



Longridge Town Council

Finance Committee - Agenda

You are hereby summoned to attend the Finance Committee of Longridge Town Council on Wednesday 22 April 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 4 March 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.

7. Requests for Grants.

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

7.1 Longridge Town Football Club – £13,062.

The grant will be used to fund the renovation and maintenance of the Club's main pitch.

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.

7.3 Longridge Girl Guides - £5,000

The Girl Guides are seeking a contribution towards the costs of a new roof on the Girl Guide Hut.

8. New Allotment Fence and CCTV Upgrade.

Report of the Clerk (enclosed) to consider the procurement of a new allotment fence and an additional camera connected to the Council's own CCTV system.

9. Transfer of funds to the Council's Unity Bank Reserve Account

Report of the Clerk (enclosed) for members to consider the amount it wishes to transfer to the new Unity Trust Reserve Bank Account.

ITEMS for INFORMATION/DISCUSSION

10. Updates on Actions from Previous Meetings.

Report of the Clerk (enclosed) updating members on actions from previous meetings.

11. Consideration of matters not on the agenda.

An opportunity for members and the Clerk to suggest items for future meetings.

12. Schedule of meetings.

For consideration

Part 2 - ITEMS for DECISION/DISCUSSION

Resolution to Exclude Press and Public:

"That, in accordance with Paragraph 3 of Schedule 12A to the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of this item on the grounds that it involves the disclosure of exempt information relating to the financial or business affairs of particular persons (including the authority holding that information), and that such exclusion is necessary to avoid the disclosure of that information."

13. Authorisation of Expenditure

Report of the Clerk (enclosed) for members to review the quotes for the playground equipment and entrance to the Recreation Ground and to recommend that Full Consider authorise the purchases urgently and request that the Chair call an Extraordinary Full Council meeting as soon as possible to ratify the awards of contract.

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

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 life.



Longridge Town Council

Finance Committee – Draft Minutes

Date:	04 March 2026		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker (Chair), Rainford, Rogerson and Smith.		
In attendance:	Town Clerk		
Meeting started:	18:30	Meeting closed:	19:35

260304/

1. WELCOME BY THE CHAIR.

The Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs. Eccles and Stubbs.

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

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

4. APPROVE THE MINUTES OF THE BUDGET MEETINGS HELD ON 4 FEBRUARY 2026.

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.
- Note Appendix 1 of the Report, which set out the budget variances by cost code.
- 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	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		

7. REQUESTS FOR GRANTS AND PATRON FEES.

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

- a. The Longridge Social Enterprise Company (LSEC) for £4,789, to install thermal room dividing curtains.
- b. The Longridge Band for £1,765 to help fund the cost of travel and associated expenses to perform at the British Band Open in May 2026.

Note: The Clerk deferred this item as two members declared an interest (Cllrs. Rainford and Rogerson) which meant the Committee was not quorate for this item.

In addition, members were asked to consider additional information provided by the Community Foodbank Longridge.

RESOLVED THAT COMMITTEE:

- a. Approve the grant request from the Community Food Bank at Longridge for £1,000, £250 for marketing materials and £750 for food items, which may be purchased by the Town Council.
- b. Defer the application from LSEC and request additional information as to the layout of the curtains and the status of any match funding.
- c. Request the Clerk to submit the application from The Longridge Band to the next meeting of the Full Council.
- d. Authorise the Clerk to contact the applicants regarding the Council's decisions and make any arrangements for payment.

8. UPDATES ON ACTIONS FROM PREVIOUS MEETINGS

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

RESOLVED THAT COUNCIL:

Note the Report

9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

Request the Clerk to prepare an update on the status of the café sale to the next meeting.

10. NEXT MEETING.

Wednesday April 22 2026

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A 'wet' copy is on file.

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Finance Committee
Meeting Date:	22-Apr-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.

