



Longridge Town Council

Finance Committee - Agenda

You are hereby summoned to attend the Finance Committee of Longridge Town Council on Wednesday 23 September 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 29 July 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:

- Longridge Parkinsons Group for £2,860
- Longridge Veterans Breakfast Club for £221.98

ITEMS for INFORMATION

8. NJC Pay Award – Clerk/RFO and Deputy Clerk

Report of the Clerk to note the implementation of the NJC national pay award recommendations in respect of the salaries of the Clerk/RFO and Deputy Clerk.

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.

2026: 28 October. 25 November and 02 December (Precept meeting).

Notes:

- Each of the remaining meetings in 2026 will have a Budget Setting agenda item with the December meeting recommending a precept for Full Council on 09 December.
- If the Band D figure is available from RVBC prior to the 25 November meeting the 2 December meeting may not be required and the November meeting will recommend a Precept.

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.

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.



Finance Committee Minutes - Draft

Date:	29 July 2026		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Gornall (Chair), Eccles, Rogerson, Smith and Stubbs		
In attendance:	Town Clerk and Cllr. R. Walker		
Meeting started:	18:30	Meeting closed:	19:35

260729/

1. WELCOME BY THE CHAIR

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

None all member were present.

3. DECLARATIONS INTEREST

No declarations of interest were recorded against this agenda.

4. APPROVE THE MINUTES OF THE MEETINGS HELD ON 3 JUNE 2026.

With one minor change regarding financial liabilities carried forward from 2025/26 to be shown.
The minutes were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. FINANCE REPORT TO 20 JULY 2026.

The Clerk presented the finance report, noting that the expenditure figures ran to 20 July rather than the full month. The Committee noted that 34% of the annual budget had been spent at 30% of the year elapsed, which included some March activity paid in April.

It was also noted that the new solar panels were generating approximately £1,500 over the year.

Reserves and Outstanding Liabilities - Discussion

It was suggested that outstanding liabilities be shown alongside reserve balances at year-end, rather than reserve balances alone, to give a fuller picture of the Council's financial position.

The Committee noted:

- Several fire alarm call points had failed annual inspection and had been replaced, resulting in an overspend of £194. It was agreed that the building maintenance reserve should absorb such risk events.
- The defibrillator budget (580) had £630 remaining; no annual maintenance was required, though batteries and pads would need replacing in due course.
- The planter budget (747) of £1,000 was discussed. As planters were not being purchased, it was agreed the funds be reallocated to the community garden/planting budget.

- Longridge Loop Section 106 funds of £3,536 remained; invoices were being gathered to request release of these funds from RVBC.

RESOLVED:

- a. That the Finance Report to 20 July 2026 be approved;
- b. That outstanding liabilities be reported alongside reserves at year-end;
- c. That the fire alarm call point over spend of £194 be met from the building maintenance reserve;
- d. That the £1,000 planter budget be reallocated to community.

7. GRANT REQUESTS**Longridge u3a - Grant Application (£1,380 requested)**

The Committee considered the application from Longridge u3a. It was noted that the tables element of the request would be removed, as the Council would purchase civic hall tables directly (see minute 260729/8)

The remaining request of approximately £1,000 covered printing/publicity costs and a laptop for treasurer use.

Members raised concerns regarding the ongoing nature of the expenditure, the absence of supporting bank statements, and the cost of the laptop (approximately £600), which was considered high. It was noted that the Council had previously funded laptops for Gatherings and Heritage Central.

RESOLVED:

That the application be deferred to the September meeting, and that Longridge u3a be asked to provide bank statements, an itemised printing cost breakdown, and a formal laptop quote; and that the Clerk remind the applicant that grant funding cannot be used to cover ongoing running costs.

Pump Track Group — Grant Application (£705 requested)

The Committee considered the application from the Pump Track Group. It was noted that the group did not yet hold a bank account, with a constitution being set up imminently, and that the external event organiser was likely to hold public liability insurance.

