



Longridge Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend a meeting of the Town Council on Wednesday 10 June 2026 at 18:30 in the Council Offices, Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair.

Introduction of new councillors

2. Declaration of Acceptance of Office

To receive Declarations of Acceptance of Office from any new councillors and/or the Deputy Mayor (if not already completed).

3. Apologies for Absence

To receive apologies for absence.

4. Declarations of interests.

To receive declarations of pecuniary and non-pecuniary interests for items on the agenda.

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 Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

6. Minutes of the Previous Meeting

To approve the minutes of the Full Council meeting held on 13 May 2026 (Annual Meeting of the Town Council).

ITEMS for DECISION/DISCUSSION

7. Annual Governance and Accountability Return (AGAR)

To receive and approve the Annual Governance Statement and Accounting Statements for the year ended 31 March 2026.

8. Finance Report

To receive the latest Finance Report including bank reconciliations, budget monitoring, and approval of payments (if any).

9. Grants.

Report of the Clerk for members to consider a grant application of £4,789, considered for approval by the 22-04-2026 meeting of the Finance Committee from Longridge Station Enterprise Company (LSEC) for Thermal Curtains.

10. Terms of Reference

- a. To approve the revised Terms of Reference for the Estates Committee.
- b. To approve the Terms of Reference for the Community Hospital Advisory Group.

11. Towneley Garden Working Group

This report presents the outcomes of the public engagement undertaken by Longridge Town Council on the proposed upgrade of the former bowling green at Towneley Garden and seeks Full Council's approval to proceed to procurement of competitive quotes for the detailed design as shown in Appendix 1 of the report.

12. Installation of Surveillance Cameras

To approve expenditure for the installation of a number of low-maintenance standalone surveillance cameras at key locations throughout the town.

13. Banners and Brackets Working Group

To present the recommendations of the Banners and Brackets Working Group following discussions at its meeting held on 20 May 2026, for Full Council's consideration and formal resolution. The report covers quotes received for banner design, printing and installation and the proposed use of a specialist marketing agency to manage advertising sales.

14. Memorial Bench Plaque Policy

To present to Full Council, for formal adoption, the Memorial Bench Plaque Policy which was considered and recommended by the Estates Committee at its meeting on 19 May 2026.

15. Committee and Working Group Appointments

Allocation of new councillors to Committees and Working Groups (noting appointments made at the 13 May 2026 Annual Meeting; confirm/amend if needed).

16. Review of Utility Charges

Report of the Clerk.

ITEMS for INFORMATION/DISCUSSION**17. Councillor Reports and updates from the Chairs of Working Groups.**

Reports and verbal updates.

18. Consideration of matters not on the agenda.

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

19. Future Meetings.

To confirm the date of the next Full Council meetings.

2026: 8 July, (no meeting in August,) 9 September, 14 October, 11 November 9 December.

2027: 13 January, 10 February, 10 March.

Recording of meetings:

This meeting may be recorded by Longridge Town Council to support the production of accurate minutes. Only a written transcript is generated, no voice recording is retained. The transcript is deleted once the minutes are approved. Anyone who has concerns about being recorded should raise this with the Clerk before speaking.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



Agenda Item 6

Longridge Town Council

Annual Meeting of the Town Council – Draft Minutes

Date:	13 May 2026		
Place:	Longridge Civic Hall, Calder Avenue, Longridge		
Present:	Councillors: L. Jameson (Chair for Agenda Items 1 and 2.), R. Walker (Chair from Agenda Item 3), J. Rogerson, P. Smith, K. Spencer, A Wallbank, N. Eccles and M. Gornall.		
In attendance:	Town Clerk. Members of the public, Mayors and Consorts of Clitheroe Town Council and RVBC, Borough Councillors and friends and family of the Mayor Elect/Mayor.		
Meeting started:	19:00	Meeting closed:	19:40

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1. WELCOME BY THE CHAIR.

The outgoing Mayor/Chair welcomed everyone to the Annual Meeting of the Town Council and formally opened the proceedings.

2. ELECTION OF CHAIR/MAYOR FOR 2026-27 CIVIC YEAR

Nominations were invited.

RESOLVED:

That Councillor Robert Walker be elected as Chair/Mayor of Longridge Town Council for the 2026/27 civic year. (Proposer: Cllr. Rogerson, Seconder: Cllr. Wallbank)

3. DECLARATION OF ACCEPTANCE OF OFFICE – CHAIR

The newly elected Mayor signed the Declaration of Acceptance of Office in the presence of the meeting. The Declaration was countersigned by the Clerk as Proper Officer.

4. ELECTION OF VICE-CHAIR/DEPUTY MAYOR FOR 2026/27

Nominations were invited.

RESOLVED:

That Councillor N. Stubbs be elected as Vice-Chair/Deputy Mayor of Longridge Town Council for the 2026/27 civic year. (Proposer: Cllr. Gornall, Seconder: Cllr. Smith)

5. DECLARATION OF ACCEPTANCE OF OFFICE – VICE-CHAIR

Cllr N. Stubbs had submitted apologies and was unable to attend.

RESOLVED:

That, under Section 83(4) of the Local Government Act 1972, the Council allows Cllr N. Stubbs until the next ordinary meeting of the Council on 10 June 2026 to make the Declaration of Acceptance of Office.

6. APOLOGIES FOR ABSENCE APOLOGIES WERE RECEIVED AND ACCEPTED FROM:

Cllr. Nick Walker

7. DECLARATIONS OF INTEREST:

None Declared.

8. APPROVAL OF MINUTES

RESOLVED:

That the minutes of the following meetings be approved as a correct record and signed by the Chair:

- a. Ordinary Meeting held on 8 April 2026
- b. Ordinary (nomination) Meeting held on 8 April 2026
- c. Extraordinary Meeting held on 22 April 2026

9. PUBLIC PARTICIPATION.

There was no public participation.

10. ANNUAL REVIEW AND REPORTS

a. Outgoing Chair's Annual Report

The outgoing Mayor (Cllr. Jameson) presented a summary of the Council's activities and achievements during 2025/26.

Members thanked the outgoing Mayor for their service.

b. Committee Reports

Brief updates were received from the Chairs of the Finance Committee and Staffing Committee.

11. END OF YEAR FINANCE REPORT (2025/26) – FOR INFORMATION

The Clerk presented the End of Year Finance Report. Members noted the financial position for the year ended 31 March.

RESOLVED:

- a. That the report be noted.
- b. That formal approval of the Annual Governance and Accountability Return (AGAR) will be considered at the ordinary meeting on 10 June 2026.

12. PROPOSED MOTION: LONGRIDGE COMMUNITY HOSPITAL CAMPAIGN

RESOLVED:

- a. That Longridge Town Council formally pledges its official support to the Longridge Community Hospital Campaign.
- b. That the Chair/Mayor be authorised to act as the official representative of the Council at all public meetings organised on this matter.
- c. That the Clerk maintains the hospital campaign as a standing item for update under "Councillor Reports" until further notice.

13. GOVERNANCE APPOINTMENTS 2026/27

a. Appointment to Committees

RESOLVED:

That the following members be appointed to serve on the committees for 2026/27:

- **Estates Committee:** Cllrs. N. Stubbs, J. Rogerson, P. Smith, A. Wallbank, K. Spencer and L. Jameson.
- **Finance Committee:** Cllrs. N. Stubbs, J. Rogerson, P. Smith, N. Eccles and M. Gornall.
- **Staffing Committee:** Cllrs. A. Wallbank, K. Spencer, N. Eccles, L. Jameson and M. Gornall.

(Note: Committee Chairs to be elected at the first meeting of each committee.)

b. Appointment to External Bodies

RESOLVED:

That the following be appointed:

- Lancashire Association of Local Councils (LALC) – Cllrs. Gornall and Smith
- Parish Council Liaison Meeting – Cllr. Eccles (one vacant)

c. Appointment to Standing Working Groups

RESOLVED:

That members be appointed to the following working groups:

- Longridge Life Savers: Cllrs: Eccles and Smith
- Longridge Loop: Cllrs: Spencer and Smith
- Community Garden: Cllr: Walker and Eccles
- Banners and Brackets: Cllrs: Walbank and Gornall
- Pump Track: Cllrs: Smith and Eccles
- Use of Social and Other Media: Cllr. Spencer (one vacant)
- Longridge in Bloom: Cllrs Eccles and Spencer

d. Councillor Lead Roles

The following lead roles were confirmed:

- Flag Master: Cllr: Stubbs
- Defibrillator and bleed kit checks: Cllr. Wallbank
- Planning application review support: Cllr. Walker
- Neighbourhood Alert: Cllr. Jameson

e. Review and Adoption of Council Policies

RESOLVED:

That all listed policies be readopted without amendment for the 2026/27 civic year (Standing Orders, Financial Regulations, Risk Management Policy, Grants Policy, Code of Conduct, etc.).

14. ADDITIONAL ITEMS

a. Preview of the year ahead

The newly elected Mayor outlined priorities for the coming year.

b. Items raised by Councillors

No items were raised.

15. FUTURE MEETINGS

Members noted the schedule:

- Estates Committee – 19 May 2026
- Annual Town Meeting (Meeting of Electors) – 27 May 2026
- Finance Committee – 3 June 2026
- Full Council – 10 June 2026
- Staffing Committee – 22 July 2026

A buffet was available after the meeting.

