



Longridge Town Council

Finance Committee - Agenda

You are hereby summoned to attend the Finance Committee of Longridge Town Council on Wednesday 29 July 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.

4. To consider and approve the minutes of the 3 June 2026 meeting.

5. Public Participation.

This 15-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. Grant Applications.

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

- u3a for £1,400
- Longridge Pump Track Group for £705 and
- Goosnargh and Longridge Show (GLAS) for £1,000.

8. Purchase of Additional Tables

Report of the Clerk (enclosed) for members to consider the purchase of 4 new tables, to be used by the Town Council and the two u3a Card Groups.

9. Towneley Garden Event Space.

Verbal update by the Clerk and the Chair on bids received and a preferred contractor.

ITEMS for INFORMATION/DISCUSSION

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

Recording of meetings:

This meeting may be recorded by Longridge Town Council to support the production of accurate minutes. Only a written transcript is generated, no voice recording is retained. The transcript is deleted once the minutes are approved.

Anyone who has concerns about being recorded should raise this with the Clerk before speaking.

Mike Hill

Clerk and Responsible Financial Officer 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 Agenda Item 4

Town Council

Finance Committee – Draft Minutes

Date:	3 June 2026		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker, Rogerson, Smith, Stubbs and Gornall		
In attendance:	Town Clerk and Cllr. L. Jameson		
Meeting started:	18:30	Meeting closed:	19:20

260603/

1. ELECTION OF CHAIR AND VICE CHAIR.

The Committee proceeded to elect a Chair and Vice-Chair for the civic year 2026/27.

RESOLVED:

- That Cllr. Mark be elected Chair of the Finance Committee for the civic year 2026/27.
- That Cllr. Philip be elected Vice-Chair of the Finance Committee for the civic year 2026/27.

2. WELCOME BY THE CHAIR

The Chair welcomed everyone to the meeting.

3. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs. Eccles.

4. DECLARATIONS INTEREST

No declarations of interest were recorded against this agenda.

5. APPROVE THE MINUTES OF THE MEETINGS HELD ON 22 APRIL 2026.

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

6. PUBLIC PARTICIPATION.

There was no public participation.

7. TERMS OF REFERENCE FOR THE FINANCE COMMITTEE

The Clerk presented a report inviting Members to review and recommend to Full Council the adoption of the Finance Committee's Terms of Reference for the 2026/27 municipal year.

RESOLVED:

- That the Finance Committee Terms of Reference for 2026/27 be approved and adopted unchanged from 2025/26, including retention of the £1,000 delegated financial authority threshold; and
- That the adopted Terms of Reference be submitted to Full Council for formal approval and inclusion within the Council's Standing Orders.

8. FINANCE REPORT.

The Clerk submitted the Finance Report, including the schedule of payments, receipts, expenditure, bank summary and NatWest reserve account balances.

The Committee noted that the Council remains in a strong financial position, with total available funds of £161,103.79 (subsequently described in discussion as approximately £161,000).

Of this, £70,000 is held in the Unity Trust 32-day notice account. With the precept received in full, and expenditure to date is low relative to the point reached in the financial year. Bank reconciliation has been completed to 30 May 2026 with no discrepancies.

Members discussed the following variances and queries arising from the report:

- a. The Allotments budget line (code 460) shows an overspend of approximately £740, relating to the emergency repair of the allotment fence following vehicle damage, as previously agreed by the Committee on 22 April 2026. Members agreed that this highlighted the need for improved contingency planning and the use of earmarked reserves for areas of recurring risk.
- b. The £23 charge coded to Maintenance of Open Space and Misc. (code 540), relating to the purchase of toilet rolls, had been incorrectly coded and is to be moved to the appropriate budget line.
- c. Certain prior-year costs, including the Chauffeur allowance (£711.70) and elements of the Mayoral Fundraising line, relate to 2025/26 activity but fall to be reported against the 2026/27 budget; the Clerk confirmed this had already been flagged for clarification in future reporting.
- d. The Committee noted that a new Unity Trust 32-day notice savings account has been established to maximise interest earned on reserve balances, and agreed that current reserve levels (equivalent to approximately 3–4 months' operating expenditure) remain appropriate, while noting earmarked reserves of £6,000 for the Heritage Centre, £1,000 for Longridge in Bloom and £4,000 for festive lighting.

