



Longridge Town Council

Agenda - Annual Meeting of the Council

To the Mayor and Members of Longridge Town Council, you are summoned to attend the Annual Meeting of the Town Council on Wednesday 13 May 2026 at 7:00pm at the Longridge Civic Hall, Calder Avenue, Longridge.

1. Welcome

Welcome by the outgoing Chair/Mayor.

2. Election of Chair/Mayor (2026/27)

To receive nominations and elect the Chair/Mayor of Longridge Town Council for the 2026/27 civic year. A proposer and seconder are required.

Note: In accordance with the Council's established custom and policy, the Deputy Mayor (currently Cllr. R. Walker) is invited to succeed to the office of Mayor, subject to formal nomination and election by the Council.

3. Declaration of Acceptance of Office – Chair

The newly elected Chair/Mayor to sign the Declaration of Acceptance of Office. *The Declaration will be countersigned by the Clerk as Proper Officer.*

4. Election of Vice-Chair/Deputy Mayor (2026/27)

To receive nominations and elect the Vice Chair/Deputy Mayor of Longridge Town Council for the 2026/27 civic year. A proposer and seconder are required.

Note: A nomination has been received for Cllr. N. Stubbs.

5. Declaration of Acceptance of Office – Vice-Chair

Cllr. N. Stubbs has submitted apologies and is unable to attend this meeting. Under section 83(4) of the Local Government Act 1972, the Declaration of Acceptance of Office must be made before, or at, the first meeting of the Council after the election, or within such longer period as the Council may at that meeting allow. If the declaration is not made within that period, the office becomes vacant.

Recommendation: That the Council **Resolves**, under section 83(4) of the Local Government Act 1972, to allow Cllr. N. Stubbs until the next ordinary meeting of the Council on 10 June 2026 to make the Declaration of Acceptance of Office. The Declaration will be signed in the presence of the Clerk (as Proper Officer) before that date, or at the meeting on 10 June 2026.

6. Apologies for Absence

7. Declarations of Interest

Councillors are responsible for declaring any personal, prejudicial, or disclosable pecuniary interest in respect of items on this agenda.

8. Approval of Minutes

- a. To approve the 8 April 2026 minutes of the Ordinary Meeting.
- b. To approve the 8 April 2026 minutes of the Ordinary (nomination) Meeting.
- c. To approve the minutes of the Extraordinary Meeting held on 22 April 2026.

9. Public Participation

A period of up to 15 minutes is allocated for public participation. Members of the public may speak for up to 3 minutes per item on the agenda. This session provides an opportunity to raise matters or ask questions relating to items on the agenda.

No decisions will be taken during this item.

10. Annual Review and Reports

a. Outgoing Chair's Annual Report

To receive a summary of the Council's activities and achievements for 2025/26.

b. Committee Reports

To receive brief updates from the Chairs of:

- Finance Committee
- Staffing Committee

11. Item for Information. (No Decision is required).

End of Year Finance Report (2025/26).

This report provides members with a summary of the Council's financial position for the financial year ended 31 March 2026.

12. Proposed Motion: Longridge Community Hospital Campaign. (Decision)

Based on the resolution from the 8 April 2026 Full Council meeting. This motion formalises the Council's stance:

- a. That Longridge Town Council formally pledges its official support to the Longridge Community Hospital Campaign Group.
- b. The Council authorises the Chair/Mayor to act as the official representative at all public meetings organised by the Member of Parliament regarding this matter.
- c. The Clerk is directed to maintain the hospital campaign as a standing item for update under 'Councillor Reports' until further notice.

13. Governance Appointments (Decisions are required)

a. Appointment to Committees (2026/27).

Members are asked to confirm or amend membership as set out below:

Finance Committee: Cllr.: N. Stubbs, J. Rogerson, P. Smith, S. Rainford, N. Eccles and M. Gornall.

Estates Committee: Cllr.: N. Stubbs, J. Rogerson, P. Smith, A. Wallbank, K. Spencer and L. Jameson.

Staffing Committee: Cllr.: A. Wallbank, K. Spencer, S. Rainford, N. Eccles, L. Jameson and M. Gornall

Note: *Committee Chairs will be elected at the first meeting of each committee.*

b. Appointment to External Bodies (2026/27).

To appoint representatives and receive nominations to:

- Lancashire Association of Local Councils (LALC) - 2 representatives
- Parish Council Liaison Meeting - 2 representatives

c. Appointment to Standing Working Groups (2026/27).