Signed: (Mayor)

Date:

Agenda Item 7

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Annual Governance and Accountability Return (AGAR)
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To present the findings of the independent internal audit for the financial year 2025/26 and to recommend that Council formally receives the Internal Audit Report, approves the completed Annual Governance and Accountability Return (AGAR) 2025/26, and authorises the Chair to sign Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) on behalf of the Council.

2. Background

Under the Accounts and Audit Regulations 2015 (as amended) and the requirements set out in Governance and Accountability for Smaller Authorities – a Practitioners' Guide, Longridge Town Council must prepare and approve an Annual Governance and Accountability Return (AGAR) each year. The AGAR includes:

- Section 1 – Annual Governance Statement (confirming sound systems of internal control and compliance with laws and proper practices); and
- Section 2 – Accounting Statements (presenting the financial position for the year ended 31 March 2026).

The internal audit, undertaken by David Swift MCIIA on 27 April 2026, provides the necessary independent assurance to support the Council's assertions in the AGAR. The detailed Audit Working Paper, testing papers, and full findings for each audit section are contained in Appendix 3.

3. Summary of Internal Audit Findings

The auditor reviewed the Council's arrangements across eight key areas (Financial Management and Accounting; Budgets and Precept; Standing Orders and Financial Regulations; Risk Management; Internal Controls; Compliance with Laws, Regulations and Proper Practices; Exercise of Public Rights; and Digital & Data Compliance). Full test details, evidence examined, and findings are set out in Appendix 3.

Overall, the audit found that:

- Effective financial management arrangements are in place and accounting statements are properly prepared. A minor variance in the year-end bank reconciliation (linked to transfers between accounts) was identified and resolved with Officers so that AGAR opening and closing figures now balance correctly.
- All sampled payments (from 445 transactions) were properly supported by invoices/receipts/minutes and authorised by two Councillors in accordance with the financial regulations and bank mandate.

- Income records, VAT reclaims, and budget monitoring reports are comprehensive and up to date. Monthly budget vs actual reports are presented to Finance Committee and Full Council.
- Standing Orders and Financial Regulations (last readopted August 2024, based on NALC 2022 model) are followed, including procurement thresholds for higher-value items.
- Risk assessment is current (September 2024 on website); insurance policies (public liability valid to May 2026; employer's liability current on file) are under review with brokers ahead of renewal.
- Strong internal controls exist: clear segregation of duties (Councillors only as bank signatories; Officers post pending payments and reconcile); monthly bank reconciliations; fixed asset register (£805,902, including the station building) matches the AGAR asset statement; no petty cash held.
- The Council is fully compliant with the Transparency Code, GDPR (privacy notice and policies in place), publication of agendas/minutes, exercise of public rights, and website accessibility requirements (gov.uk domain with WCAG 2.2 AA assured by host).

Conclusion:

The Council maintains a sound system of internal control, has complied with its legal obligations, and all ten assertions in the Annual Governance Statement are confirmed as 'Yes' (with assertion 9 on trust funds marked N/A as not applicable). The Internal Auditor has raised no significant concerns.

4. Action Points Arising for 2026/27

The following practical actions were identified during the audit (full wording and context appear in Appendix 3):

- **Bank Mandate Review:** Complete the current exercise to update the authorised signatory listing. As part of this, consider whether the name of former Councillor DJ Moon (still appearing on bank statements) should be amended or removed.
- **Standing Orders and Financial Regulations:** During 2026-27, revise both documents to incorporate the latest NALC model versions and publish only the current approved copies on the website (archive or remove superseded versions).
- **Risk Management and Insurance:** Review and update the risk assessment together with associated mitigations during 2026-27. Upload the finalised 2026/27 insurance certificates to the website once received and consider removal of outdated documents.
- **IT and Data Procedures:** When next revising IT policies, add a short paragraph documenting the procedures for secure transfer of council data, systems access, and records when the Clerk role changes.
- **Exercise of Public Rights (AGAR Notice):** Following formal approval and signing of the AGAR 2025/26, the Clerk will publish the Notice of Public Rights on the Council website and noticeboard. The 30-working day public inspection period must include the first 10 working days of July 2026, in accordance with the Accounts and Audit Regulations. This requirement was confirmed as properly fulfilled for the previous year in Section 7 of the Internal Audit Report.
- If either income or expenditure remains above the £200,000 threshold be prepared for changing to an Income and Expenditure (accruals) basis.

5. The Annual Governance and Accountability Return (AGAR) 2025/26

The AGAR has been prepared on a receipts and payments basis following the guidance in the Practitioners' Guide. This basis remains permissible for 2025/26, as this is the first year in which both gross income (£234,160) and gross expenditure (£254,247) have exceeded £200,000. The Council should monitor the position during 2026/27. If either income or expenditure remains above the £200,000 threshold for a second successive year, the accounts will be required to be prepared on the income and expenditure (accruals) basis from 2027/28 onwards in accordance with proper practices.

It presents fairly the financial position of the authority for the year ended 31 March 2026. The Internal Auditor has reviewed the supporting records and confirmed that the figures are consistent with the underlying accounting records and that internal controls operated effectively throughout the year.

Appendix 1 – Section 1: Annual Governance Statement 2025/26

All ten governance assertions are marked 'Yes'. This confirms that the Council has put in place effective financial management, maintained adequate internal controls, complied with laws and proper practices, provided for the exercise of public rights, assessed and managed risks, maintained an effective internal audit, acted on audit recommendations, considered post-year-end events, and has suitable IT and data management arrangements. Assertion 9 (trust funds) is marked N/A.

Appendix 2 – Section 2: Accounting Statements 2025/26

Key figures (rounded to nearest £): Balances brought forward £99,573; Precept received £98,195; Other receipts £135,965; Staff costs £53,252; Loan interest/capital £0; All other payments £200,995; Balances carried forward £79,486; Cash and short-term investments £79,486; Fixed assets plus long-term investments £805,902; Total borrowings £0. No trust transactions are included.

These documents (provided in Appendix 1 and 2) are now ready for formal Council approval and signature.

6. Recommendations

It is Recommended that the Town Council:

- a. Receives and notes the Internal Audit Report for the year ended 31 March 2026 prepared by David Swift MCIIA, together with the detailed findings, testing papers and action points set out in the Appendix 3.
- b. Approves the Annual Governance Statement (Section 1 of the AGAR 2025/26), confirming that all governance assertions have been met.
- c. Approves the Accounting Statements (Section 2 of the AGAR 2025/26) for the year ended 31 March 2026.
- d. Authorises the Chair of Longridge Town Council to sign both Section 1 and Section 2 of the AGAR 2025/26 on behalf of the Council (with the Responsible Financial Officer completing the required certification and minute references).
- e. Notes the action points identified by the Internal Auditor and requests the Clerk to progress these matters during 2026/27, with progress reported to the Finance Committee and Full Council as appropriate.

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED
 Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Town Council 2026 Audit Working Paper

Council Name Longridge Town Council

Auditor: David Swift MCIAA

Date 27th April 2026

Section 1 – Financial Management and Accounting

Key Questions:

Does the Council have effective management arrangements?
Are the accounting statements properly prepared?

Internal Audit Test	Findings
Are Bank statements for the full financial year (April to March) available?	Yes – for all three accounts NB name on accounts is DJ Moon who is a former member of the Town Council. Confirmed with Officers that an exercise is underway to review and revise as necessary the authorised signatory listing
In the Bank reconciliation at year-end, does the cashbook balance match the bank statement?	Yes – worked with Town Council Officers to identify a variance, linked to transfers between accounts, which now allows AGAR start and finish figures to balance
Do all payment records show authorisation (two signatories for cheques/BACS, council approval on minutes)?	Yes – confirmed that the Town Council has an integrated system, so the authorisation to incur expenditure is subject to the hierarchical limits set out in the financial regulations, and that all payments require the authorisation of two Town Councillors. See testing papers below
Is all income supported by records and receipts?	Yes – all supported
Is a budget vs. actual comparison completed with explanations for significant variances (10–15% or more)?	Yes – part of AGAR process for prior year 2024-25. Part of regular monthly meetings of both Finance Committee and council
Are VAT reclaim records comprehensive?	Yes – see testing paper below
Is there any Section 137 expenditure? If so, is it appropriately tracked?	None

NB

Section 137 provides parish and town councils in England and Wales the authority to spend a limited amount of money on projects that benefit their communities when no other specific statutory power exists. This is often referred to as a "power of last resort." The expenditure is capped and typically adjusted annually in line with inflation.

Action points

Whilst the process of reviewing the bank mandate is being completed, it may be useful to consider whether or not the name of the ex-Councillor on the bank statements could and should be amended.