RESOLVED:

That a grant of £705 be approved, to be paid on invoice to Oliver Pattern, subject to confirmation of public liability insurance held by the event organiser; and that race sponsorship be considered separately at a future meeting.

Goosnargh and Longridge Show (GLAS) - Grant Application (£1,000)

The Committee considered the grant application from GLAS. It was noted that the show had been well-regarded, and that Whittingham Council had had a prominent branding presence, whereas Longridge's presence had been minimal.

RESOLVED:

That the grant of £1,000 be approved, and that a diary note be set approximately three months ahead of the 2027 show, to enable the Town Council to organise a stand and volunteers.

8. TABLES PURCHASE

The Committee noted that the Council had been offered tables for £320, which could be used for Full Council meetings and u3a groups.

RESOLVED:

That the Council purchase the civic hall tables directly for £320, and that the table element be removed from the Longridge u3a grant request accordingly.

9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.**RESOLVED:**

That the Clerk enquire into who will be organising 'Longridge Loves Christmas' for 2026.

10. 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.

Next meeting: 23 September 2026

11. EXCLUSION OF PRESS AND PUBLIC - CONFIDENTIAL BUSINESS

It was RESOLVED, under the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting for the following item of business, by reason of the confidential nature of the matter to be discussed.

12. TOWNELEY GARDEN EVENT SPACE — TENDER EVALUATION AND CONTRACT AWARD

The Clerk presented the tender evaluation for the Towneley Garden Event Space procurement.

Five fully compliant bids had been assessed on cost, timescale, and deliverables. The scope comprised the core bowling green conversion plus three options: path refurbishment, street lamp refurbishment, and an accessible path from the building.

RESOLVED:

That the recommendations made by the Committee be referred to an extraordinary meeting of Full Council, targeted for Wednesday 6 August 2026, for formal approval of the contract award.

SIGNED BY CHAIR FOR THE MEETING

DATE

A 'wet' copy is on file.

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Finance Committee Meeting
Meeting Date:	23 September 2026
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

Receipts	Income for 2026-27
Expenditure	Net Expenditure by category 2026-27
Bank Summary	Banking summary – Unity Trust Bank and NatWest accounts
NatWest Accounts	NatWest reserve account balances

Summary: The Council remains in a sound financial position, with expenditure currently below budget and sufficient funds available to meet planned commitments and ongoing projects.

Grant expenditure: Includes £29,990 on playground/gym equipment and £21,597 on the Kestor Lane entrance project.

Earmarked expenditure: £4,580 (of £6,000) on the Heritage Centre refurbishment.

LONGRIDGE TOWN COUNCIL — Income including grants 2026-27

1 April 2026 to 31 March 2027 | version 14-09-2026

Code	Income Source	Actual £ (Apr–Aug)	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	£51,587.00	£0.00	£51,587.00	Kestor Lane Recreational Ground Entrance received. Playground/gym equipment received
003	Bank Interest – NatWest	£0.00	£500.00	£500.00	
290	Room Hire (Lettings)	£2,755.00	£785.00	£3,540.00	
295	Café Rent	£4,242.00	£4,242.00	£8,484.00	
296	Utilities Contributions	£5,663.00	£2,437.00	£8,100.00	£2,244.16 for 2025/26 Apr-Jun invoice due by 31st July 2026
486	Mayoral Fundraising (inc. Bingo)	£3,646.00	£0.00	0	Not part of the general budget - also include cash deposit from 25/26 fundraising
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	£357.29	£0.00	£0.00	
220	Overpayment	£90.00	£0.00	£0.00	SY Maint.
TOTAL		£216,187.09	£9,964.00	£182,057.80	

