 7.50

Sausage x 5 12.00.

Fish.

Mackerel. x 10. 8.49

Tuna x 12 7.50

Salmon x 5 7.50

Milk x 12. £12

T. Rolls 9.50

9 x 3

Name Badges £14.90

Amazon

~~hampden Tomlinson Co. UK~~

Plastic Badges (cc) Green 10

hampden (break away)

MSO

~~MSO 14.90~~

MSO

Agenda Item 8

For Information



Meeting:	Finance Committee
Meeting Date:	04 March 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 04/02/2026 meeting.

Minute 260204/	Action	Who	Update
6b.	Provide narrative explaining budget variances.	Clerk	Complete
7d	Contact the applicants regarding the Council's decisions and make any arrangements for payment.	Clerk	Complete
8b.	Make the necessary arrangements with Unity Bank for a 32 Day Savings Account	Clerk	Ongoing
9.	Regarding Action – 251126/6c. Engage with the Council's solicitors to prepare a draft Licence Agreement for review by the Council in preparation for a new café tenant.	Clerk	Solicitors advise against.
10	Add Speed Indicator Devices (SpIDs) as an Agenda Item to the next meeting.	Clerk	Noted

3. 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.

4. 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	Ongoing
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 our remedial work.	Clerk	Complete
11b.	Note the latest DSE requirements and report to the Estates Committee on the findings.	Clerk	Noted

5. 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

6. 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 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	Complete

7. 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

8. 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

9. 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.

10. Members are recommended:

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