Members had a wider discussion regarding precept-setting for 2027/28, noting that Longridge's precept is currently low relative to comparable councils, and agreed that a zero-based budgeting approach and improved long-term asset planning should inform preparation of next year's budget.

RESOLVED:

- a. That the Finance Report and the accounts to date be approved; and
- b. That the Schedule of Payments be approved.
- c. That the toilet roll expenditure be recoded to the correct budget line.

9. REVISED GRANT POLICY

The Clerk presented a revised Grant Policy for adoption, prepared in accordance with the principles agreed at Minute 7.1 of the meeting held on 22 April 2026. The Committee considered the draft policy in detail and agreed the following amendments to the indicative funding ranges set out in the officer's draft:

- a. Event Support: indicative range of £500–£2,500, with no hard maximum, to allow flexibility for exceptional cases (amending the draft maximum of £5,000).
- b. Capital Improvements: indicative range of £1,000–£3,500, with no hard maximum, on the same basis (amending the draft range of £1,001–£5,500 and maximum of £5,500).

The Committee confirmed that, consistent with the policy's stated preference for smaller awards (£200–£500), any application exceeding the relevant indicative range should be referred to Full Council for consideration. Members also agreed that the policy should make clear that grants are intended to support one-off projects and activities, and not the ongoing running costs of an organisation.

RESOLVED:

- a. That the revised Grant Policy be adopted, subject to the amendments to the Event Support and Capital Improvements funding ranges as set out above;
- b. That the revised Grant Policy be recommended to Full Council for formal approval and adoption; and
- c. That the Clerk be requested to draft revised grant application forms to reflect the new policy, taking account of feedback from community groups where this can be obtained before the Full Council meeting.

10. GRANT APPLICATIONS

Longridge Community Hospital Group – £1,000 (requested)

The Committee considered the application from the Longridge Community Hospital Group, noting the Council's pledge of support to the Hospital Campaign made at the Annual Meeting on 13 May 2026, and the proposed payment mechanism whereby the grant would be applied solely against invoices submitted by suppliers, rather than paid directly to the Group.

Members agreed that, notwithstanding the Council's wish to support the campaign, the sum should be reduced to align more closely with the policy's preference for smaller awards, while retaining the invoice-based payment mechanism to preserve a clear audit trail and enable VAT recovery.

RESOLVED:

- a. That a grant of up to £500 be approved to the Longridge Community Hospital Group, to be applied solely by way of payment by the Council of invoices rendered by suppliers of print and promotional material, on production of those invoices to the Town Clerk, up to the aggregate sum approved; and
- b. That the Council order the relevant printing directly where practicable and settle supplier invoices accordingly.
- c. The deferred application from Longridge Girl Guides (Minute 7c of 22 April 2026) was noted as remaining deferred and will return to the Committee for determination under the new Grant Policy, following its adoption by Full Council.

11. CONSIDERATION OF MATTERS NOT ON THE AGENDA

Potential Transfer of Ribbles Valley Borough Council Assets.

The Clerk updated Members on the possibility that RVBC may offer to transfer certain parish-level assets to local town and parish councils. The Committee noted that an earlier enquiry on this matter had not been progressed and agreed that it should be resubmitted to RVBC's new Chief Executive. Members raised concerns regarding the ongoing maintenance costs and liabilities that would accompany any such transfer, and agreed that these should be fully understood before any transfer is accepted.

RESOLVED:

That the Clerk resubmit the Council's earlier enquiry regarding potential asset transfers to the new Chief Executive of RVBC, and report back to a future meeting.