Testing Paper for Expenditure and VAT reclaims

Test 1 – Random selection from 445 transactions – 10 items selected being the seventh expenditure item on each page of the full expenditure schedule for 2025-26. 5 items as a random selection of higher value payments

Transaction date	Amount paid	Supplier	Supporting document	Notes
16/04/2025	£260	SY Maintenance	Invoice dated 11/4/25	
19/05/2025	£550	Mayor – Brass band donation	Minutes of Full Council	
01/07/2025	£97.68	EasyWeb	Letter formally varying DD dated 13/5/25	
15/08/2025	£142.99	SY Maintenance	Invoice dated 5/8/2025	
30/9/2025	£469.20	Printer Company	Invoice dated 23/9/2025	Paid by credit card and refunded by Town Council – Heritage Grant
23/10/2025	£172.74	Water Company	Invoice dated 2/10/2025	
24/11/2025	£101.83	TPCS	Invoice 63716 dated November 2024	
24/12/2025	£345.72	KH Wages	Payslip for December 2025	
09/02/2026	£4500	Solar Group	Invoice dated 4/2/26	Part of total invoice of £16840.72
16/03/2026	£250	Grant to food bank	Full Council minute	Part of £1000 donation

Transaction date	Amount paid	Supplier	Supporting document	Notes
28/05/2025	£1614.10	Zurich Insurance	Invoice dated 22/05/2025	
09/09/2025	£1155.00	Surveyor	Invoice dated 9/9/2025	
09/09/2025	£7272.01	Stately Lighting	Invoice dated September 2025	
01/12/2025	£2946.00	NWTM	Invoice dated 12/11/2025	
19/12/2025	£3336.00	Yates Playgrounds	Invoice on file dated 5/11/25	Invoice references quote submitted

Test 2 – Three items from the above list with reclaimable VAT selected at random and cross-referenced to VAT reclaim

Transaction date	VAT Amount	Supplier	Check to VAT reclaim	Notes
09/09/2025	£1212.00	Stately Lighting	Confirmed	
01/12/2025	£491.00	NWTM	Confirmed	
19/12/2025	£556.00	Yates Playgrounds	Confirmed	

Section 2 – Budgets and Precept

Key Questions

Does the budget support the precept requirement?
Is spending monitored against it?

Internal Audit Test	Findings
Is there an approved budget for the current and previous year?	Yes approved by full council at £133,556, based on recommendations of budget committee 2 nd December 2026
Has a precept demand been submitted to the billing authority?	Yes -RVBC
Are quarterly or monthly budget monitoring reports produced?	Yes – monthly for meetings
Do minutes evidence budget approval and precept setting?	Yes as above

Action points

None

Section 3 – Standing Orders and Financial Regulations

Key Questions

Have the Council adopted standing orders and financial regulations?

Are these followed?

Internal Audit Test	Findings
Are standing orders (ideally based on the latest NALC model) current and reviewed within the last year?	Last readopted August 2024, based on NALC model 2022.
Are financial regulations current and reviewed within the last year?	Last copy on website approved August 2024 nb 2023 version also on different section of website
Do minutes evidence adoption and review dates?	Yes as above
Is there evidence that procurement thresholds are being followed?	Yes – confirmed that this is the case via observation of quotations for the Section 106 monies, and verification against minutes of payments requiring finance committee or full council approval. [Ark Plastics and Amberol quotes obtained in writing and prior to expenditure being incurred.

Action points

During 2026-27 it is recommended that the standing orders and financial regulations are revised to take account of the latest NALC models and posted on the website. As part of this process consideration could usefully be given as to whether outdated copies stay on or are removed from the website

Section 4 – Risk Management

Key Questions

Has the Council assessed and managed its risks?

Internal Audit Test	Findings
Has the current risk assessment been reviewed and approved within the current financial year?	Latest version on website is September 2024
Does the insurance schedule cover public liability, employer's liability (if applicable), fidelity guarantee, and property?	Public liability on website valid to May 2026. Also covers product and pollution liability and officers liability. Employers liability certificate on website expired May 2025. Confirmed with Officers that there is a current version on file. Both insurance policies are currently under review with the brokers ahead of renewal
What is the insurance renewal date and how does the council evidence its cover?	As above
Are any risk mitigation actions taken during the year?	As above

Action points

The risk assessments and associated mitigations could usefully be reviewed in 2026-27, and uploaded to the website.

Latest insurance certificates for 2026-27 should also be uploaded when finalised

As part of this process consideration could usefully be given as to whether outdated copies of risk and insurance documents stay on or are removed from the website

Section 5 – Internal Controls

Key Questions

Do adequate internal controls exist?

Are they followed in practice

Internal Audit Test	Findings
Is there an adequate segregation of duties between authorisation payments, making payments, and reconciling them?	Yes – bank mandate provides that only Councillors can be signatories to payments from the bank, and that two are required for each transaction. Officers of the Town Council have access to post items pending payment, and to reconcile payments made, so segregation of duties is in place.
Are there regular bank reconciliations (ideally monthly)?	Yes monthly
Are petty cash procedures followed and balances reconciled?	Not applicable – no petty cash
Does the Fixed asset register match the AGAR asset statement?	Asset policy and register 2026-27 approved March 2026 meeting. Asset value £805,902 (nb £716,359 is station building itself)

Action points

None

Section 6 - Compliance with Laws, Regulations and Proper Practices

Key Questions

Has the Council complied with its legal obligations during the year?

Internal Audit Test	Findings
Has the Council published information required under transparency of information requirements by 1 July (see our transparency code guide)	Yes - see transparency code worksheet below
Is the publication scheme maintained and accessible?	Yes
In terms of GDPR compliance is there a privacy notice on the website, and evidence of data processing records, FOI/SAR response tracking?	Yes
Do minutes show all statutory requirements have been met (annual meeting held, accounts approved, precept set)	Yes
Are there employment contracts and pension enrolments (if any employees)	Yes – confirmed with Officers.

Transparency code guide

Internal Audit Test	Findings
All expenditure items above £100 is published individually with date, purpose, amount, and VAT	Yes
End-of-year accounts are signed and published by 1 July	Yes based on 2024-25 accounts
Annual governance statement is signed and published with explanations for any negative assertions	Yes based on 2024-25 accounts
Internal audit report is signed and published with explanations for negative responses	Yes
A complete list of councillor names, committee roles, and external body nominations published	Yes – on website
Land and building asset register is published with all required fields	Yes – on website
Agendas are published 3 clear days before meetings	Yes
Draft minutes are published within 1 month of each meeting	Yes
All information is on a publicly accessible, free website	Yes – confirmed by remote testing

Action points

None

Section 7 – Exercise of Public Rights

Key Questions

Has the council properly advertised and facilitated the public's right to inspect the accounts?

Internal Audit Test	Findings
Was a notice issued giving notice of public rights period (30 working days including the first 10 working days of July)	Most recent on file is 2025 and relates to the financial year 24-25
Is there evidence that the notice was published on the Council website and noticeboard?	Yes – on website
Were records showing documents made available for inspection if requested?	Yes

Action points

None

Section 8 – Digital and Data Compliance

Key Questions

Is the council compliant with data protection requirements?

Internal Audit Test	Findings
Is the council website on a domain the council controls (not a personal domain)?	Yes, on a gov.uk website
Is council business conducted via official council email addresses, not personal Gmail, Outlook, or Yahoo accounts?	Yes
Is there a documented policy covering acceptable use, data backup, password requirements, and incident response?	Social media policy approved February 2026.
Does the council website meet Web Content Accessibility Guidelines (WCAG) 2.2 AA standards (a legal requirement for public sector bodies under the Public Sector Bodies Accessibility Regulations 2018)? Does the website hosting provider claim WCAG 2.2 AA compliance	Yes – assured by hosting provider policy
Does the council evidence GDPR compliance through privacy notices, data processing records, and FOI/SAR procedures	Social media GDPR policy approved February 2026
Are there documented procedures for transferring council data when the clerk role changes?	No

Action points

When next revising IT policies and procedures it may be useful to add a paragraph to cover this requirement

Agenda Item 8

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Full Council
Meeting Date:	10-Jun-26
Report Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of Report

To update members on the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations

1. Approve the Finance Report and the accounts to date.
2. Approve the Schedule of Payments if any.

Workbook Contents

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

Summary:

The Council remains in a strong financial position with total available funds of £161,163. Income is broadly on profile, with the precept received in full. Expenditure is currently below profile across most categories, with some 2025/26 prior-year costs (chauffeur and HMRC) paid in 2026/27. Project expenditure will increase later in the year as works progress on the Kestor Lane and the Playground Upgrade UKSPF schemes. Bank reconciliation has been completed to 30 May 2026 with no discrepancies.