Workbook Contents

Payments	Schedule of payments if any, that require Council approval
Receipts	Income for 2026/27
Expenditure	Net Expenditure by category 2026/27
Bank Reconciliation	Bank reconciliation – Unity Trust and NatWest accounts
NatWest Accounts	NatWest reserve account balances

LONGRIDGE TOWN COUNCIL — Income 2026/27

1 April 2026 to 31 March 2027 | Presented to Finance Committee 22 April 2026

Code	Income Source	Actual £ (Apr–Mar)	Pending / Forecast £	Budget Income £	Notes
200	Precept	£106,410.00	£0.00	£106,410.00	Received 08-04-2026
260	Allotment Rent	£0.00	(£437.00)	£437.00	£72.8 received March 2026
205	RVBC and LCC Grants	£0.00	(£3,000.00)	£3,000.00	
255	UK SPF Grants	£0.00	£0.00	£0.00	
003	Bank Interest – NatWest and Unity	£0.00	(£500.00)	£500.00	
220	Petty Cash	£0.00	£0.00	£0.00	
290	Room Hire (Lettings)	£0.00	£0.00	£0.00	
295	Café Rent	£707.00	(£7,777.00)	£8,484.00	
296	Utilities Contributions	£2,244.16	(£5,855.84)	£8,100.00	£2,244.16 for 2025/26
486	Mayoral Fundraising (Bingo)	£455.45	£0.00	£0.00	
220	Overpayment	£90.00	£0.00	£0.00	SY Maint.
TOTAL		£109,906.61	(£17,569.84)	£126,931.00	

LONGRIDGE TOWN COUNCIL — Expenditure 2026/27

Actual and Projected | 1 April 2025 – 31 March 2026 | Version: 15/04/26

☐ = Budgeted in 2025/26 paid 2026/27

Community Purse

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
450	Youth Council	£0	£0	£0	£0
460	Allotments (incl. RVBC lease payment)	£100	£0	£100	(£100)
470	Civic Events incl. Remembrance Services	£5,500	£0	£5,500	(£5,500)
471	Chauffeur 2026/27	£200	£0	£200	(£200)
471	Chauffeur 2025/26	£0	£711.70	£0	-
479	Mayoral Allowance 2026/27	£600	£0	£600	(£600)
480	Mayoral Allowance 2025/26	£0	£0	£0	£0
485	Mayor Fundraising	£0	£402.21	(£402)	£402
500	Christmas Trees and Tree Lights	£500	£0	£500	(£500)
490	Community Partnership	£0	£0	£0	£0
510	Grants and Donations	£10,000	£750	£9,250	(£9,250)
520	Community Sponsorship	£10,000	£0	£10,000	(£10,000)
Sub-Total: Community Purse		£26,900	£1,864	£25,748	(£25,748)

Payment relates to 2025/26 work

Part of £1,000 donation to Food Bank from 2025/26 grant allocation

Amenity and Asset Maintenance

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
530	Public Toilets (Towneley Gardens)	£0	£0	£0	£0
415	Plants and Planters (purchases)	£0	£0	£0	£0
420	Gardening Services (labour)	£2,400	£0	£2,400	(£2,400)
410	Tree Works	£0	£0	£0	£0
440	Caretaker/Lengthsman Services (labour)	£6,240	£200	£6,040	(£6,040)
550	Play Area and Skatepark	£750	£0	£750	(£750)
570	Litter and Waste Disposal – RVBC	£6,500	£1,027.40	£5,473	(£5,473)
390	Asset Purchase	£0	£0	£0	£0
395	Asset Replace and Refurbish	£100	£0	£100	(£100)
540	Maintenance of Open Space and Miscellaneous	£0	£0	£0	£0
560	Station Buildings (Maintenance Purchases)	£0	£23	(£23)	£23
580	Defibrillators and Bleed Kits	£630	£0	£630	(£630)
Sub-Total: Amenity and Asset Maintenance		£16,620	£1,250	£15,370	(£15,370)

Insurance, Banking and Professional Services

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
350	Insurance	£3,300	£0	£3,300	(£3,300)
355	Bank Charges	£160	£0	£160	(£160)
590	Memberships and Subscriptions	£1,425	£0	£1,425	(£1,425)
600	Professional Services	£250	£0	£250	(£250)
365	Auditor	£250	£0	£250	(£250)
Sub-Total: Insurance, Banking & Prof. Services		£5,385	£0	£5,385	(£5,385)