12. SCHEDULE OF MEETINGS

The Committee noted that it will continue to meet on the fourth Wednesday of each month, with the exception of August 2026, when the meeting will be cancelled to reflect the school holiday period.

SIGNED BY CHAIR FOR THE MEETING

DATE

A 'wet' copy is on file.

Agenda Item 6

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Finance Committee
Meeting Date:	29-Jul-26
Report Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of Report

To update members on 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 Finance Report and the accounts to date.
2. Approve the Schedule of Payments if any.

Workbook Contents

Payments	Schedule of payments that require Council approval
Receipts	Income for 2026-27
Expenditure	Net Expenditure by category 2026-27
Bank Summary	Banking summary – Unity Trust and NatWest accounts
NatWest Accounts	NatWest reserve account balances

Summary:

The Council reports total available funds of £168,815 (Unity Trust + NatWest, excluding funds). Bank reconciliation is complete to 20 July 2026 with no discrepancies. Around 34% of the annual budget has been spent so far in 30% of the year, broadly in line with expectations for Q1. Note some 2025/26 prior-year costs (chauffeur) were paid in 2026/27. Most remaining grant income is UKSPF or S106 related and is expected later in the year.

LONGRIDGE TOWN COUNCIL — Schedule of Payments

For approval at Finance Meeting — 29 July 2026

#	Ref.	Payee	Description	Gross £	VAT £	Net £	Due Date	Date Paid
1	FGL1397	Flower Glade	Various plants to fill 3 x planters	£195.00	£0.00	£195.00		14/07/2026
2	INV - 2507	Yates Playground	Inspection of equipment and removal of 'skier'	£432.00	£72.00	£360.00		14/07/2026
TOTAL				£627.00	£72.00	£555.00		

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

LONGRIDGE TOWN COUNCIL — Income including grants 2026-27

1 April 2026 to 31 March 2027 | version 20-07-2026

Code	Income Source	Actual £ (Apr–Jul)	Remaining to Receive £	Budget Income £	Notes
200	Precept	£106,410.00	£0.00	£106,410.00	Received 08-04-2026
260	Allotment Rent	£436.80	£0.00	£436.80	£72.80 received March 2026
205	RVBC and LCC Grants	£1,000.00	£2,000.00	£3,000.00	UKSPF grant for CCTV
255	UK SPF Grants	£0.00	£21,597.00	£21,597.00	Kestor Lane Recreational Ground Entrance
003	Bank Interest – NatWest	£0.00	£500.00	£500.00	
220	Petty Cash	£0.00	£0.00	£0.00	
290	Room Hire (Lettings)	£2,120.00	£1,420.00	£3,540.00	
295	Café Rent	£2,828.00	£5,656.00	£8,484.00	
296	Utilities Contributions	£4,150.44	£3,949.56	£8,100.00	£2,244.16 for 2025/26 Apr–Jun invoice due by 31st July 2026
486	Mayoral Fundraising (inc. Bingo)	£3,196.75	£0.00	0	Not part of the general budget
298	Funds transfer from NatWest reserves	£40,000.00	£0.00	£0.00	Finance Committee Minutes 22nd April 2026 Point 9c. Resolved: That the Chair and the Clerk be authorised to determine the specific sums to be transferred and to execute the transfers accordingly.
230	Unity Savings account interest	£0.00	£0.00	£0.00	
220	Overpayment	£90.00	£0.00	£0.00	SY Maint.
TOTAL		£160,231.99	£35,122.56	£152,067.80	