LONGRIDGE TOWN COUNCIL — Income 2026-27

1 April 2026 to 31 March 2027 | version 01-06-2026

Code	Income Source	Actual £ (Apr–Mar)	Remaining to Receive £	Budget Income £	Notes
200	Precept	£106,410.00	£0.00	£106,410.00	Received 08-04-2026
260	Allotment Rent	£364.00	£73.00	£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)	£1,120.00	£0.00	£1,120.00	
295	Café Rent	£1,414.00	£7,070.00	£8,484.00	
296	Utilities Contributions	£4,150.44	£3,949.56	£8,100.00	£2,244.16 for 2025/26
486	Mayoral Fundraising (inc. Bingo)	£590.45	£0.00	£0.00	Not part of the general budget
230	Unity Savings account	£70,000.00	£0.00	£0.00	
220	Overpayment	£90.00	-£90.00	£0.00	SY Maint.
TOTAL		£184,138.89	£14,502.56	£128,051.00	

LONGRIDGE TOWN COUNCIL — Expenditure 2026-27

Actual and Projected | 1 April 2026 – 31 March 2027 | Version: 01/06/26

Community Purse

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
450	Youth Council	£0	£0	£0
460	Allotments (incl. RVBC lease payment)	£100	£700	£600
470	Civic Events incl. Remembrance Services	£5,500	£138	£5,362
471	Chauffeur 2026/27	£200	£0	£200
471	Chauffeur 2025/26	£0	£711.70	£712
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	£750	£9,250
520	Community Sponsorship	£10,000	£0	£10,000
Sub-Total: Community Purse		£26,900	£2,738	£24,162

£700 = new allotment fence

£711.70 Payment relates to 2025/26 work

£348 2025/26. Not part of general budget

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

Amenity and Asset Maintenance

Code	Description	2026/27 Budget	2026/27 Actual (Apr-Mar)	Variance vs Budget
530	Public Toilets (Towneley Gardens)	£0	£0	£0
415	Plants and Planters (purchases)	£0	£160	£160
420	Gardening Services (labour)	£2,400	£50	£2,350
410	Tree Works	£0	£0	£0
440	Caretaker/Lengthsman Services (labour)	£6,240	£560	£5,680
550	Play Area and Skatepark	£750	£0	£750
570	Litter and Waste Disposal – RVBC	£6,500	£856.00	£5,644
390	Asset Purchase	£0	£0	£0
395	Asset Replace and Refurbish	£100	£0	£100
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	£1,626	£14,994

Insurance, Banking and Professional Services

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
350	Insurance	£3,300	£1,480	£1,820
355	Bank Charges	£160	£13	£147
590	Memberships and Subscriptions	£1,425	£1,016	£409
600	Professional Services	£250	£0	£250
365	Auditor	£250	£250	£0
Sub-Total: Insurance, Banking & Prof. Services		£5,385	£2,759	£2,626

Station Building Maintenance and Cleaning

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
610/615	Hygiene and Cleaning	£5,000	£1,577	£3,423
620	Security Alarm System	£380	£0	£380
630	Fire Alarm	£100	£40	£60
640	General Maintenance – External Contractors	£1,000	£0	£1,000
650	Internal CCTV	£0	£148	£148
660	IT Support	£200	£0	£200
Sub-Total: Station Building Maint. and Cleaning		£6,680	£1,765	£4,915

£148 cameras in Clerk's Office

Miscellaneous Expenses

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

Office

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

Specific Projects

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
720	Longridge in Bloom	£1,500	£0	£1,500
730	Rental – Festive Lights	£3,960	£0	£3,960
740	Community Well-Being Garden	£500	£0	£500
745	Heritage Centre Refurbishment (Earmarked)	£6,000	£3,507	£2,493
860	Kestor Lane Entrance UKSPFGrant	£40,000	£2,907	£37,093
Sub-Total: Specific Projects		£51,960	£6,414	£45,546

Staff Costs

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
300	Clerk Salary (gross includes HMRC)	£46,000	£7,150	£38,850
301	Deputy Clerk Salary (gross includes HMRC)	£5,200	£864	£4,336
302	HMRC Payments (salaries paid in 2025/26)	£0	£2,153	£2,153
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	£10,327	£42,033

£160. Cllr. Eccles
GDPR £20,
Depty Clerk ILCA
Training £140

Telephone and Internet

Code	Description	2026/27 Budget	2026/27 Actual £ (Apr–Mar)	Variance vs Budget
750	Telephone – Landline	£700	£251.00	£449
760	Telephone – Mobile	£450	£64.00	£386
770	Website, Web and Email Services	£1,251	£182.00	£1,069
780	IT and Wi-Fi Equipment	£100	£0	£100
Sub-Total: Telephone and Internet		£2,501	£497	£2,004

Utilities

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Mar)	Variance vs Budget
790	Electricity	£12,000	£917	£11,083
800	Gas	£1,500	£473	£1,027
810	Water and Waste	£3,000	£522	£2,478
Sub-Total: Utilities		£16,500	£1,912	£14,588
TOTAL		£179,556	£28,037.96	£151,518

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 Summary

Summary as at 01 June 2026

Accounting System (Unity Trust Current Accounts)

Balance carried forward 1 April 2026:	£25,584.51
Add: Total receipts to date:	£184,066.09
Less: Total payments to date:	£101,870.57
Accounting System balance at 30 April 2026:	£107,780.03

Includes £70,000 transfer from current to savings accounts

Unity Trust Bank at 30 May 2026

Current Account - Balance	£37,780.03
32 Day Notice Savings Account - Balance	£70,000.00
Total	£107,780.03
Less: Mayoral Bingo Funds:	£590.45
Unity balance (excl. Mayoral Funds) at 15 04 2026:	£107,189.58

NatWest Accounts

NatWest Reserve balance at 30 April 2026 (latest statements):	£53,973.48
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Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	£161,163.06
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LONGRIDGE TOWN COUNCIL — NatWest Accounts

Account Balances — 2026/27

NatWest Account No. 1

Balance carried forward 1 April 2025:	£88,202.46	
Balance 31 October 2025:	£68,684.92	
Balance 30 April 2026:	£48,973.48	<i>Latest Bank Statement</i>

NatWest Account No. 2

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

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	£53,973.48	
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Agenda Item 9

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	10 June 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 **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 1).

2. Background

The Finance Committee at its 22 April meeting considered the application, it was noted that the Friends of the Civic Hall group would cover the cost of the rails and fitting.

The Committee expressed concern that the application represents a significant percentage of the Council's £10,000 annual grants budget.

It was resolved that the application be supported in principle and referred to Full Council for final decision, subject to the applicant providing a detailed cost breakdown distinguishing the main divider from the outer curtains. These costs have now been provided see table below:

Curtain	Number	Cost £
Divider	1	3,186.25
Outer	2	1,602.5
Total	3	4,788.75

The aim is to create a flexible heated zone between the kitchen and bar using insulated curtains to reduce heating costs while maintaining user comfort and preserving full hall functionality for larger events.

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. 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.

4. Members are recommended to:

Consider the grant request from LSEC.

Longridge Social Enterprise Company

Grant Request £4,789

Appendix 1

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

Agenda Item 10a

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Estates Committee – Terms of Reference and Delegated Spending Authority
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To present to Full Council the recommendations arising from Agenda Item 7 of the Estates Committee meeting held on 19 May 2026 concerning the Committee's Terms of Reference and in particular the delegated spending authority for maintenance and emergency works and a consequential amendment to its Terms of Reference.

2. Background

The Estates Committee is responsible for the management and maintenance of the Council's adopted assets, including benches, playground equipment, hard surfaces and other infrastructure within Longridge.

At present, the Committee holds delegated authority to approve individual items of maintenance and emergency expenditure up to a limit of £1,000 per item, without the need for prior approval by Full Council.

3. Proposal

Following detailed consideration, the Estates Committee resolved to recommend to Full Council that: **Delegated Spending Authority:** The limit be increased from £1,000 per item to £2,000 per item for maintenance and emergency works.

4. Reasons for the Recommendations

The Committee identified the following key considerations:

- **Current Price Levels:** The existing £1,000 threshold is no longer adequate to cover many routine maintenance and emergency repair items at prevailing market rates. Inflation and increased supplier costs have eroded the practical value of the current limit.
- **Operational Efficiency:** Raising the threshold to £2,000 will allow the Committee (and officers acting under its authority) to authorise essential works promptly between scheduled Full Council meetings, avoiding unnecessary delays to the maintenance of Council assets and potential deterioration or safety risks.
- **Proportionate to Budget:** The proposed new limit remains modest and proportionate in the context of the Council's overall annual budget and the scale of its asset portfolio.

5. Financial and Resource Implications

There are no direct additional costs arising from this proposal. The increase in delegated authority simply provides greater flexibility within the existing approved budgets for estates maintenance. By enabling timelier decision-making, it is expected to deliver efficiency savings in officer and member time that would otherwise be spent preparing reports for, and attending, additional Full Council meetings.

6. Risk Management

The recommendations are considered low-risk. The £2,000 limit is modest, applies only to maintenance and emergency works (not new capital projects or policy decisions), and is subject to the usual financial controls, audit requirements and reporting to Full Council.

7. Recommendations

Council is recommended to:

- a. Approve an increase in the delegated spending authority of the Estates Committee for maintenance and emergency works from £1,000 per item to £2,000 per item, with immediate effect.
- b. Approve an amended Terms of Reference of the Estates Committee (Appendix 1)
- c. Note that the Clerk will finalise and publish the revised Terms of Reference, incorporating the above amendment and appending the current Asset Register, and will report back to the next meeting of the Estates Committee on implementation.

8. Next Steps

Subject to Full Council approval, the Clerk will update the official Terms of Reference document, ensure it is published on the Council's website, and attach the latest Asset Register. The Estates Committee will continue to operate within the new limits and report any exercise of the increased delegated authority through its regular minutes to Full Council.



For Information

Estates Committee Terms of Reference

Adopted: 19 May 2026

Chair: Cllr.

Minute Ref.:

The policy is administered by the Town Clerk and will be reviewed annually.

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.

Purpose:

The Estates Committee is a Standing Committee of Longridge Town Council, constituted under the Council's Standing Orders. The Committee is responsible for the oversight, maintenance and management of the Council's land, buildings and other physical assets, and is authorised to make decisions on estate matters within the budget and expenditure limits agreed by Full Council. Where proposed expenditure would exceed those limits, the Committee shall make a recommendation to Full Council, which will retain the decision.