Station Building Maintenance and Cleaning

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
610/61	Hygiene and Cleaning	£5,000	£430	£4,570	(£4,570)
620	Security Alarm System	£380	£0	£380	(£380)
630	Fire Alarm	£100	£40	£60	(£60)
640	General Maintenance – External Contractors	£1,000	£0	£1,000	(£1,000)
650	Internal CCTV	£0	£0	£0	£0
660	IT Support	£200	£0	£200	(£200)
Sub-Total: Station Building Maint. and Cleaning		£6,680	£470	£6,210	(£6,210)

Miscellaneous Expenses

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

Office

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

Specific Projects

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
720	Longridge in Bloom	£1,500	£0	£1,500	(£1,500)
730	Rental – Festive Lights	£3,960	£0	£3,960	(£3,960)
740	Community Well-Being Garden	£500	£0	£500	(£500)
Sub-Total: Specific Projects		£5,960	£0	£5,960	(£5,960)

Staff Costs

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
300	Clerk Salary (Gross)	£46,000	£0	£46,000	(£46,000)
301	Deputy Clerk Salary (Gross)	£5,200	£0	£5,200	(£5,200)
302	HMRC Payments for Previous Clerk	£0	£0	£0	£0
315	Staff Training	£600	£0	£600	(£600)
310	Expenses and Additional Remunerations	£0	£0	£0	£0
305	Payroll Costs	£560	£0	£560	(£560)
Sub-Total: Staff Costs		£52,360	£0	£52,360	(£52,360)

Telephone and Internet

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
750	Telephone – Landline	£700	£199.90	£500	(£500)
760	Telephone – Mobile	£450	£38.32	£412	(£412)
770	Website, Web and Email Services	£1,251	£110.88	£1,140	(£1,140)
780	IT and Wi-Fi Equipment	£100	£0	£100	(£100)
Sub-Total: Telephone and Internet		£2,501	£349	£2,152	(£2,152)

Utilities

Code	Description	2026/27 Budget £	2026/27 Actual £ (Apr–Mar)	2026/27 Projected Spend £	Variance (Projected vs Budget) £
790	Electricity	£12,000	£839	£11,161	(£11,161)
800	Gas	£1,500	£0	£1,500	(£1,500)
810	Water and Waste	£3,000	£0	£3,000	(£3,000)
Sub-Total: Utilities		£16,500	£839	£15,661	(£839)
GRAND TOTAL		£133,556	£4,772.16	£129,496	(£4,060)

Note: The £133,556 budget for 2026/27 was agreed at Full Council on 10 December 2025, based on the recommendations of the Budget Committee of 2 December 2025.

LONGRIDGE TOWN COUNCIL — Bank Reconciliation

Reconciliation of Receipts and Payments at 15 April 2026

Accounting System (Unity Trust Current Accounts)

Balance carried forward 1 April 2026:	£25,584.51
Add: Total receipts to date:	£109,906.61
Less: Total payments to date:	£4,772.16
Accounting System balance at 15 April 2026:	£130,718.96

Bank Confirmation

Unity Trust bank balance at 15 April 2026:	£130,718.96
Less: Mayoral Bingo Funds:	£455.45
Unity balance (excl. Mayoral Funds) at 15 04 2026:	£130,263.51

NatWest Reserve Accounts

NatWest Reserve balance at 27 February 2026 (latest statements):	£53,901.51
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Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	£184,165.02
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LONGRIDGE TOWN COUNCIL — NatWest Reserve Accounts

Reserve Account Balances — 2025/26

NatWest Account No. 1

Balance carried forward 1 April 2025:	£88,202.46	
Balance 31 October 2025:	£68,684.92	
Balance 27 February 2026:	£48,901.51	<i>Latest Bank Statement</i>

NatWest Account No. 2

Balance carried forward 1 April 2025:	£5,000.00	
Balance 30 January 2026:	£5,000.00	<i>Latest Bank Statement</i>

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	£53,901.51	
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Meeting:	Finance Committee
Meeting Date:	22 April 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. Longridge Town Football Club for £13,062.

The grant will be used to fund the renovation and maintenance of the Club's main football pitch. (See Appendix 1)

b. The Longridge Social Enterprise Company (LSEC) for £4,789.