LONGRIDGE TOWN COUNCIL — Expenditure 2026-27

Actual and Projected | 1 April 2026 – 31 March 2027 | Version: 20/07/26

Community Purse

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget	
450	Youth Council	£0	£0	£0	
460	Allotments (incl. RVBC lease payment)	£100	£700	£600	← £700 = new allotment fence
470	Civic Events incl. Remembrance Services	£5,500	£138	£5,362	
471	Chauffeur 2026/27	£200	£0	£200	
471	Chauffeur 2025/26	£0	£1,540.00	£1,540	← £1,540 relates to work undertaken in 2025-26
479	Mayoral Allowance 2026/27	£600	£0	£600	
480	Mayoral Allowance 2025/26	£0	£90	£90	
485	Mayor Fundraising	£0	£348.00	£348	← £348 2025/26. Not part of general budget
500	Christmas Trees and Tree Lights	£500	£0	£500	
490	Community Partnership	£0	£0	£0	
510	Grants and Donations	£10,000	£978	£9,022	← £750 part of £1,000 donation to Longridge Food Bank from the 2025/26 grant allocation.
520	Community Sponsorship	£10,000	£0	£10,000	
Sub-Total: Community Purse		£26,900	£3,794	£23,106	

Amenity and Asset Maintenance

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
530	Public Toilets (Towneley Gardens)	£0	£0	£0
415	Plants and Planters (purchases)	£0	£0	0
420	Gardening Services (labour)	£2,400	£525	£1,875
410	Tree Works	£0	£0	£0
440	Caretaker/Lengthsman Services (labour)	£6,240	£1,044	£5,196
550	Play Area and Skatepark	£750	£360	£390
570	Litter and Waste Disposal – RVBC	£6,500	£856.00	£5,644
390	Asset Purchase	£0	£0	£0
395	Asset Replace and Refurbish	£100	£19	£81
540	Maintenance of Open Space and Misc.	£0	£0	£0
560	Station Buildings (Maintenance Purchases)	£0	£0	£0
580	Defibrillators and Bleed Kits	£630	£0	£630
Sub-Total: Amenity and Asset Maintenance		£16,620	£2,804	£13,816

Tiles and adhesive for
staff toilets

Insurance, Banking and Professional Services

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
350	Insurance	£3,300	£3,323	£23
355	Bank Charges	£160	£39	£121
590	Memberships and Subscriptions	£1,425	£1,016	£409
600	Professional Services	£250	£0	£250
365	Auditor	£250	£250	£0
Sub-Total: Insurance, Banking & Prof. Services		£5,385	£4,628	£757

Station Building Maintenance and Cleaning

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
610/615	Hygiene and Cleaning	£5,000	£2,497	£2,503
620	Security Alarm System	£380	£0	£380
630	Fire Alarm	£100	£294	£194
640	General Maintenance – External Contractors	£1,000	£272	£728
650	CCTV	£0	£1,200	£1,200
660	IT Support	£200	£120	£80
Sub-Total: Station Building Maint. and Cleaning		£6,680	£4,383	£2,297

Some 2025/26 prior-year costs were paid in 2026/27

Supply + fit replacement call points.

£1,000 claimed back from RVBC grant
Receipts line 205

Miscellaneous Expenses				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
670	Post, Stationery and Print Consumables	£300	£0	£300
680	Attendance at Conferences	£50	£0	£50
690	Councillor Expenses	£100	£0	£100
Sub-Total: Miscellaneous Expenses		£450	£0	£450

Office				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
700	Furniture	£100	£0	£100
710	Equipment	£100	£0	£100
Sub-Total: Office		£200	£0	£200

Specific Projects					
Code	Description	2026/27 Budget	2026/27 Actual (Apr-July)	Variance vs Budget	
720	Longridge in Bloom	£1,500	£160	£1,340	
730	Rental – Festive Lights	£3,960	£0	£3,960	
740	Community Well-Being Garden	£500	£0	£500	
745	LHCT Refurbishment	£6,000	£4,142	£1,859	Earmarked Reserves
746	Commando Sockets	£3,850	£0	£3,850	
747	Planters - Longridge in Bloom	£1,000	£0	£1,000	
860	Kestor Lane Entrance UKSPF Grant	£40,000	£21,597	£18,403	Grants/S106 funds available but not yet claimed.
870	Longridge Loop (s106)	£3,536	£266	£3,270	
Sub-Total: Specific Projects		£60,346	£26,165	£34,182	