LONGRIDGE TOWN COUNCIL — Expenditure 2026-27

Actual and Projected | 1 April 2026 – 31 March 2027 | Version: 14/09/2026

Community Purse

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
460	Allotments (incl. RVBC lease payment)	£100	£700	£600
470	Civic Events incl. Remembrance Services	£5,500	£220	£5,280
471	Chauffeur 2026/27	£200	£0	£200
471	Chauffeur 2025/26	£0	£1,540.00	£1,540
479	Mayoral Allowance 2026/27	£600	£0	£600
480	Mayoral Allowance 2025/26	£0	£90	£90
485	Mayor Fundraising	£0	£348.00	£348
500	Christmas Trees and Tree Lights	£500	£0	£500
490	Community Partnership	£0	£0	£0
510	Grants and Donations	£10,000	£1,006	£8,994
520	Community Sponsorship	£10,000	£1,000	£9,000
Sub-Total: Community Purse		£26,900	£4,904	£21,996

£700 = new allotment fence

£1,540 relates to work undertaken in 2025-26

£348 2025/26. Not part of general budget

£750 part of £1,000 donation to Longridge Food Bank from the 2025/26 grant allocation.

£1000 sponsorship of GLAS community marquee

Amenity and Asset Maintenance

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	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	£1,235	£1,165
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	£1,027.00	£5,473
390	Asset Purchase	£0	£0	£0
395	Asset Replace and Refurbish	£100	£219	£119
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	£3,885	£12,735

Tiles and adhesive for staff toilets

Insurance, Banking and Professional Services

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
350	Insurance	£3,300	£2,069	-£1,231
355	Bank Charges	£160	£63	£97
590	Memberships and Subscriptions	£1,425	£1,146	£279
600	Professional Services	£250	£120	£130
365	Auditor	£250	£250	£0
Sub-Total: Insurance, Banking & Prof. Services		£5,385	£3,648	£1,737

Station Building Maintenance and Cleaning

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
610/615	Hygiene and Cleaning	£5,000	£3,609	£1,391
620	Security Alarm System	£380	£0	£380
630	Fire Alarm	£100	£339	£239
640	General Maintenance – External Contractors	£1,000	£737	£263
650	CCTV	£0	£1,200	£1,200
660	IT Support	£200	£120	£80
Sub-Total: Station Building Maint. and Cleaning		£6,680	£6,005	£675

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–Sept)	Variance vs Budget
670	Post, Stationery and Print Consumables etc	£300	£102	£198
680	Attendance at Conferences	£50	£0	£50
690	Councillor Expenses	£100	£26	£74
Sub-Total: Miscellaneous Expenses		£450	£128	£322

Office				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
700	Furniture	£100	£320	£220
710	Equipment	£100	£0	£100
Sub-Total: Office		£200	£320	£120

Specific Projects				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
720	Longridge in Bloom	£1,500	£1,068	£432
730	Rental – Festive Lights	£3,960	£0	£3,960
740	Community Well-Being Garden	£500	£553	£53
745	LHCT Refurbishment	£6,000	£4,580	£1,420
746	Commando Sockets	£3,850	£0	£3,850
747	Planters - Longridge in Bloom	£1,000	£0	£1,000
850	Playground/Gym Equipment Grant	£0	£29,990	£29,990
860	Kestor Lane Entrance UKSPFGrant	£40,000	£21,597	£18,403
870	Longridge Loop (s106)	£3,536	£1,472	£2,064
Sub-Total: Specific Projects		£60,346	£59,260	£1,086

Earmarked Reserves

Grant received

Grant part recieved

Grants/S106 funds available but not yet claimed.

Staff Costs				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
300	Clerk Salary (net)	£39,314	£14,300	£25,014
301	Deputy Clerk Salary (net)	£4,314	£1,791	£2,523
302	HMRC	£7,572	£6,259	£1,313
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	£22,510	£29,850

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

Telephone and Internet				
Code	Description	2026/27 Budget	2026/27 Actual £ (Apr–Sept)	Variance vs Budget
750	Telephone – Landline	£700	£417.00	£283
760	Telephone – Mobile	£450	£199.00	£251
770	Website, Web and Email Services	£1,251	£539.00	£712
780	IT and Wi-Fi Equipment	£100	£434	£334
Sub-Total: Telephone and Internet		£2,501	£1,589	£912