The grant would be used 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. (See Appendix 2).

c. Longridge Girl Guides - £5,000

The Girl Guides are seeking a contribution towards the costs of a new roof on the Girl Guide Hut. (See Appendix 3)

2. Financial Considerations.

2.1 Longridge Town Football Club (LTFC)

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

Date	Amount £	Comments
16/08/24	6,975	Lawn mower repairs
09/06/22	1,000	Towards public address system
Total:	7,975	

2.2 Longridge Social Enterprise Company (LSEC) for £4,789.

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

Date	Amount £	Comments
15/01/25	2,032.94	Paid direct to supplier for heaters. Claimed VAT back
Total:	2,032.94	

3. Longridge Girl Guides - £5,000

The table below shows recent payments made by the Town Council to Longridge Girl Guides.

Date	Amount £	Comments
24/06/24	5,000	Towards Girl Guides hut.
Total:	2,032.94	

4. Financial Considerations.

Members will recall that on 10 December 2025, they allocated a budget of £10,000 for Community Sponsorship and £10,000 for Grants and Donations.

5. Members are recommended to:

- a. Consider the grant requests from the Longridge Town Football Club, LSEC and the Longridge Girl Guides.
- b. Provide recommendations to the next meeting of the Full Council.

Appendix 1 - Longridge Football Club

[View results](#)

Respondent

21

Anonymous

22:57

Time to complete

1. Name of Group or Organisation *

Longridge Town FC

2. Name of contact. *

Lorraine Harrison

3. Contact email address *

lorraineharrison64@gmail.com

4. Contact phone number.

07966632082

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

Longridge Town Football Club is a non-profit, FA-affiliated football club based at Inglewhite Road in Longridge. The Club competes at Step 5 of the National League System and is committed to providing high-quality football opportunities within a safe, inclusive, and community-focused environment.

The Club is run by a volunteer committee and supports not only its senior teams but also wider community use of its facilities. The ground is regularly used by local groups, including Preston North End Ladies, and serves as an important sporting hub for residents of Longridge and the surrounding area.

Through football, the Club promotes participation, physical wellbeing, community pride, and social inclusion for people of all ages.

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.

The grant will be used in full to fund the renovation and maintenance of the Club's main pitch, including sand application, aeration, and reseeding, as outlined in the submitted quote totalling £13,062.

These improvements will deliver significant benefits not only to the Club but to the wider Longridge community:

Community Benefit

- The pitch is a shared community asset, used by multiple teams and groups, including Preston North End Ladies.
- Improved pitch quality ensures continued access to safe sporting facilities for local players and visitors.
- Supports female football participation through regular use by Preston North End Ladies.

Health & Wellbeing

- Encourages physical activity and mental wellbeing through regular sport.
- Provides structured activity for young people and adults, reducing social isolation.

Sustainability & Long-Term Impact

- Prevents long-term deterioration, reducing future repair costs.
- Ensures the facility remains available for years to come, not just a short-term fix.

Community Pride & Local Identity

- Maintains a well-presented facility that reflects positively on Longridge.
- Supports local events, matchdays, and social gatherings that bring the community together.

Alignment with Grant Priorities

This project directly aligns with the Council's priorities by:

- Improving a key community facility
- Promoting health, inclusion, and participation
- Enhancing the local environment and community pride

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 *

£13062

9. How will the grant be used? *

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

The grant will be used in full to fund the renovation and maintenance of the Club's main pitch, including sand application, aeration, and reseeding, as outlined in the submitted quote totalling £13,062.

These improvements will deliver significant benefits not only to the Club but to the wider Longridge community:

Community Benefit

- The pitch is a shared community asset, used by multiple teams and groups, including Preston North End Ladies.
- Improved pitch quality ensures continued access to safe sporting facilities for local players and visitors.
- Supports female football participation through regular use by Preston North End Ladies.

Health & Wellbeing

- Encourages physical activity and mental wellbeing through regular sport.
- Provides structured activity for young people and adults, reducing social isolation.

Sustainability & Long-Term Impact

- Prevents long-term deterioration, reducing future repair costs.
- Ensures the facility remains available for years to come, not just a short-term fix.