Staff Costs

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
300	Clerk Salary (gross)	£46,000	£10,725	£35,275
301	Deputy Clerk Salary (gross)	£5,200	£1,296	£3,904
315	Staff Training	£600	£160	£440
310	Expenses and Additional Remunerations	£0	£0	£0
305	Payroll Costs	£560	£0	£560
Sub-Total: Staff Costs		£52,360	£12,181	£40,179

£160 = Cllr. Eccles GDPR
£20. Depty Clerk ILCA

Telephone and Internet

Code	Description	2026/27 Budget	2026/27 Actual £ (Apr–July)	Variance vs Budget
750	Telephone – Landline	£700	£416.78	£283
760	Telephone – Mobile	£450	£134.20	£316
770	Website, Web and Email Services	£1,251	£349.00	£902
780	IT and Wi-Fi Equipment	£100	£148	£48
Sub-Total: Telephone and Internet		£2,501	£1,048	£1,453

£148. Security cameras in Clerk's Office

Utilities				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
790	Electricity	£12,000	£1,959	£10,041
800	Gas	£1,500	£560	£940
810	Water and Waste	£3,000	£1,082	£1,918
Sub-Total: Utilities		£16,500	£3,600	£12,900
Budget TOTAL		£144,406	£58,604.71	£129,337
Total with approved grants and S106 funds included:		£187,942.18		

Note:

The 10 December 2025 Full Council Meeting agreed a budget of £133,556 for 2026/27 and identified £10,850 as Earmarked Reserves (£6,000 for LHCT refurbish, £3,850 for Commando Sockets and £1,000 for planters).

LONGRIDGE TOWN COUNCIL — Bank Summary

Summary as at 20 July 2026

Accounting System (Unity Trust Current Accounts)

Balance carried forward 1 April 2026:	£25,584.51
Add: Total receipts to date:	£230,159.19
Less: Total payments to date:	£137,738.22
Accounting System balance at 20 July 2026:	£118,005.48

Includes £70,000 transferred from Unity Current to Unity Savings accounts. Also includes £40,000 transferred from NatWest to Unity Trust Current Account.

Unity Trust Bank at 20 July 2026

Current Account - Balance	£48,005.48
32 Day Notice Savings Account - Balance	£70,000.00
Total	£118,005.48
Less: Mayoral Funds:	£3,196.75
Unity balance (excl. Mayoral Funds) at 20 07 2026:	£114,808.73

NatWest Accounts

NatWest Reserve balance at 1 May 2026 (latest statements):	£54,006.55
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Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	£168,815.28
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LONGRIDGE TOWN COUNCIL — NatWest Accounts

Account Balances — 2026/27

NatWest Account No. 1

Balance carried forward 1 April 2025:	£88,202.46	
Balance 31 October 2025:	£68,684.92	
Balance 1 May 2026:	£49,006.55	<i>Latest Bank Statement</i>

Since 30 April, £40,000 has been withdrawn from NatWest and deposited into the Unity Trust Current Account

NatWest Account No. 2

Balance carried forward 1 April 2025:	£5,000.00	
Balance 1 May 2026:	£5,000.00	<i>Latest Bank Statement</i>

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	£54,006.55	
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Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Finance Committee
Meeting Date:	29 July 2026
Title:	Grant Requests
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report.

To present grant applications received from:

- Longridge u3a – Appendix 1
- Pump Track - Appendix 2
- GLAS - Appendix 3

2. Financial Implications

The Town Council at its meeting on 10 December 2025 approved a budget of £10,000 for community sponsorship and £10,000 for grants and donations, £19,022 of the combined budget is available.

3. Recommendations

See each Appendix

Grant Application: Longridge u3a – Appendix 1

Reference	LTC/FIN/2026/GRANT-U3A-01
Committee	Finance Committee
Meeting date	29 July 2026
Prepared by	Michael Hill, Town Clerk and RFO
Status	For decision

1. Purpose

To present a grant application received from Longridge u3a for Members' consideration, and to seek a decision on whether an award should be made, and if so, in what amount and subject to what conditions.