To appoint members and receive nominations to the following working groups, minimum of two members:

- Longridge Life Savers
- Longridge Loop
- Community Garden
- Banners and Brackets
- Pump Track
- Use of Social and Other Media

Working Groups operate under agreed Terms of Reference and report to Full Council.

d. Councillor Lead Roles (2026/27)

To nominate councillor leads (non-decision-making roles) for:

- Flag Master
- Routine checks on defibrillator and bleed kit
- Planning application review support
- Neighbourhood Alert (“In the Know”)

e. Review and Adoption of Council Policies

To review and adopt the Council's policies for 2026/27. Unless otherwise amended, members are asked to confirm that the following policies are **readopted without change**:

- Standing Orders
- Financial Regulations
- Risk Management Policy and Risk Register
- Grants Policy
- Code of Conduct - RVBC version adopted April 2026
- Co-option Policy
- Reserves Policy
- Asset Management Policy
- Vexatious or Habitual Requests Policy
- Banner and Brackets Policy
- CCTV Policy
- Lone Working Policy
- Health and Safety Policy
- Fire Safety Policy
- Social Media Policies (suite)
- Grievance Policy
- Policy for the Appointment of Mayor and Deputy Mayor

All policies are available on the Council's website.

14. Additional Items for Information

a. Preview of the year ahead.

To receive an outline of priorities from the newly elected Chair/Mayor.

b. Items Raised by Councillors

Items must be submitted in advance to the Clerk. This item is for information only; no decisions will be taken unless properly notified in advance. Any items requiring a decision will be placed on a future agenda.

15. Future Meetings:

- | | |
|---|----------------------|
| • Estates Committee (Tuesday): | 19 May 2026 - 18:30 |
| • Annual Town Meeting (Meeting of Electors): | 27 May 2026 - 18:30 |
| • Finance Committee: | 3 June 2026 - 18:30 |
| • Town Council: | 10 June 2026 - 19:00 |
| • Staffing Committee: | 22 July 2026 - 18:30 |

Note: For invitees, a buffet is available after the meeting.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.





Agenda Item 8a

Longridge Town Council

Full Council Meeting - Draft Minutes

Meeting Date:	08 April 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, S. Rainford, N. Eccles, N. Stubbs, K. Spencer, D. Jackson, M. Gornall, D. Hindle and R. Walker.		
In attendance:	Town Clerk, and representatives of the Longridge Community Hospital Campaign Group and the Longridge Environmental Group (LEG).		
Meeting started:	19:00	Meeting closed:	20:40

260408/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson), welcomed members and attendees to the meeting, and provided an update on his recent and forthcoming Mayoral duties and engagements.

2. APOLOGIES FOR ABSENCE.

Apologies from Cllrs. J. Rogerson and A. Wallbank.

RESOLVED:

That the reasons for absence be approved.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE INTERESTS.

None.

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETING.

The minutes of the meeting held on 11 March 2026, were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

Representatives of the Longridge Community Hospital Campaign Group addressed the Council regarding the future of services at Longridge Community Hospital.

Representatives from the Longridge Environmental Group (LEG) also addressed the Council regarding climate change.

Cllr. Spencer requested that recorded votes be taken on agenda items 7 and 8.

RESOLVED:

- a. That the hospital campaign be added as a formal agenda item for the 13 May 2026 meeting to consider whether the Council will offer official support.
- b. The Chair agreed to attend MP-organised public meetings as the Council's representative.
- c. That individual councillors may notify the Clerk if they wish to support the campaign in a personal capacity.

6. FINANCIAL MATTERS.

The Clerk submitted a report seeking approval for the accounts to date.

Cllr. Walker (Finance Committee Chair) noted that the year-end position showed an overspend but considered it within acceptable limits when taking VAT refunds into account. Skatepark repairs were budgeted at £750, with recent damage still to be assessed. Asset replacement and refurbishment expenditure was noted at approximately £395 (primarily bench repairs and repainting).

RESOLVED:

That members approve the accounts to date.

6A. FINANCIAL MATTERS (PART 2 ITEM)

This item was deferred and taken later in the meeting.

7. SUPPORT AND PRESENCE OF COUNCIL MEMBERS AT PUBLIC SCREENINGS OF A PUBLIC INFORMATION FILM ON NATIONAL CLIMATE CHANGE.

The Clerk submitted a report requesting members to consider whether the Town Council wished to support and attend local screenings of a public information film addressing the national implications of climate change.

During the discussion the Chair reminded members of the public present not to interrupt Council debate.