Community Pride & Local Identity

- Maintains a well-presented facility that reflects positively on Longridge.
- Supports local events, matchdays, and social gatherings that bring the community together.

Alignment with Grant Priorities

This project directly aligns with the Council's priorities by:

- Improving a key community facility
- Promoting health, inclusion, and participation
- Enhancing the local environment and community pride

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

Yes

No

Not sure

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

Yes

No

Unsure

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

Grant for servicing of machinery in 2024/2025 season and previous grant a few seasons ago for PA system

13. 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.

14. Have you provided recent bank statements for all the accounts you hold. *

- Yes
- No
- Not required

15. Have you provided a copy of your Constitution/Terms of Reference *

- Yes
- No
- Not required

16. If applicable please provide a reason for not providing a recent bank statement or Constitution/Terms of Reference

N/A

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

HSBC
40-37-25
60727385

[View results](#)

Appendix 2 - Longridge Social Enterprise Company

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 (350comx250cm) £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 3 - Longridge Girl Guides

[View results](#)

Respondent

11 Anonymous

31:39

Time to complete

1. Name of Group or Organisation *

Longridge Girl Guide Hut

2. Name of contact. *

Denise M Brindle

3. Contact email address *

denisebrindle@aol.com

4. Contact phone number.

07796543256

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

Training, education and Fun affiliated to Girl Guiding (UK) - Building Repairs

6. Is your group a charity? *

Yes

No

7. Charity number (if applicable)

1031008

8. Purpose of the grant application *

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

To re-roofing of our timber building that has been there and used for many years - pre 1934

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 *

£5,000

10. How will the grant be used? *

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

The Cost of the new roof has been estimated at £10,500 including Vat. We have managed to raise the difference from fundraising over a number of years plus some extra for contingency work

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.

for previous work carried out in the same building - heating and new windows

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

No answer provided.

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

Sort Code: 30-99-50 Account Number: 87904168



Meeting:	Finance Committee
Meeting Date:	22 April 2026
Title:	Allotment Fence and CCTV procurment
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To request that members consider the procurement of:

- a. A replacement fence around the Town Council allotment site on Windsor Avenue.
- b. The purchase and installation of a CCTV camera at Towneley Gardens, connected to the Town Council's existing CCTV system.

Members are asked to review the quotations received and determine whether to recommend the expenditure to Full Council.

2. Background

2.1 Windsor Avenue Allotment Fence

The fencing surrounding the allotment site at Windsor Avenue has deteriorated and in places fallen over and been removed. It requires replacement in order to improve site security and clearly define the boundary of the allotment land.

One quotation for £700 plus VAT has been obtained for the supply and installation of replacement fencing, the Town Council is able to reclaim VAT.

2.2 CCTV Camera – Towneley Gardens

Towneley Gardens is a well-used public space in the town centre and the Town Council is looking to undertaken improvements to the site. Members may wish to consider installing a CCTV camera connected to the Town Council's existing CCTV system in order to:

- Improve public safety
- Deter vandalism and anti-social behaviour
- Assist with monitoring of the site following any new investment.

Two quotations have been received for the supply and installation of a compatible CCTV camera.

Contractor	£ Cost ex VAT
A	960
B	1,656

The Town Council will be able to **reclaim VAT on these costs.**

It should also be noted that Ribble Valley Borough Council (RVBC) has agreed to provide the Town Council with a grant of £1,000 towards the installation of CCTV at Towneley Gardens.

3. Financial Implications

- VAT on all works can be reclaimed by the Town Council.
- The CCTV installation will be **partially funded by a £1,000 grant from RVBC.**

4. Risk and Operational Considerations

- Replacement fencing will improve security and boundary control at the allotment site.
- CCTV installation will enhance site monitoring and deterrence of anti-social behaviour at Towneley Gardens.
- Integration with the Council's existing CCTV infrastructure will ensure consistent monitoring, recording and management.

5. Recommendations

Members are requested to consider the following resolutions:

Resolution 1:

That the Finance Committee notes the quotation of £700 (excluding VAT) for the supply and installation of replacement fencing at the Windsor Avenue allotments and recommends that Full Council approve the procurement of the works.