2. Application Summary

Applicant	Longridge u3a
Contact	Eleanor Hick — eleanor.hick@gmail.com / 07500 874576
Registered charity	Yes — Charity No. 288007
Amount requested	£1,400
Previously funded by LTC	£330 in March 2023 and £3,088 in June 2025
Other funding applied for	Yes — Glasdon
Repayment undertaking	Yes

Description of the group

Longridge u3a is a registered charity affiliated to the national u3a movement. It is entirely volunteer-run and provides friendship, social interaction and lifelong learning opportunities for older adults who are retired or semi-retired.

3. Purpose of the Grant and Breakdown

The application states that funding is sought to raise awareness of the u3a locally, to enable a volunteer to take on the Treasurer role without needing to use a personal laptop or store u3a data on personal equipment, and to provide tables for the group's Bridge section, which meets regularly in the Council's meeting room.

Item	Amount
Publicity materials (printing etc.)	£505
Laptop and stand (Treasurer / meeting use)	£475
Tables for Bridge group	£400
Total	£1,400

4. Compliance with Grant Policy — Supporting Documentation

Where a grant request exceeds £250, the applicant is required to provide a recent bank statement and a copy of the organisation's Constitution or Terms of Reference alongside the application. As this request is for £1,400, both documents are required.

- Bank statement: not provided electronically with this submission.
- Constitution / Terms of Reference: not provided electronically with this submission.

In response to the form's prompt for a reason, the applicant has stated that they are unsure how to upload documents electronically but can readily provide hard copies on request.

Members are asked to note this gap. Officer recommends that any award be made conditional upon receipt of the outstanding bank statement and Constitution/Terms of Reference before payment is released, rather than declining the application outright, given the applicant's willingness to provide hard copies.

5. Financial and Policy Considerations

The request falls within the Council's discretionary grant-making powers and the current financial year's grants budget; Members should confirm remaining budget headroom before approval.

- The applicant has confirmed no other funding has yet been secured for these specific items, though an application has also been made to Glasdon.
- The applicant has received LTC grant funding previously, which was used appropriately for venue hire, printing and equipment costs.

6. Options for Members.

Note: If approved the application has to be submitted to Full Council for final approval.

- Approve the grant in full (£1,400), conditional on receipt of a bank statement and Constitution/Terms of Reference prior to payment.
- Approve a partial grant (e.g. excluding one item such as the laptop, which is capital equipment rather than a one-off activity cost), subject to the same documentary conditions.
Also note the Report on this Agenda requesting members consider purchasing new tables.
- Defer the decision until the outstanding bank statement and Constitution/Terms of Reference have been received.
- Decline the application.

7. Recommendation

That Members consider the application and RESOLVE either to:

- a. Award a grant (specifying the amount and any conditions attached, including receipt of the outstanding supporting documents before payment).
- b. Depending on the sum approved request the Clerk to submit the application to the next ordinary meeting of the Full Council.
- c. Defer or decline the application
- d. Instruct the Clerk to notify the applicant of the decision accordingly.

Grant Application: Longridge Pumptrack Group – Appendix 2

Reference	LTC/FIN/2026/GRANT-Pumptrack-02
Committee	Finance Committee
Meeting Date	29 July 2026
Report Author	Michael Hill, Town Clerk and RFO
Status	For decision

1. Purpose

To present a grant application received from the Longridge Pumptrack Group for Members' consideration.