1. Membership of the Committee shall be appointed by Full Council at the Annual Meeting of the Town Council each May
2. The Committee shall elect a Chair at its first meeting following the Annual Meeting of the Council.
3. The Committee shall elect a Vice-Chair at its first meeting, who will deputise for the Chair when the Chair is absent or unable to act.
4. The Committee shall comprise a minimum of four and a maximum of seven Councillors. Members are expected, where possible, to bring building, property or other practical knowledge relevant to the Committee's remit. The Town Clerk and/or Deputy Clerk shall be in attendance at meetings as officer to the Committee.
5. The quorum for a meeting will be a minimum of three Councillors.
6. Councillors who are not members of the Committee may be invited to attend meetings in an advisory capacity, but only appointed Members may vote, and a meeting that is not quorate cannot transact business.
7. The Committee shall meet in accordance with the schedule of meetings agreed by Full Council, and otherwise as required. A minimum of three clear days' notice of each meeting, together with the agenda, shall be given in accordance with the Local Government Act 1972 and the Council's Standing Orders.
8. The Town Clerk, or in the Clerk's absence the Deputy Clerk, shall take the minutes of each meeting. Approved minutes shall be reported to Full Council.
9. All correspondence should be conducted through the Town Clerk.

10. The Committee shall oversee all land, buildings and physical assets owned, leased or maintained by the Town Council, including (but not limited to) the Station Building, the Millennium Cross, the War Memorial, play areas, the skate park, the allotments, and any further assets recorded in the Council's Asset Register from time to time.
11. Powers and Budget — The Committee shall operate within an annual budget for maintenance and scheduled works on Council-maintained land and buildings, as approved by Full Council. The Committee shall review budget provision at regular intervals throughout the financial year and report on its position to Full Council.
12. The Committee is delegated authority to authorise expenditure of up to £1,000 per item on servicing, maintenance, repairs and emergency works, subject to compliance with the Council's Financial Regulations. Expenditure above this limit shall be referred to Full Council for approval, save where the Council's Financial Regulations provide otherwise (for example, in respect of genuine emergencies affecting the safety or security of Council property).
13. To maintain, service and keep under review the items recorded in the Council's Asset Register and any associated Estates Management documentation.
14. To make recommendations to Full Council on relevant statutory and non-statutory policies relating to the Council's estate, including (where applicable) health and safety, inspection regimes, and risk assessments.
15. Emergencies — In the event of an emergency affecting Council property, the Town Clerk shall act in accordance with the Council's Financial Regulations, and shall consult the Chair (or in the Chair's absence the Vice-Chair) of the Committee at the earliest opportunity. Any emergency expenditure shall be reported to the next meeting of the Committee and to Full Council.
16. These Terms of Reference shall be reviewed annually by the Committee, with any proposed amendments recommended to Full Council for adoption at the Annual Meeting.
17. Members and the Clerk shall observe the Council's Code of Conduct, Standing Orders and Financial Regulations in all proceedings of the Committee, including the declaration of interests.

18. Meetings of the Committee shall be open to the public and press, save where the Committee resolves to exclude them under section 1 of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

End

Agenda Item 10b

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Terms of Reference – Advisory Group
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To seek formal approval from Members for the establishment of a Longridge Community Hospital Advisory Group and to adopt the attached Terms of Reference.

2. Background

On 13 May 2026, Longridge Town Council formally resolved to pledge its official support to the Help Save Longridge Community Hospital campaign group (also known locally as the Longridge Hospital Group). This built upon the Council's long-standing advocacy for the protection and restoration of essential health services at Longridge Community Hospital, with particular emphasis on the reinstatement of the 15-bed inpatient ward.

Following this resolution, the Town Clerk wrote to the local Member of Parliament, Maya Ellis, formally outlining the Council's continued commitment and proposing closer collaborative working between the Town Council, the campaign group, and the parliamentary office.

It is now considered timely and appropriate to formalise this partnership through the creation of a dedicated Advisory Group. This will provide a structured mechanism for information sharing, coordinated advocacy, and joint working while remaining within the legal powers and remit of the Town Council.

3. Proposal

It is proposed that a **Longridge Community Hospital Advisory Group** be established with the attached **Terms of Reference** (Appendix 1).

The Group will bring together representatives from:

- Longridge Town Council
- Help Save Longridge Community Hospital Campaign Group
- The Parliamentary Office of the MP for Ribble Valley

The purpose of the Group is to strengthen collective efforts to:

- Secure the full reopening of inpatient facilities (including the 15-bed ward)
- Protect existing services
- Prevent further centralisation of healthcare away from Longridge
- Secure necessary repairs and long-term investment in the hospital

The Advisory Group will have no executive powers but will act as a valuable coordination and advisory body.

4. Features of the Terms of Reference

- Clear purpose and objectives aligned with the Council's position and the campaign group's aims.
- Balanced membership with representation from key partners.
- Collaborative ways of working with emphasis on transparency and consensus.
- Quarterly meetings (or more frequent as needed), with secretarial support provided by the Town Clerk.
- Annual review of the Terms of Reference.

5. Legal and Financial Implications

- The establishment of the Advisory Group is within the Town Council's powers and does not require additional expenditure at this stage (existing budgets for grants, officer time, and meeting room hire will be used).
- All actions will remain within the Council's legal remit and the rules governing public bodies.

6. Recommendations

Members are recommended to:

- a. **Note** the Council's formal pledge of support to the Longridge Community Hospital Campaign Group made on 13 May 2026.
- b. **Approve** the establishment of the **Longridge Community Hospital Advisory Group**.
- c. **Adopt** the attached **Terms of Reference** (Appendix 1) for the Advisory Group.
- d. **Authorise** the Town Clerk to:
 - Invite representatives from the campaign group and the MP's office to join the Advisory Group.
 - Arrange the first meeting of the Group at the earliest opportunity.
 - Provide ongoing secretarial and administrative support to the Group.
- e. **Agree** that progress reports on the work of the Advisory Group be brought back to the Council on a regular basis.



For Information

Community Hospital Advisory Group Terms of Reference

Adopted: 10 June 2026

Chair: Cllr.

Minute Ref.:

The policy is administered by the Town Clerk and will be reviewed as required.

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.

1. Background

On 13 May 2026, Longridge Town Council formally resolved to pledge its official support to the Help Save Longridge Community Hospital campaign group (locally known as the Longridge Hospital Group).

This decision reinforces the Council's ongoing commitment to protecting and restoring vital local health services at Longridge Community Hospital, particularly the reinstatement of the 15-bed inpatient ward. It builds on previous Council resolutions, public engagement sessions, and the recent formal letter sent by the Town Clerk to the Member of Parliament for Ribble Valley.

The establishment of the **Longridge Community Hospital Advisory Group** formalises and strengthens collaborative working between the Town Council, the campaign group, and the MP's office.

2. Purpose

The Advisory Group will provide a structured forum to coordinate efforts, share information, and deliver joint advocacy to secure the future of Longridge Community Hospital for the benefit of local residents.

3. Objectives

The Group will work to achieve the following objectives:

- Secure the full reopening of the hospital's inpatient facilities, including reinstatement of the 15-bed ward.
- Protect and enhance existing services at the hospital.
- Prevent further centralisation of healthcare services away from the Longridge community.
- Secure the necessary repairs, funding, and long-term investment in the hospital.
- Ensure that local resident voices are central to all discussions and decision-making processes regarding the hospital's future.

4. Membership

Core membership will consist of nominated representatives from:

- **Longridge Town Council** (up to 3 representatives, including the Town Clerk (or Deputy Clerk))
- **Help Save Longridge Community Hospital Campaign Group** (up to 3 representatives)
- **Parliamentary Office** of the Member of Parliament for Ribble Valley (up to 2 representatives)

Additional members or observers (e.g. from NHS Lancashire and South Cumbria, Integrated Care Board, or other relevant organisations and individuals) may be invited by mutual agreement of the core partners.

Each organisation will be responsible for nominating and replacing its own representatives as required.

5. Roles and Responsibilities

All members will:

- Act collaboratively in the best interests of Longridge residents.
- Share relevant information and updates on the hospital's status and discussions with the Integrated Care Board (ICB) and NHS bodies.
- Coordinate community engagement activities such as public meetings, consultations, and awareness campaigns.
- Support joint advocacy at local, regional, and national levels.
- Back appropriate campaign initiatives (including the petition) within the legal powers and policies of each partner organisation.
- Promote consistent and united messaging.

6. Ways of Working

- The Group will operate in a spirit of openness, respect, and transparency.
- Decisions will normally be reached by consensus. Where consensus cannot be achieved, this will be clearly recorded.
- The Group has **no executive decision-making authority**. It operates in an advisory and coordinating capacity only. All formal decisions rest with the respective partner organisations.
- Confidential or sensitive information will be handled appropriately and in line with data protection requirements.

7. Meetings

- The Group will meet at least **quarterly**, with additional meetings arranged as required during key periods.
- Meetings will normally be held at Station Buildings or virtually.
- The Town Clerk (or Deputy Clerk) will provide secretarial support, including preparation of agendas, minutes, and action logs.
- The first meeting will be arranged as soon as practicable following approval of these Terms of Reference.

