



# Longridge Town Council

## Budget Executive Committee – Draft Minutes

<b>Date:</b>	25 September 2024		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: R. Walker (Chair), P. Smith, S. Rainford, J. Rogerson and N. Stubbs.		
<b>In attendance:</b>	Town Clerk.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	20:15

**240925/**

**1. WELCOME BY THE CHAIR.**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE.**

None.

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

Cllr. Rogerson expressed interest in Agenda Item 11 (Grant Application).

**4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 28 AUGUST 2024.**

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 seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT THE COMMITTEE:

- a. Approve the accounts to date.
- b. Approve the Schedule of Payments as set out in the Report and the Table below.
- c. Approve payment of £270 to Top Marks for services associated with maintenance of the Council's security systems.
- d. Approve payment of £450 to Lentech Limited for the supply and installation of two Victorian lantern tops.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	59759	TPCS	Charges July 2024	45.37	7.56	37.81	Paid	
2	58736	TPCS	Charges May 2024	46.91	7.82	39.09	Paid	
3	59220	TPCS	Underpayment April 2024	2.27	0.38	1.89	Paid	
4	224952	British Gas	Gas Charges	44.33	7.39	36.94	Paid	DD
5	799015	EE	Town Council Mobile - Charges	33.60	5.60	28.00	Paid	DD
6	24000	British Gas (Electricity)	Charges July - August	1,041.52	173.58	867.94	Paid	DD
7	SB20241662	PKF Littlejohn	Services for AGAR 2023/24	504.00	84.00	420.00	Paid	
8	4637	Rosemary Glen	Cleaning Services and consumables	544.18	90.70	453.48	Paid	
9		LALC	Attendance at LALC Conference	35.00	-	35.00	Paid	
10	1027	SY Maintenance	Gardening and Lengthsman Services	568.00	-	568.00	Paid	
11		Cllr. Walker	Grant to Man Sheds	1,000.00	-	1,000.00	Paid	
12	6458763	Waterplus	Water and Waste services	247.64	14.62	233.02	Paid	DD
13		Service Charge	Unity Bank	20.80	-	20.80	Paid	DD
14	153836	HMRC Tax and NI	Underpayment for June 2024	580.44	-	580.44	Paid	
15		RVBC	Temporary Road Closure fee.	47.67	-	47.67		
16	45548	North West Traffic Management	Remembrance Day	2,946.00	491.00	2,455.00		
17		Friends of Longridge Civic Hall	D-Day Anniversaty	385.41	-	385.41		
18	599961	TPCS	Charges August 2024	46.06	7.68	38.38		
19	24448	Amberol	Planters with Logo	4,919.04	819.84	4,099.20		
20		Clerk	Salary September 2024	1,609.80	-	1,609.80		
21	23582	RVBC	Commercial waste collection	145.90	6.53	81.90		
<b>Totals:</b>				<b>14,813.94</b>	<b>1,716.70</b>	<b>13,039.77</b>		

## 7. MEMBERSHIP OF THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC).

The Clerk submitted a report asking members to consider funding the Clerk's membership of the Society of Local Council Clerks (SLCC).

The Report noted that:

- SLCC is a professional body for local council clerks and senior council employees and represent clerks to over 5,000 councils in England and Wales.
- Membership subscriptions are based on a Clerk's gross annual salary. For the Town's clerk it would be a joining fee of £15 and an annual subscription of around £230.

RESOLVED THAT COMMITTEE:

Approve the funding of the Clerk's SLCC membership.

## 8. PURCHASE OF A NETWORK ATTACHED STORAGE DEVICE (NAS).

Councillor Walker reminded members of the advantages of using a NAS, in that it would enable users to share data across other servers, so multiple users can access data at any given time.

RESOLVED THAT COMMITTEE:

Approve expenditure of up to £500 for the purchase of a NAS.

## 9. BUDGETARY CONSIDERATIONS.

The Clerk submitted a Report updating members on the preparations for the Council's 2025-26 budget and to seek their considerations on the level of expenditure and the services it intends to deliver in 2025-26.

Members were reminded that Town and Parish Councils irrespective of their size, have a statutory duty to prepare an annual budget.

RESOLVED THAT COMMITTEE:

Authorise the Clerk to submit a further report to a meeting of the Budget Committee once RVBC have provided the Town Council with their Tax Base for 2025-26.

## 10. LONGRIDGE HALLOWEEN COMPETITION

The Clerk submitted a Report asking members to consider a request for the Town Council to become involved and make a financial contribution to a Halloween Competition. The Report noted that the competition would engage with local school children and shops and the prize would be a shopping voucher.

RESOLVED THAT COMMITTEE:

Request the Clerk to contact the agency and suggest an alternate prize more suitable to young children, up to a value of £100.

## 11. GRANT APPLICATION

The Clerk submitted a report asking members to consider a grant application from the Parochial Church Council of the Ecclesiastical Parish of St. Lawrence with St. Paul, Longridge, for a contribution of £250 towards the cost of a defibrillator.

RESOLVED THAT COMMITTEE:

- a. Approve the grant of £250.
- b. Request the Clerk to make the necessary payment arrangements and inform the applicant of the Council's decision.

## 12. STREET LIGHTING COLUMNS – LCC TESTING UPDATE.

The Clerk submitted a Report updating members on the results of recent column tests and asking members to consider the Council's next steps.

The Report noted that the column testing had been completed by Lancashire County Council and all the columns had passed the required tests.

RESOLVED THAT COMMITTEE:

- a. Agree that the installation of festive lights would be carried out in phases over a period of several years.
- b. Request the Clerk to contact LCC and ask if they would be able to install electric sockets in street columns and fit suitable brackets to hold festive lights and banners by early December 2024.

## 13. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

Discussions took place regarding the Townley Gardens UKSPF project

RESOLVED THAT COMMITTEE:

Request the Clerk to contact RVBC's Director of Economic Development and Planning, regarding the possibility of the project being managed by the Town Council.

## 14. SCHEDULE OF MEETINGS.

23 October 2024 and 20 November 2024.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

A signed copy is on file.

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<p>Longridge Town Council Council Offices The Station Building Berry Lane Longridge PR3 3JP</p>		<p> <a href="mailto:clerk@longridge-tc.gov.uk">clerk@longridge-tc.gov.uk</a>   01772 782461   07495 473 845   <a href="http://www.longridge-tc.gov.uk">www.longridge-tc.gov.uk</a></p>
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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.

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