2. Application Summary

Applicant	Longridge Pumptrack Group
Contact	David Marsh (29kestor@gmail.com / 07791 784913)
Constituted / Registered Charity	Not currently a constituted group (see Section 3.1)
Amount Requested	£705 (best estimate, including travel)
Purpose	Fee for an MC (Oliver Paton) to run a free community event on 6 September, comprising timed racing, a grass track cycle course and junior football (delivered with Longridge Town FC)
Other Funding Sought	Yes. Whittingham Parish Council; Longridge Community Arts (pursuing funding on the group's behalf); a GoFundMe offering sponsorship, advertising and catering opportunities
Previously Funded by LTC	No
Bank Account	None held; the group has asked that any grant be paid by the Council directly against an MC's invoice

3. Assessment

3.1 Constitutional Status and Supporting Documents

The Pumptrack Group has confirmed it is not a constituted group and holds no bank account, and has proposed instead that the Council pay an invoice directly to the MC rather than making a grant payment to the group itself. The Council has used this method with other applications for example the Longridge Hospital Campaign Group received £500 paid on invoices the Council received from printers. Using this method the Council can also claim back any VAT.

3.2 Purpose and Community Benefit

The stated purpose – a free, open community event combining timed racing, a grass track cycling course and junior football delivered with Longridge Town FC – appears to offer clear community benefit and aligns with the kind of grassroots sport and community activity the Council has supported previously.

3.3 Value for Money

The £705 figure is described as a best estimate including travel expenses, rather than a fixed quotation. Members may wish to ask whether a firm quote or written fee agreement from Oliver Paton can be provided before payment, to confirm the final cost and travel basis.

3.4 Other Funding and Duplication

The group has indicated it is seeking funding from Whittingham Parish Council and via Longridge Community Arts, and is also running a GoFundMe with sponsorship, advertising and catering elements. There is no indication in the form of amounts sought or secured elsewhere, so Members cannot currently assess whether LTC funding would duplicate other support or represent the full or partial cost of the MC fee.

3.5 Repayment Condition

Met

4. Financial Implications

A grant/payment of £705 would fall within the Finance Committee's delegated authority, subject to confirmation of the current 2026/27 grants budget line and any amounts already committed or awarded this financial year. The Clerk will confirm remaining budget headroom at the meeting.

5. Options for Members

- a. Approve the request in full (£705), subject to a firm invoice from Oliver Paton, to be paid directly to the MC rather than to the applicant group.
- b. Approve a lower contribution.
- c. Decline the application on the grounds that it does not meet the Council's grant policy requirements for an un-constituted group requesting over £250, and signpost the applicant to reapply once constituted or to pursue this as a direct Community Sponsorship arrangement instead.

6. Recommendation

Members are asked to consider the application and the points raised above, and to resolve on one of the options in Section 5, or an alternative course of action as they see fit.

Grant Application: Goosnargh & Longridge Agricultural Society (GLAS) — Community Marquee Sponsorship —

Appendix 3

1. Purpose

To consider a grant application received from the Goosnargh & Longridge Agricultural Society (GLAS), requesting £1,000 sponsorship of the Community Marquee at the 2026 Goosnargh & Longridge Show, and to determine whether the application meets the Council's grant award criteria.

Reference	LTC/FIN/2026/GRANT-U3A-01
Committee	Finance Committee
Meeting date	29 July 2026
Prepared by	Michael Hill, Town Clerk and RFO
Status	For decision

2. Application Summary

Applicant	Goosnargh & Longridge Agricultural Show (GLAS)
Contact	Vicki Hardacre (Secretary) — sec@longridgeshow.org
Charity status	Yes. Charity number not provided
Purpose	Sponsorship of the Community Marquee at the 2026 Goosnargh & Longridge Show, as principal sponsor
Amount requested	£1,000
Recent LTC funding	£1,650 in June 2024, £1,000 in July 2025 (request was for £2,000). Total £2,650
Funding sought elsewhere	No
Repayment undertaking	Agreed
Bank statement provided	No.
Constitution provided	Yes - 2025 Previous application
Bank details provided	Not provided in this submission — applicant asks LTC to confirm whether 2025 details are still held on file

Application Background

The Goosnargh & Longridge Agricultural Show is described by the applicant as one of the largest and longest-established community events in the local area, attracting thousands of visitors annually. It brings together livestock and equestrian competitions, local businesses, food and craft exhibitors, and community organisations.