£148. Security cameras in Clerk's Office

Utilities				
Code	Description	2026/27 Budget	2026/27 Actual (Apr–Sept)	Variance vs Budget
790	Electricity	£12,000	£3,135	£8,865
800	Gas	£1,500	£668	£832
810	Water and Waste	£3,000	£1,419	£1,581
Sub-Total: Utilities		£16,500	£5,222	£11,278
Budget TOTAL		£144,406	£107,470.70	£80,471
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 14-09-2026

Accounting System (Unity Trust Current Accounts)

Balance carried forward 1 April 2026:	£25,584.51
Add: Total receipts to date:	£298,739.85
Less: Total payments to date:	£192,709.72
Accounting System balance at 24 August 2026:	£131,614.64

Total receipts also includes:
£70,000 transferred from Unity Current to Unity Savings accounts.
£40,000 transferred from NatWest to Unity Trust Current Account.

Unity Trust Bank at 24 August 2026

Current Account - Balance	£61,257.35
32 Day Notice Savings Account - Balance	£70,357.29
Total	£131,614.64
Less: Mayoral Funds:	£3,646.00
Unity balance (excl. Mayoral Funds) at 20 07 2026:	£127,968.64

NatWest Accounts

NatWest Reserve balance at 28 Aug 2026 (latest statements):	£14,043.37
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Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	£142,012.01
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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 1 May 2026:	£49,006.55	
Balance 28 August 2026:	£9,043.37	<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 28 August 2026:	£5,000.00	<i>Latest Bank Statement</i>

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	£14,043.37	
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Meeting:	Finance Committee
Meeting Date:	23 September 2026
Title:	Grant Applications
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the Report

This report presents three community grant applications received for consideration by the Finance Committee, and invites Members to determine each application, including the level of award (if any) and any conditions to be attached.

2 Recommendations

The Committee is asked to:

- Consider and determine the application from Longridge Parkinson's Group for a grant of £2,860, having regard to the outstanding constitution and the fact that any award would be paid into the Preston Branch's bank account, earmarked for Longridge (section 3.1 below); and
- Consider and determine the application from Longridge Veterans Breakfast Club for a grant of £221.98 (section 3.2 below); and
- Consider and determine the application from The Growth Company for a grant of £250 in support of Connect to Work, having regard to the applicant's query about invoicing costs back to the Council instead of receiving a grant payment (section 3.3 below).

3 Applications for consideration

3.1 Longridge Parkinson's Group

Contact	Sue Wallace
Registered charity	Yes — Parkinson's UK, charity no. 258197 (national charity; local group operates under the Preston Branch umbrella.)
Amount requested	£2,860
Purpose	To fund a new weekly Parkinson's-specific exercise class in Longridge, covering balance, dexterity, mobility and strength work, with social/refreshment time afterwards. Proposed venue: the Civic Hall.
Cost breakdown	£25/week room hire + £40/week instructor fee = £65/week × 44 weeks = £2,860 per year
Evidence of local need	Approx. 61 people with Parkinson's are registered at Longridge's two GP surgeries; Parkinson's UK data suggests c.30% of the 205 people with Parkinson's in Ribble Valley live in or around Longridge; 18 people attended an initial engagement meeting, of whom 8 do not currently take part in any physical activity; no Parkinson's-specific exercise provision currently exists in Longridge
Other funding applied for	Parkinson's UK (for a separate, non-contact boxing class in Longridge) — outcome not yet known. This application is for an additional, different class.

Previously funded by LTC	No
Repayment if required	Agreed
Bank statement provided	Yes — statement to 16 September 2026 received, showing a balance of £35,121. Note: this is the Preston Parkinson's Group account, not a separate Longridge account. Any grant paid would go into the Preston account, and earmarked for the Longridge group.
Constitution/ToR provided	No — a formal local committee has not yet been established; the applicant is Vice-Chair of the Preston Parkinson's group

Clerk's comment: Members may wish to consider whether payment into a wider branch account with an internal earmark, provides sufficient assurance that funds will be applied to the Longridge class, whether written confirmation from Parkinson's UK Preston Branch of the earmarking arrangement should be requested, and whether the outstanding constitution should be a condition of payment.