8. Reporting and Accountability

- Minutes of all meetings will be circulated to members and made publicly available (subject to any confidentiality requirements).
- Regular progress reports will be presented to Longridge Town Council.
- The campaign group will be responsible for updating its wider membership as appropriate.

9. Review and Duration

These Terms of Reference will be reviewed **annually** or sooner if requested by any partner.

The Advisory Group will continue until the partner organisations agree that its objectives have been substantially achieved or that it is no longer required.

End

Agenda Item 11

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Towneley Garden Event Space — Public Consultation Outcomes and Working Group Recommendations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

This report presents the outcomes of the public engagement undertaken by Longridge Town Council on the proposed upgrade of the former bowling green at Towneley Garden. It summarises the findings from the Towneley Garden Event Space Working Group meeting of 27 May 2026 and seeks Full Council's approval to proceed to procurement of competitive quotes for the detailed design as shown in Appendix 1.

2. Executive Summary

The public consultation demonstrated overwhelming community support for upgrading the former bowling green, with 98.86% of 351 valid respondents supporting an upgrade in some form. Option 1 (attractive garden-style design) received the strongest support at 56.13% (197 responses), followed by Option 2 (low-maintenance design) at 29.63% (104 responses). Only 1.14% opposed any upgrade.



Written feedback highlighted strong demand for a multi-use event space with provision for live events and market use, lighting and CCTV for safety, durable vandal-resistant materials, biodiversity planting, and improved accessibility. A hybrid approach combining the visual appeal of Option 1 with the practical event functionality of Option 2 was strongly indicated.

The Working Group has prepared a detailed design (Appendix 1) that delivers a versatile, attractive event space with a central gravel performance/event circle, surrounding planted garden areas, electrical infrastructure, upgraded lighting for natural surveillance, accessible paths and seating, and durable low-maintenance materials. This design directly responds to the community's expressed preferences and concerns.

3. Consultation Results

The consultation ran from 1 to 18 May 2026 via online Forms (240 responses) and paper responses submitted at the Council Offices and Civic Hall. 351 valid responses were analysed see table below:

Response	Online	Paper	Total	% Valid	Rank
Option 1 — Attractive, garden-style design with planted and seating areas	110	87	197	56.13%	1st
Option 2 — Low-maintenance design using durable materials	89	15	104	29.63%	2nd
Option 3 — Retention of existing bowling green surface with improved footpaths	28	7	35	9.97%	3rd
Support the upgrade but have no preference	9	2	11	3.13%	—
Do not support any upgrade	4	0	4	1.14%	—
Total valid responses	240	111	351	100.0%	—

Summary of results: 98.86% support an upgrade; 85.75% support an active redesign (Options 1 + 2); Option 1 leads Option 2 by a 26.5 percentage points and holds an outright majority of all valid responses. The preference for Option 1 was consistent (and stronger) in postal returns.

4. Key Themes from Written Feedback (103 substantive comments)

See table below:

Theme	Frequency	Strength / Notes
Bandstand / dedicated performance space	~8 explicit	Strong; formal support offered by Longridge Band
Event / market use (Field Day, Christmas, soap box etc.)	~15	Very strong
Lighting, visibility, CCTV (anti-social behaviour)	~12-15	Very strong; cross-cutting precondition for support
Maintenance, durability & vandal-resistance	~12	Strong; precondition for support
Biodiversity / wildflower / pollinator planting	~8-10	Strong from defined minority; some requested wildlife pond
Accessibility (level surfaces, durable seating)	~6	Strong; specific lived-experience accounts
Retain green space as-is / informal use	~6-8	Vocal but clear minority

Additional suggestions included boules, mini-golf, pitch and putt, outdoor table tennis/chess, community garden, small kiosk, heritage tribute to British Legion bowls history, and children's play features.

5. Working Group Considerations and Recommended Design

At its meeting on 27 May 2026, the Working Group considered the original design brief, the project budget, the project timeline, the Working Group's deliberations to date, and the survey findings both the quantitative results and the detailed qualitative feedback.

A detailed design has been prepared that responds directly to these considerations (see Appendix 1).

Key features of the recommended design include:

- **Circular event space** (~42.75 m diameter) finished in self-binding gravel (30–40 mm depth on MOT sub-base) with cobbled border — suitable for performances, markets, events and informal gatherings.
- **Planted garden borders** around the perimeter using excavated soil to form berms, planted to enhance biodiversity and blend with the natural character of Towneley Garden (responding to Option 1 preference).
- **Central feature circle** and surrounding layout that maintains clear sightlines from Berry Lane for natural surveillance while providing defined spaces.
- **Electrical infrastructure:** dedicated connection box with commando sockets; power and data conduit run from the Old Station Building, with additional conduit to a future 'totem' point adjacent to the green — enabling powered events and performances.
- **Lighting:** retention and renovation of existing lighting plus new LED provision; floodlights to be repositioned outside the central event area where possible.
- **Furniture:** existing benches to be renovated or replaced with durable seating.
- **Durability and maintenance:** cobbled edges, self-binding gravel and robust planting chosen to minimise ongoing upkeep while delivering an attractive, vandal-resistant finish.

This design successfully combines the garden-style aesthetic and biodiversity gains favoured by the majority of respondents with the flexible, durable event space requested. It addresses the concerns of providing improved lighting and safety, low maintenance, accessibility and provides a practical platform for the community request for events and live performance.

6. Recommendations

The Towneley Garden Event Space Working Group recommends that Council:

- a. Notes the outcome of the community consultation exercise and the deliberations of the Working Group.
- b. Approves the detailed design (as illustrated in Appendix 1) as the basis for procurement, recognising it as a hybrid scheme, that balances the original design brief, the project budget, the project timeline, the Working Group's deliberations, and the survey findings
- c. Authorises the Town Clerk, in consultation with the Working Group Chair, to seek competitive quotes from suitably qualified contractors for the implementation of the approved design. This would be in accordance with the Council's Financial Regulations, Standing Orders and UKSPF funding conditions

Members should note that the UKSPF grant is £90,000



Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Installation of Low-Cost Surveillance Cameras
Submitted by:	Cllr. Robert Walker

1. Background

At the April 2026 meeting of the Finance Committee, for safety reasons, approval was given for the installation of two CCTV cameras in the Clerk's office. These cameras are now operational and provide coverage of the Clerk, Assistant Clerk, and the office entrance.

In recent months, the town has experienced several incidents of vandalism, most notably in the vicinity of the play area on the recreation ground. In response to these issues, consideration has been given to the deployment of additional low-cost surveillance measures at strategic locations across Longridge.

2. Proposal

It is proposed that the Council installs a number of low-maintenance standalone surveillance cameras at key locations throughout the town. These cameras operate independently, recording footage locally to an SD card on a continuous 14-day loop. They are not connected to any network or the internet, thereby minimising security risks and maintenance requirements. Footage is only accessible when required for investigative purposes.

3. Access to Recorded Data

The cameras store all recordings on a removable 256GB SD card. Access to the footage is achieved by physically retrieving the SD card from the camera (or connecting a device directly to the camera on site). This ensures that the system remains completely offline and that data is only viewed when legitimately required, for example by the Police or authorised Council officers.

4. Recommended Equipment (per camera):

- Reolink Argus PT Ultra camera
- Reolink Solar charger
- 256GB SD Card

Cost per camera setup:

£229.98 (prior to any available discounts)

Estimated total installed cost:

Approximately £300 per camera



5. Locations

'Soft' permission has already been obtained to install one camera on a property at Barclay Court, which would provide effective coverage of the Play Area and Community Garden. Further potential locations include high-risk or high-traffic areas such as outside Desire Handbags, offering surveillance of the CO-OP and surrounding vicinity.

The Clerk has consulted with Sarah Wells RVBC's Community Safety Partnership Officer regarding this initiative, who has expressed strong support.

6. Financial Implications

It is recommended that the Council approves expenditure of up to **£1,500** for the initial purchase and installation of up to five cameras. This expenditure would be met from the Council's General Reserve, which is set at £45,000 for the 2026/27 financial year. This budget allocation would provide flexibility to install cameras at the most effective locations following appropriate consultation.

This proposal offers a practical, proportionate, and cost-effective approach to improving security and deterring anti-social behaviour within the town, while fully respecting privacy considerations through the use of non-networked, locally stored recording systems.

7. Recommendations

- a. That Longridge Town Council approves expenditure of up to **£1,500** for the purchase and installation of low-cost standalone cameras, to be funded from the Council's General Reserve.
- b. That Councillor Walker and the Clerk be authorised to liaise with fellow Councillors, the Police, local businesses, and residents to determine and agree the most appropriate locations for the cameras.
- c. That a progress update on the implementation of this initiative be provided to the next suitable meeting of the Council.

Agenda Item 13

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Banners and Brackets Working Group Recommendations to Full Council
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

To present the recommendations of the Banners and Brackets Working Group (the “Working Group”) following discussions at its meeting held on 20 May 2026, for Full Council’s consideration and formal resolution. The report covers quotes received for banner design, printing and installation (Appendix 1) and the proposed use of a specialist marketing agency to manage advertising sales (Appendix 2).