Resolution 2:

That the Finance Committee notes the two quotations received for the supply and installation of a CCTV camera at Towneley Gardens:

- £960 (excluding VAT)
- £1,656 (excluding VAT)

and further notes that Ribble Valley Borough Council has agreed to provide a grant of £1,000 towards the installation.

Resolution 3:

That the Finance Committee recommends that Full Council approve the purchase and installation of the CCTV camera, selecting the contractor offering the £960 quotation.



Meeting:	Finance Committee
Meeting Date:	22 April 2026
Title:	Transfer of Funds
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To ask Members to consider and agree:

- The amount the Town Council wishes to transfer from the existing Unity Trust deposit account to the new Unity Trust 32-day savings account.
- The amount the Town Council wishes to withdraw from the NatWest current account for deposit into the Unity Trust deposit account.

2. Background

The Town Council has recently opened a new 32-day notice savings account with Unity Trust Bank. This account offers a competitive interest rate of 2.70% gross (2.73% AER) and provides a secure, low-risk option for holding reserves while maintaining reasonable access to funds (subject to 32 days' notice).

To optimise the Council's cash management and maximise interest earnings, it is proposed to:

1. Move a significant portion of the funds currently held in the existing Unity Trust deposit account into the new higher-yielding 32-day savings account.
2. Make a further deposit into the Unity Trust deposit account by transferring funds from the NatWest current account.

This structured approach will improve returns on the Council's balances while ensuring sufficient liquidity remains available in the current account for day-to-day operations and upcoming commitments (including the playground equipment and recreation ground entrance projects).

3. Proposal and Suggested Amounts

Members are asked to consider the following **suggested amounts** (or any alternative figures they prefer):

1. **Transfer from the current Unity Trust deposit account to the new Unity Trust 32-day savings account: £50,000** (This moves the majority of longer-term reserves into the higher-interest account while retaining some flexibility in the deposit account.)
2. **Withdrawal from the NatWest current account for deposit into the Unity Trust deposit account: £20,000** (This provides a modest top-up to the deposit account if required for short-notice needs.)

These suggestions are designed to:

- Leave adequate working balances in the NatWest current account (typically £30,000–£50,000 recommended for a council of this size to cover 3–6 months’ routine expenditure plus project payments).
- Take full advantage of the improved interest rates available in the Unity Trust accounts.

4. Financial Implications

- All funds will remain protected under the Financial Services Compensation Scheme (FSCS) up to the current limit of **£120,000** per depositor per authorised firm.
- The moves will increase the overall interest earned on the Town Council’s reserves.

5. Recommendation

It is recommended that the Finance Committee:

- a. Considers the suggested amounts (or proposes alternative figures) for the transfers.
- b. Agrees the amount to be transferred from the Unity Trust deposit account to the new Unity Trust 32-day savings account.
- c. Agrees the amount to be withdrawn from the NatWest current account for deposit into the Unity Trust deposit account.
- d. Authorises the Town Clerk to action both transfers following the meeting.

Agenda Item 10

For Information

Meeting:	Finance Committee
Meeting Date:	22 April 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 04/03/2026 Budget Meeting.

Minute 260304/	Action	Who	Update
7c.	Submit the application from The Longridge Band to the next meeting of the Full Council.	Clerk	Complete
7d	Contact the applicants regarding the Council's decisions (grants) and make any arrangements for payment.	Clerk	Complete
9.	Prepare an update on the status of the café sale to the next meeting.	Clerk	Noted

3. Update on Actions from 04/02/2026 Budget 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	Complete
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

4. Update on Actions from 02/12/2025 Budget 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.

5. Update on Actions from 26/11/2025 Budget 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	Complete
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 out remedial work.	Clerk	Complete
11b.	Note the latest DSE requirements and report to the Estates Committee on the findings.	Clerk	Noted

6. Update on Actions from 29/10/2025 Budget 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

7. Update on Actions from 03/09/2025 Budget 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

8. Update on Actions from 29/05/2025 Budget 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

9. Update on Actions from 23/10/2024 Budget Meeting.

Minute 241023/	Action	Who	Update
7a.	Request additional information regarding certain aspects of the LSEC grant application.	Clerk	Complete

10. 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.

11. Members are recommended:

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