3.2 Longridge Veterans Breakfast Club

Contact	Paul Brassington
Registered charity	No
Amount requested	£221.98
Purpose	To purchase a vinyl banner (£84.99) and a feather flag with base
Other funding	None
Previously funded	No
Repayment if	Agreed
Bank statement /	Not provided — not required, as the request is below the £250 threshold

Clerk's comment: This application is straightforward, low value, and fully compliant with the Council's grant conditions for awards under £250.

3.3 The Growth Company (Connect to Work)

Contact	Rebecca Heede (rebecca.heede@gcemployment.uk, 07368 501295)
Registered charity	No. The applicant is a delivery organisation for a government-funded programme, not evidently a registered charity
Amount requested	£250
Purpose	The Growth Company delivers Connect to Work in the Ribble Valley — a voluntary, UK Government-funded employment programme supporting disabled people, those with long-term health conditions, and people facing complex barriers to finding and keeping work
How the grant would be used	To hold an Employment Day in Longridge supporting local residents seeking work or wanting to retain current employment; funds requested for promotional materials and marketing to engage residents
Other funding applied for elsewhere	No

Previously funded by LTC	No
Repayment if grant not proceeded with	Agreed
Bank statement / Constitution provided	Not required
Bank details for payment	Not provided. In their place, the applicant asks whether costs can instead be invoiced back to the Council, rather than paid as a grant.

Clerk's comment: This request sits exactly at the £250 threshold, so a bank statement and constitution are not required under the Council's grant conditions. More significant is that no bank details have been given for payment of a grant — instead the applicant asks whether the Council would reimburse costs via invoice. This is something the Council have done for other applicants most recently the Pump Track Group.

4 Financial implications

The three applications total £3,331.98 (£2,860.00 + £221.98 + £250.00). The Growth Company request would, if approved, also need clarification on payment mechanism (grant transfer to a bank account, versus the invoicing arrangement the applicant has queried) before it could be processed.

The Clerk can confirm that the £3,331.98 can be met from the Council's grants budget for the current financial year.

5 Risk and governance considerations

- Longridge Parkinson's Group has provided a bank statement, but it is for the Preston Branch's account rather than a dedicated Longridge account; any grant would be paid into that wider account and earmarked internally for Longridge use. A constitution has not been provided. The Committee should agree what assurance is required on both points before any payment is released.
- The Growth Company has not supplied bank details for payment and has instead asked about invoicing costs back to the Council.
- Bank details for payment are to be confirmed for Longridge Parkinson's Group (subject to the Preston Branch point above).
- If members approve the request from the Longridge Parkinson's Group, it will need to be submitted to Full Council for approval (as the amount is over £1,000).
- All applicants have agreed to repay the grant if the funded activity does not proceed.

6 Recommendation (restated)

- a. Determine each application, including the amount to be awarded (if any) and any conditions — in particular, in respect of the outstanding constitution and the Preston Branch payment arrangement for the Longridge Parkinson's Group application.
- b. If the Longridge Parkinson's Group request is approved, authorise the Clerk to submit the request to the next meeting of the Full Council for consideration.
- c. Authorise the clerk to inform the applicants of the Committees decision and if appropriate make any payments.

Agenda Item 8

For Information/Discussion



Longridge
Town Council

Meeting:	Finance Committee
Meeting Date:	23 September 2026
Title:	NJC Pay Award 2026/27
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To inform the Committee of the National Joint Council (NJC) for Local Government Services pay agreement for 2026/27, and to note its effect on the salaries of the Town Clerk and the Deputy Clerk with effect from 1 April 2026.

Note: This report was also submitted to the Council's Staffing Committee meeting on 16-09-2026.