2. Background

The Working Group was established to progress the installation of banners on Council-owned lamppost brackets around Longridge. At its meeting on 20 May 2026 the Group received and considered competitive quotes for graphic design and printing of two distinct Council banner designs (48 banners in total – 24 of each design) together with installation costs. The Group also considered the benefits of engaging a professional marketing agency to sell and manage advertising space on the banners.

3. Quotes for Graphic Design, Printing and Installation (Appendix 1)

Quotes were sought from five suppliers for design and printing, and two suppliers for banner installation/removal. All quotes are exclusive of VAT. Full details are contained in the Working Group Appendix 1. A summary of the key quotes is provided below:

Company / Supplier	Location	Design (£)	Print per banner (£)	Print 48 banners (est. £)	Notes / Combined
Designs Preston (Simon Dee)	Longridge	£22 per design	—	£44 (2 designs)	RECOMMENDED – Local
Advanced Print Solutions (Robert Walker)	Longridge	Uses Designs Preston	£42.00	£2,016	RECOMMENDED – Local, best value
Heckford Advertising (Ian Brooke)	Ashton, Preston	£125	£40.50	£1,944 + design	Higher design cost
GrafX (Andrew Potts)	Barrow Brooke	Free	£51.76	£2,484.48	Higher print cost
AVJ Print (Lisa Weir)	Longridge	£15	£71.25	£3,420 + design	Highest print cost

Installation Quotes (per column):

Supplier	Location	Per Column (£)	Recommendation
LenTech (Northwest) Ltd (Andrew Lennord)	Longridge	£10.00	RECOMMENDED – Local, lowest cost
Stately Lighting (Craig Ryan)	Clitheroe	£28.57	—

The Working Group recommends contracting with the three local Longridge-based suppliers highlighted above. They represent the best combination of price, quality and support for the local economy. Advanced Print Solutions and Designs Preston together deliver the lowest overall cost for design and print while remaining competitive on quality. LenTech Northwest offers installation at less than 35% of the alternative quote.

4. Benefits of Using a Marketing Agency (Appendix 2)

The Working Group received a report setting out the advantages of appointing a specialist marketing agency to sell and manage advertising space on the Council's new street banners (full details are shown in Appendix 2).

4.1 Key benefits identified include:

- Increased revenue generation through professional sales expertise, higher occupancy rates and access to regional/national advertisers.
- Reduced administrative burden on limited Council staff resources (sales, artwork management, invoicing, renewals).
- Professional marketing expertise in placement strategy, pricing, branding and campaign design.
- Wider advertiser reach (tourism, property developers, event promoters etc.) beyond the immediate local business community.
- Structured advertising packages linked to seasonal events, market days and civic activities, maximising value per location.

Marketing agencies typically operate on a commission-only basis, meaning the Council pays only a percentage of revenue generated. This minimises financial risk to the Council while incentivising the agency to maximise sales. The Council would retain full ownership and control of all banner locations, designs and final approval of advertising content and compliance with regulations.

5. Financial and Other Implications

Design and print costs are fixed and modest. Installation costs will be confirmed once the exact number of lamppost columns to be used has been finalised. The use of a commission-based marketing agency means there is no upfront cost to the Council and the activity is designed to generate net income for the Council after agency fees.

Costs will be met from the Council's General Reserves which is set at £45,000 for 2026-27

All recommended suppliers are local to Longridge, supporting the Council's commitment to the local economy and reducing carbon footprint from transport. The indicative banner designs shown in the Working Group papers demonstrate how the banners can promote key town events (e.g. Field Day, regular Market Days) and enhance the visual appeal of the town centre.

6. Recommendations

The Banners and Brackets Working Group recommends that Full Council:

- a. Notes the quotes received for banner design, printing and installation as set out in Appendix 1.
- b. Resolves to contract with Designs Preston (Longridge) for the graphic design of two Council banner designs at a cost of £22 per design (total £44 for two designs).
- c. Resolves to contract with Advanced Print Solutions (Longridge) for the printing of 48 banners (24 of each design) at a cost of £42 per banner (total £2,016 excluding VAT).
- d. Resolves to contract with LenTech (Northwest) Ltd (Longridge) for banner installation, removal and re-installation as required at a cost of £10.00 per column (significantly lower than the alternative quote received).
- e. Approves in principle the appointment of a specialist marketing agency to manage and sell advertising space on Longridge Town Council banners on a commission basis, with the Council retaining full ownership, branding control and final approval of all advertising content and locations.
- f. Instructs the Banners and Brackets Working Group to develop a detailed specification for the appointment of a marketing agency, undertake appropriate procurement and report back to Full Council with recommendations for formal appointment.

Appendix 1

For Consideration



Meeting:	Banners and Brackets Working Group
Meeting Date:	May 20 2026
Title:	Quotes for graphic designs and printing
Submitted by:	Clerk and Emma Baines (co-opted group member)

1. Purpose of the report.

To update members on the quotes received.

2. Quotes.

Quotes were requested for two council designs and printing 24 banners of each design, (48 in total) using the designs opposite as an indication of what the Council required.



Company	EX VAT			
	Per Design £	Print per banner	Print 24 banners	Print and design per banner
Advanced Print Solutions Robert Walker. Longridge	Uses 'Designs Preston'	£42	£1,008	£42.91
Designs Preston Simon Dee. Longridge	£22	-	-	-
Heckford Advertising Ian Brooke. Ashton, Preston	£125	£40.50	£972	£45.71
GrafX Andrew Potts. Barrow Brooke	Free	£51.76	£1,242	£51.76
AVJ Print Lisa Weir. Longridge	£15	£71.25	£1,710	£71.86
Banner: Install/Remove/Install	Per column £			
Stately Lighting Craig Ryan. Clitheroe	£28.57			
LenTech (Northwest) Ltd. Andrew Lennord. Longridge	£10.00			

3. Recommendation.

Members are recommended to consider the quotes and make a recommendation to Full Council.

Appendix 2

For Consideration



Meeting:	Banners and Brackets Working Group
Meeting Date:	May 20 2026 - 12:30
Title:	Benefits of using a Marketing Agency
Submitted by:	Clerk and RFO

1. Purpose of the Report

To seek the Working Groups views for Longridge Town Council to appoint a specialist marketing agency to manage and sell advertising space on the Council's street banners.

2. Summary

While the Council could sell advertising space directly, this activity requires:

- Sales and marketing expertise.
- Dedicated time for business development.
- Management of advertising relationships.
- Handling artwork, invoicing, and renewals.

Given the limited administrative resources available within the Council, consideration could be given to these activities being undertaken by a specialist marketing agency operating on behalf of the Town Council.

3. Benefits of using a Marketing Agency

3.1 Increased Revenue Generation

A professional marketing agency will have experience in selling advertising space and maintaining relationships with advertisers. This is likely to result in:

- Higher occupancy of banner advertising spaces.
- Access to regional and national advertisers
- More competitive advertising rates.

This approach can significantly increase the income generated from the Council's advertising assets.

3.2 Reduced Administrative Burden

Selling and managing advertising requires significant administrative effort including:

- Approaching potential advertisers
- Negotiating contracts
- Managing artwork specifications
- Invoicing and payment collection
- Renewing advertising agreements.

Using an external agency would allow these tasks to be handled professionally without placing additional workload on Council staff.

3.3 Professional Marketing Expertise

Marketing agencies bring expertise in:

- Advertising placement strategy.
- Campaign design.
- Pricing structures.
- Branding and visual presentation.

This will help ensure the banner programme is both commercially successful and visually appropriate for the town.

3.4 Wider Advertiser Reach

A marketing agency can market banner advertising to a wider pool of potential advertisers including:

- Regional businesses.
- Tourism organisations.
- Property developers.
- Event promoters.

This expands opportunities beyond the local business community alone.

3.5 Structured Advertising Packages

An agency can develop advertising packages linked to:

- Seasonal promotions
- Civic events
- Town centre activities
- Market days and festivals.

This can maximise the value of each banner location.

4. Financial Considerations

Marketing agencies typically operate on a commission basis, meaning the Council would only pay a percentage of advertising revenue generated.

This approach:

- Minimises financial risk to the Council
- Incentivises the agency to maximise advertising sales.

The Council would retain ownership and control of all banner locations, banner designs, and campaign types.

5. Governance and Control

Should the Full Council approve this proposal, the Working Group would:

- Develop a specification for appointing a suitable agency.
- Ensure branding and content standards are maintained.
- Ensure all advertising complies with relevant regulations.

Final approval of advertising formats and locations would remain with the Council.

6. The Working Group are recommended to:

Approve in principle the appointment of a marketing agency to manage and sell advertising space on Longridge Town Council banners and seek Full Council Approval for such an appointment.





Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Memorial Bench Plaque Policy – Adoption
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To present to Full Council, for formal adoption, the Memorial Bench Plaque Policy which was considered and recommended by the Estates Committee at its meeting on 19 May 2026.

The version of the policy attached as Appendix 1 to this report is the version approved by the Estates Committee on that date. Members are invited to adopt the policy, with or without amendment, and to authorise the necessary consequential actions.

2. Background

At its meeting on 10 December 2025, Full Council resolved that the Town Clerk should draft a policy concerning requests from members of the public to place commemorative plaques on benches in and around Longridge. The resolution arose directly from a sympathetic request received from the family of the late Mr Paul Byrne, a former Mayor of Longridge Town Council, who wished to place a memorial plaque on a bench outside the Station Building.