The Community Marquee is presented as a dedicated space within the show for local charities, clubs, and voluntary groups to engage with the public. GLAS is seeking to become the marquee's principal sponsor for £1,000, in return for which Longridge Town Council would receive:

- Prominent branding on Community Marquee signage
- Acknowledgement within the official show programme
- Recognition across show marketing and social media channels
- Public acknowledgement during the event
- Association with one of the show's key community-focused attractions

3. Compliance Check Against Grant Application Requirements

Members are asked to note the following before determining this application:

- The application was received before the Show (not retrospective).
- The Council's grant process requires that requests over £250 be accompanied by a recent bank statement and a copy of the applicant's constitution. GLAS's £1,000 request falls within this threshold. However, the constitution is available from the 2025 submission.
- Current, up-to-date bank details for payment have not been provided in this submission.

4. Financial Implications

A grant of £1,000, if approved, would be met from the Council's grants budget for 2026/27. Members should confirm remaining budget headroom for discretionary grants before approval, taking into account any other grant awards already made or pending this financial year.

5. Options for Members

- Approve the grant of £1,000 in full, subject to receipt and verification of a current bank statement, and bank account details.
- Approve a reduced or part grant, at the Committee's discretion.
- Defer the decision pending confirmation of the outstanding compliance items in Section 4.
- Decline the application.

6. Recommendation

That the Committee considers the application on its merits, and — if minded to approve funding — resolves that payment is conditional upon the Clerk first receiving and verifying a current bank statement, a copy of GLAS's constitution, and up-to-date bank account details, in accordance with the Council's grant award requirements.

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Finance Committee
Meeting Date:	29 July 2026
Title:	Purchase of Multi-Use Tables for the Meeting Room
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To seek Council approval for capital expenditure on new tables, and approval to fund the shortfall from reserves.

2. Background

The meeting room is let to the u3a (University of the Third Age), currently 12 times per month, for Bridge and Canasta card games.

Since the Card Group moved from the Civic Hall, they have been using card tables loaned to the Town Council by LSEC.

In addition, since the Town Council has had a full complement of Councillors, at Full Council meetings two of the LSEC tables have been used to enable each councillor to have table space.

LSEC has now requested the return of these tables by the end of July.

As a result, there will soon be no appropriate tables to accommodate the u3a's card groups and Full Council meetings.

3. Proposal

It is proposed that the Council purchases 4 multi-use tables suitable for both card table use and Full Council meetings. The tables will:

- Function as card tables for u3a sessions.
- Increase available table space at Full Council meetings.
- Offer a flexible, dual-purpose solution rather than requiring separate stocks of furniture.

4. Financial Implications

The estimated cost of purchasing 4 tables is approximately £500 (exclusive of any delivery/VAT, to be confirmed on receipt of quotes).

Item	Amount (£)
Estimated cost of 4 tables	500.00
Existing furniture budget allocation	(100.00)
Shortfall to be met from reserves	400.00

The Council's current budget includes an allocation of £100 for furniture. This is insufficient to cover the full cost of the proposed purchase. It is therefore recommended that the remaining £400 be met from the Council's reserves.

5. Risk Assessment

- Financial risk is low, given the modest sum involved and the availability of reserves.
- Risk of inaction: with the LSEC tables about to be withdrawn, failure to purchase replacements will leave the Council without adequate table provision, affecting the u3a's use of the room and limiting space and comfort at Full Council meetings.

6. Recommendation

It is recommended that members,

- a. Approve the purchase of 4 multi-use tables at an estimated cost of £500;
- b. Approve the use of the existing £100 furniture budget allocation towards this cost; and
- c. Approve the transfer of any additional funds from reserves to meet the remaining cost.

Note: *An element of the Grant Application from the u3a (Agenda Item 7) includes funds for purchasing card tables. If members approve the recommendations set out in this report, the grant request from u3a can be reduced by £400.*