RESOLVED:

- a. That the Council support the local screenings of the public information film addressing the national implications of climate change.
- b. That the Council note:
 - a private councillor screening on 13 April 2026 and
 - a public screening at the United Reformed Church on 3 June 2026
- c. That attendance by councillors is voluntary.
- d. That the Clerk circulate any online viewing links received.

Recorded Vote:

For: Cllrs Jameson, Smith, Rainford, Eccles, Stubbs, Spencer, Jackson, Hindle and Walker

Against: Cllr Gornall

Abstentions: None

8. PUBLICATION OF AN ENVIRONMENTAL COMMITMENT STATEMENT

The Clerk submitted a report requesting members to consider whether the Town Council wished to publish a statement on its website confirming the Council's environmental commitment.

During discussion, a suggestion was made that the Council website could include a dedicated environmental section to highlight the council's environmental initiatives and activities.

RESOLVED:

- a. That the Clerk be authorised to publish an Environmental Commitment Statement as set out in the Report on the Council website.
- b. Members also noted that a dedicated environmental section or tab could be created on the Council website.

Recorded Vote:

For: Cllrs Jameson, Smith, Rainford, Eccles, Stubbs, Spencer, Jackson, Gornall, Hindle and Walker

Against: None

Abstentions: None

9. APPOINTMENT OF AGAR AUDITOR FOR 2025/26 AND 2026/27

The Clerk submitted a report recommending the appointment of Mr David Swift MCiAA as the Council's Internal Auditor to carry out the Annual Governance and Accountability Returns (AGAR).

RESOLVED:

That Mr David Swift be appointed as the Council's Internal Auditor for the 2025/26 and 2026/27. Financial years.

10. LITTER PICKING

The Clerk submitted a Report asking Members to consider whether the Town Council wished to continue funding additional litter picking services provided by RVBC for the 2026/27 financial year.

RESOLVED:

- a. That members agree to continue funding the additional litter picking services provided by RVBC for the 2026/27 financial year.
- b. That members agree to revise the locations to be covered.
- c. That Cllr. Eccles be requested to survey current coverage areas (avoiding Friday when the service operates).
- d. That the Clerk be requested to ask RVBC for an updated coverage map.
- e. That members defer the option of employing an alternative contractor pending further information.

11. CODE OF CONDUCT.

The Clerk submitted a report providing comparative Code of Conduct documents to assist Members in determining which Code of Conduct the Town Council should formally adopt.

RESOLVED:

That members agree to adopt the Ribble Valley Borough Council Code of Conduct (to align with the borough-wide standards framework and reduce administrative burden).

11B GRANT AGREEMENTS.

The Clerk submitted a report regarding the terms of two Grant Agreements to be issued by RVBC relating to:

- Improved access off Kestor Lane onto the Recreation Ground
- The purchase and installation of playground equipment on the Recreation Ground.

RESOLVED:

- a. That the terms of the two Grant Agreements be approved
- b. That the Council proceed with both projects.

12. PLANNING APPLICATIONS.

The Clerk submitted a report requesting members to consider planning applications since the last meeting.

RESOLVED:

That the report be noted.

13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating Members on actions from recent Full Council meetings.

RESOLVED:

- a. That members note the report.
- b. That the Clerk be requested to remove completed actions from future reports.
- c. That the Clerk be requested to chase the missing signs along Chipping Road and the introduction of double yellow lines where cars park near the Cricket Club.
- d. That the Chair be requested to contact Borough Councillor Brocklehurst regarding speeding concerns in Hothersall.

14. COUNCILLOR REPORTS AND WORKING GROUP UPDATES.

Members' reports and verbal updates:

- a. Cllr. Jackson on the Longridge Loop: Benches, picnic tables, and planters ordered and paid for.
- b. Cllr. Walker on the Community Garden: LCC contractor assessment scheduled for 20 April; community work day scheduled for 5 May 2026.
- c. Cllr. Gornall on the Towneley Garden, Bowling Green upgrade. A delay had occurred regarding planning considerations, and a public engagement exercise will be conducted shortly.
- d. Cllr. Rainford on the Banner and Brackets Working Group. Noted the group will be meeting shortly.

RESOLVED:

Members were thanked for the updates.

15. FUTURE MEETINGS (2026).

Noted:

Wednesday 13 May – Mayor Making (Civic Hall)

Wednesday 27 May – Annual Town Meeting (Meeting of Electors of the Parish)

Wednesday 10 June – Full Council

NOTE. Following conclusion of the public session, a member of the public spoke with the Chair regarding single use plastic bottles.

PART 2 - CONFIDENTIAL BUSINESS

Exclusion of the Press and Public.