2. Background

The NJC for Local Government Services negotiates annual pay rates and allowances on the national pay spine (SCP 3 to SCP 43) applicable to Green Book employees, including local council clerks and staff employed under NALC/SLCC model terms. The 2026/27 pay round proved protracted: a 3.3% offer made by the National Employers on 24 March 2026 was rejected by all three recognised trade unions, and industrial action ballots followed over the summer. UNISON's ballot did not meet the required turnout threshold in enough large employers, and its NJC Committee accepted the offer on 11 August 2026; GMB accepted on 21 August 2026, which under NJC rules was sufficient for the agreement to proceed.

The National Employers published the signed 2026/27 pay agreement circular on 24 August 2026, confirming a 3.3% increase in pay rates and allowances across the pay spine, backdated to 1 April 2026. The National Association of Local Councils (NALC) issued an updated advice note on 25 August 2026 setting out the revised annual salaries and hourly rates, and has encouraged parish and town councils to implement the pay award as swiftly as possible, applying the new rates retrospectively from 1 April 2026.

3. Revised Pay Scales — Town Clerk and Deputy Clerk

The table below sets out the spine points on which the Town Clerk and Deputy Clerk are engaged, and the revised full-time-equivalent (FTE) annual salary and hourly rate applicable under the 2026/27 agreement.

Post	NJC Spine Point	Annual Salary (FTE)	Hourly Rate	Effective From
Town Clerk & RFO	SCP 42	£55,224	£28.62	1 April 2026
Deputy Clerk	SCP 19	£33,119	£17.17	1 April 2026

Guidance notes: figures above are full-time-equivalent (FTE) rates drawn from the published 2026/27 NJC pay spine (Annex 1 to the National Employers' circular of 24 August 2026, 3.3% uplift, effective 1 April 2026). Both posts are part-time; pro-rata figures based on actual contracted hours are set out in Section 4 below.

4. Financial Implications

The Town Clerk is contracted for 30 hours per week and the Deputy Clerk currently for 6 hours per week, which may increase to 12 hours each week. Pro-rata to the standard 37-hour NJC working week, the revised 2026/27 rates produce the following salary costs:

Post	Contracted Hours	Pro-rata Annual Salary	Pro-rata Monthly Salary	Estimated Monthly Increase
Town Clerk & RFO	30 hrs/week	£44,776.22	£3,731.35	approx. £119.20
Deputy Clerk	6 hrs/week	£5,370.65	£447.55	approx. £14.30

The 3.3% increase applies with effect from 1 April 2026 and is backdated. This will generate a period of arrears covering April 2026 to the month in which the revised rates are first applied through payroll, in addition to the ongoing increase to monthly salary costs for the remainder of the 2026/27 financial year. Based on the indicative figures above, the combined increase across both posts is approximately £133.50 per month (£1,602 per year), before any employer's National Insurance and pension contributions (Deputy Clerk only).

As the pay award is a nationally negotiated cost pressure, affecting the staffing establishment, it is properly treated as a budgeted (though not separately itemised) staffing cost, consistent with the Council's approved 2026/27 budget provision for staff salaries. Members should note that, because the final settlement (3.3%) was not confirmed until August 2026, the precise arrears figure could not be built into the original budget calculation and may therefore require in-year monitoring by the Finance Committee.

A precise cost calculation, incorporating employer's National Insurance and employer's pension contributions, will be brought to the Finance Committee once the Clerk has finalised the payroll reconciliation.

5. Recommendation

- That the Committee notes the NJC pay agreement for 2026/27 (3.3% increase, effective and backdated to 1 April 2026).
- That the Committee notes the revised spine point rates applicable to the Town Clerk (SCP 42) and Deputy Clerk (SCP 19).
- That the Committee notes the advice from NALC that councils should implement the pay award as swiftly as possible, with arrears paid from 1 April 2026.
- That authority be delegated to the Town Clerk to implement the revised pay scales through payroll and to report the finalised cost, including arrears, to the Full Council.

Sources: National Employers' Local Government Services Pay Agreement 2026/27, signed circular dated 24 August 2026 (Annex 1); NALC advice note published 25 August 2026. Members and officers are advised to verify current spine point values against the NALC members' advice note or the signed NJC circular before finalising payroll.