RESOLVED:

That in accordance with Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting during consideration of the following item on the grounds that it involves the likely disclosure of exempt information relating to the financial or business affairs of a particular person.

6A. FINANCIAL MATTERS (PART 2 ITEM).

Verbal update from the Clerk.

The press and public were excluded from the meeting.

The Clerk provided a verbal update.

RESOLVED:

- a. That for security purposes, CCTV to be installed in the Clerk's office with Cllr. Walker to arrange installation.
- b. The Chair to sign a formal letter regarding outstanding utility payments, the draft to be circulated to councillors for review prior to being sent via Special Delivery.

Minutes prepared by the Clerk and Responsible Financial Officer to Longridge Town Council.





Signed

Chair of the Council

Date:

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Council Offices
The Station Building
Berry Lane
Longridge
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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.



Agenda Item 8b

Longridge Town Council

Full Council (Election of Deputy Mayor) – Draft Minutes

Meeting Date:	08 April 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, S. Rainford, N. Eccles, N. Stubbs, K. Spencer, D. Jackson, M. Gornall, D. Hindle and R. Walker.		
In attendance:	Town Clerk.		
Meeting started:	18:30	Meeting closed:	18:34

260408/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson), welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies from Cllrs. J. Rogerson and A. Wallbank were accepted.

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

None.

4. PUBLIC PARTICIPATION.

None

5. APPOINTMENT OF A DEPUTY MAYOR FOR THE 2026/27 MUNICIPAL YEAR.

Members were asked to confirm (by vote) the appointment of Councillor Stubbs as Deputy Mayor for the municipal year 2026/27.

RESOLVED THAT COUNCIL:

Unanimously appoint Cllr. N. Stubbs as the Town Council's Deputy Mayor for the municipal year 2026/27

Minutes prepared by the Clerk and Responsible Financial Officer to Longridge Town Council.

SIGNED BY CHAIR FOR THE MEETING:

X

DATE:

X

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Agenda Item 8c

Longridge

Town Council

Full Council – Draft Minutes

Meeting Date:	22 April 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, M. Gornall, A. Wallbank, and R. Walker.		
In attendance:	Town Clerk.		
Meeting started:	19:32	Meeting closed:	19:35

260422/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson), welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs. Rainford, Eccles and Stubbs.

Cllr. Spencer was absent without apologies

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

No declarations were offered.

PART 2 CONFIDENTIAL BUSINESS

Exclusion of the Press and Public

RESOLVED:

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.

The resolution was proposed by Cllr. Walker and seconded by Cllr. Jameson.

4. AUTHORISATION OF EXPENDITURE

Members were asked to consider the recommendations of the Finance Committee regarding the quotes received for playground equipment and the entrance to the Recreation Ground.

RESOLVED

- a. The contract for playground equipment be awarded to Playsound Services Ltd. being the lowest quote.
- b. The contract for enhancements to the entrance of the Recreation Ground from Kestor Lane be awarded to Wade Groundworks being the lowest quote.





SIGNED BY CHAIR FOR THE MEETING:

A 'wet' signed copy is on file.

DATE:

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Agenda Item 11

For Information – Outturn Position Only



Longridge
Town Council

Meeting:	Annual Meeting of the Town Council
Meeting Date:	13 May 2026
Title:	End of Year Finance Report 2025/26
Submitted by:	Michael Hill, Clerk and Responsible Financial Officer
Prepared in accordance with:	Accounts and Audit Regulations 2015 and Joint Panel on Accountability (JPAG) guidance

1. Purpose

This report provides members with a summary of the Council's financial position for the financial year ended 31 March 2026. This report is presented for information only.

Formal consideration and approval of the Annual Governance and Accountability Return (AGAR) for 2025/26, including Sections 1 (Annual Governance Statement) and 2 (Accounting Statements), the Internal Auditor's Report and detailed budget monitoring, will take place at the Ordinary Meeting of the Council on 10 June 2026.

This timing ensures that the Council meets its statutory obligations under the Accounts and Audit Regulations 2015, which require the Annual Governance Statement and Accounting Statements to be approved by the authority on or before 30 June 2026.

2. Headline Outturn 2025/26

The figures below are drawn from the Council's cashbook at 31 March 2026 and reconcile to the bank reconciliation at the same date. The accounts for 2025/26 have been the subject of internal audit by David Swift MCIAA on 27 April 2026. The Internal Auditor's Report will be formally received by Council on 10 June 2026 alongside the AGAR. Comparative figures for 2024/25 are taken from the signed AGAR for that year.

Indicator	2024/25 (£)	2025/26 (£)
Balance brought forward	112,352	99,573
Precept received	94,077	98,195
Other receipts	50,359	135,965
Staff costs	31,468	53,252
All other payments	125,747	200,995
Balance carried forward	99,573	79,486
Total fixed assets	766,042	805,902
Total borrowings	0	0

All figures reconcile internally: opening balance (£99,573) plus precept (£98,195) plus other receipts (£135,965) less staff costs (£53,252) less all other payments (£200,995) equal the closing balance carried forward of £79,486, which agrees to the bank reconciliation at 31 March 2026.

3. Movement in the Year

The Council ended the year with a balance carried forward of £79,486, a reduction of £20,087 against the opening balance. This movement reflects expenditure on project activity, alongside the Council's grant and maintenance programme.

Total fixed assets increased by £39,860 to £805,902 reflecting the addition of capital assets to the asset register during the year.

The increase in staff costs reflects changes to staffing arrangements during the year, including the introduction of the Deputy Clerk post and associated employment costs.

4. Variance Commentary

Variances exceeding the AGAR threshold (15% and £200) require a written explanation for the External Auditor. Based on the working figures presented above, the following AGAR boxes will require explanation:

- Box 3 – Other receipts: £50,359 (2024/25) to £135,965 (2025/26).
- Box 4 – Staff costs: £31,468 (2024/25) to £53,252 (2025/26).
- Box 6 – All other payments: £125,747 (2024/25) to £200,995 (2025/26).
- Box 7 – Balances carried forward: £99,573 (2024/25) to £79,486 (2025/26).

Detailed explanations will be provided in the AGAR approval report to be considered by Council on 10 June 2026 in the format required by the Council's External Auditor, PKF Littlejohn.

5. Reserves Position

The Council's general reserves position will be reviewed against the JPAG Practitioners' Guide guidance, which indicates that smaller authorities should generally hold between three and twelve months of net revenue expenditure as a working balance. A fuller commentary on the adequacy of reserves will be provided as part of the AGAR consideration on 10 June 2026.

6. Basis of Accounting — Important Note

Gross income for 2025/26 is £234,160 (precept £98,195 plus other receipts £135,965) and gross expenditure is £254,247 (staff costs £53,252 plus all other payments £200,995). Both figures exceed £200,000.

Neither gross income nor gross expenditure exceeded £200,000 in 2024/25 or 2023/24. 2025/26 is therefore the first year in which the Council has crossed the £200,000 threshold set out in the Accounts and Audit Regulations 2015 and the JPAG Practitioners' Guide.

Crossing this threshold has two consequences for the Council:

- First, the Council is required to prepare its accounts on an income and expenditure basis rather than on a receipts and payments basis. The 2025/26 AGAR Section 2 will need to be completed on this basis, and the treatment of prior-year comparatives will need to be considered in line with JPAG transition guidance.
- Second, the Council's reporting obligations under the AGAR regime become more demanding, and members will need to satisfy themselves that the Council's internal controls, risk management and reserves policies remain proportionate to the increased scale of activity.

A separate briefing note on the £200,000 threshold and its implications, including the practical steps required to transition to income and expenditure accounting, is being prepared for members and will accompany the AGAR papers on 10 June 2026.

7. Asset Register

The Council's asset register has been reviewed for additions and disposals during the year. The total asset value at 31 March 2026 is £805,902, an increase of £39,860 compared with the previous year.

The asset register is maintained in accordance with Joint Panel on Accountability guidance and forms part of the Council's governance framework.

8. Internal and External Audit (AGAR)

The internal audit for 2025/26 was carried out by David Swift MCIAA on 27 April 2026. The Internal Auditor's Report and the draft AGAR for 2025/26 will be brought to the Ordinary Meeting on 10 June 2026 for formal approval.

The Period for the Exercise of Public Rights, required under section 26 of the Local Audit and Accountability Act 2014, will be set following approval of the AGAR and will include the first two weeks of July 2026. Notice will be published on the Council's website and noticeboards in accordance with statutory requirements.

9. Public Rights

In accordance with the Accounts and Audit Regulations 2015, the Council must make its accounts and supporting documents available for public inspection for a period of 30 working days, including the first ten working days of July.

The proposed inspection period and the Notice of Public Rights will be confirmed in the AGAR report presented to Council on 10 June 2026.

10. Recommendation

That members note the End of Year Finance Report for 2025/26, ahead of formal approval of the Annual Governance and Accountability Return at the Ordinary Meeting of the Council on 10 June 2026.