The Estates Committee, at its meeting on 19 May 2026, received a detailed officer report on the draft policy together with the full policy document. After careful consideration of the scope, eligibility criteria, application process, inscription rules, fee structure, 10-year duration model and other provisions, the Committee resolved to approve the policy and recommend it to Full Council for formal adoption.

The Committee noted that the policy provides a clear, consistent, compassionate and sustainable framework that will apply equally to all future requests, including the pending Byrne family application.

The policy was developed having regard to established practice in other Lancashire parish and town councils and ensures compliance with the Council's duties under the Equality Act 2010, data protection legislation and its powers under the Local Government Act 1972.

3. Key Features of the Recommended Policy

The policy (Appendix 1) is structured around the following core principles:

- **Scope:** Applies only to benches owned or maintained by Longridge Town Council. Clear signposting will be provided for benches owned by other authorities.
- **Eligibility:** Applications accepted from immediate family/next of kin, close friends/associates (with evidence), or community organisations commemorating a person of local significance. No applications for living persons.

- **Process:** Standard application form, £20 non-refundable application fee, determination by Town Clerk under delegated authority (with referral option for unusual cases), 5 working day acknowledgement and 28-day decision target, independent review panel for refusals.
- **Inscriptions:** Standard plaque size (typically 100mm × 50mm, cast aluminium or brushed stainless steel), maximum three lines, respectful and dignified content only; no promotional, political, religious-controversial or offensive material.
- **Fees (illustrative):** £20 application + £250 supply/inscription/installation/maintenance; £100 replacement; £50 transfer. Fees to be confirmed against supplier quotes and reviewed annually.
- **Duration:** 10-year agreements from installation date, with renewal invitation six months prior to expiry. No perpetual commitments; capacity refreshed periodically.
- **Maintenance and Removal:** Council maintains the bench; applicant maintains contact details and considers renewal. 28 days' notice of removal in most circumstances.
- **Equality, Data Protection and Review:** Full compliance with Equality Act 2010 and UK GDPR; three-year policy review cycle.

The Estates Committee considered the illustrative fee schedule appropriate and in line with comparator councils, subject to post-adoption supplier confirmation.

4. Financial and Resource Implications

Each approved application is expected to generate £270 in income (£20 + £250). The policy is not anticipated to generate material income but will operate on a cost-recovery basis for plaque supply and installation. Staff processing time can be absorbed within existing Clerk/Deputy Clerk workload. No capital expenditure is required at this stage. Supplier quotes will be obtained promptly after adoption to confirm the £250 figure and enable any adjustment at the next annual fees review.

5. Risk Considerations

Reputational: A clear written policy significantly reduces the risk of inconsistent or perceived-unfair decisions and provides a respectful, transparent framework for sensitive family requests.

Operational: The 10-year agreement model is the principal mitigation for finite bench capacity; it avoids permanent commitments and refreshes availability on a structured cycle.

Legal and Equality: The policy reflects well-established local government practice, draws on standard powers (LGA 1972 ss.137 & 144 and general well-being powers) and contains express provision for the Council's Equality Act 2010 duties.

6. Recommendations

Members are recommended to:

- a. Note the background to the request, the resolution of Full Council on 10 December 2025, and the detailed consideration and recommendation of the Estates Committee at its meeting on 19 May 2026.
- b. Approve and formally adopt the Memorial Bench Plaque Policy attached as Appendix 1 (being the version approved by the Estates Committee on 19 May 2026), with or without amendment.
- c. Authorise the Town Clerk, upon adoption, to update the policy document header and adoption section with the Full Council adoption date of 10 June 2026 and the relevant minute reference, and to publish the adopted policy on the Council's website and make printed copies available on request.
- d. Authorise the Town Clerk to determine the pending application from the family of the late Mr Paul Byrne under the standard procedure set out in the adopted policy, and to report the outcome to the next meeting of the Estates Committee.
- e. Authorise the Town Clerk to compile and maintain the Bench Register (Appendix B of the policy) as part of the Council's wider Asset Register, and to report periodically on its status to the Estates Committee.



For Information

Draft Memorial Bench Plaque Policy

Adopted: 19-05-2026

Chairman: Cllr. L. Jameson

Minute Ref.: 260311/10

Administered by Clerk and Responsible Financial Officer to Longridge Town Council. To be reviewed every three years or sooner if circumstance's chance.

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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.

1. Introduction and Purpose

Longridge Town Council recognises that memorial bench plaques provide a meaningful and lasting tribute to loved ones, and at the same time contribute to the character and amenity of the town's public spaces. This Policy establishes a clear, consistent and compassionate framework for the consideration of requests to install commemorative plaques on benches owned or maintained by the Town Council.

This Policy was developed following a resolution of Full Council on 10 December 2025, which directed the Town Clerk to prepare a written policy on memorial bench plaques. The resolution arose from a sympathetic request received from the family of a former Mayor of Longridge Town Council. The Council determined that, given the likelihood of further such requests in future, a written policy should be in place to ensure consistency of decision-making and fairness as between applicants.

This Policy applies to all applications received on or after the date of its adoption by Full Council. Any application that was received before the date of adoption and was awaiting determination will be considered under this Policy.

2. Scope

This Policy applies to all benches owned or maintained by Longridge Town Council within the parish of Longridge. It does not apply to:

- Benches owned by Ribble Valley Borough Council, Lancashire County Council, or any other public or private body;
- Benches located on private land or land that is not under the ownership or control of the Town Council;
- Memorials other than plaques on benches (for example, dedicated benches in their entirety, memorial trees, or memorial inscriptions on other Council assets), which fall outside the scope of this Policy.

Where the Town Council receives an application that relates to a bench not under its ownership or control, the Town Clerk will write to the applicant within 10 working days to advise them and, where possible, to signpost them to the responsible authority.

3. Policy Objectives

The Council aims to:

- Provide a dignified and accessible process for families and others wishing to commemorate a loved one;
- Maintain the visual amenity and structural integrity of public benches and open spaces in Longridge;
- Ensure equitable and transparent administration of all applications, irrespective of the applicant's circumstances;
- Recover the reasonable costs of plaque supply, installation, and ongoing maintenance through the fees set out in this Policy;
- Manage the finite capacity of the Council's bench stock responsibly and fairly over time.

4. Eligibility

4.1 Who may apply

Applications may be submitted by:

- An immediate family member or legal next of kin of the deceased;
- A close friend or associate where no surviving family members exist, provided reasonable evidence of the connection is supplied;
- An organisation, community group, or charitable body wishing to commemorate a person of local significance.

The Council reserves the right to request supporting information to verify the applicant's relationship to the person being commemorated.

4.2 Persons who may be commemorated

Memorial plaques may be installed to commemorate:

- A deceased individual who had a connection to Longridge (for example, resided, worked, or had a strong community association with the town);
- A deceased individual of significance to the applicant, where a Longridge location holds special meaning to the deceased or to the applicant.

Applications will not be considered in respect of living individuals.

5. Bench Availability and Location

Memorial plaques may only be affixed to benches that are owned or maintained by Longridge Town Council and that have capacity for a plaque. The Council will maintain a register of bench locations and their plaque availability (the "Bench Register"), which will form part of the Council's wider Asset Register and be reviewed periodically.

Applicants may express a preference for a particular bench location. The Council will endeavour to accommodate reasonable requests, but cannot guarantee a specific location. Bench availability will be allocated on a first-come, first-served basis, subject to application approval.

Where a preferred bench is unavailable, the applicant will be offered an alternative of comparable character. The applicant may accept the alternative or withdraw their application, in which case any application fee paid will be refunded.

The Council may, from time to time, install new benches specifically to meet demand for memorial plaques, at its discretion and subject to funding.

6. Application Process

6.1 How to apply

Applicants should complete the Council's Memorial Bench Plaque Application Form (Appendix A), available from the Town Council office and the Council's website, and submit it to the Town Clerk together with:

- The non-refundable application fee of £20 (see Section 9);
- The proposed plaque inscription for approval (see Section 7);
- Any additional information requested by the Town Clerk.

6.2 Consideration of applications

Applications will be considered by the Town Clerk under delegated authority. The Town Clerk may refer any application to the Estates Committee or to Full Council where the circumstances are unusual, where a decision of principle is required, or where the applicant or the person commemorated has a connection to the Town Council such that a decision by an officer alone might give rise to a perception of conflict.

The Council will acknowledge receipt of applications within five working days, and will aim to communicate a decision within 28 days of receipt of a complete application.

6.3 Right of review

Where an application is refused in whole or in part, the applicant may request a review by writing to the Town Clerk within 21 days of the decision. The review will be conducted by a panel of at least two councillors who were not involved in the original decision. The outcome of the review panel is final, save for any matter that may properly be the subject of complaint under the Council's Complaints Procedure.

7. Plaque Inscription and Design

7.1 Permitted content

Inscriptions must be respectful, dignified, and appropriate for display in a public place. All inscriptions are subject to approval by the Town Clerk. Inscriptions should typically include:

- The full name (or commonly used name) of the person commemorated;
- The year of birth and year of death (e.g. 1945–2022), or dates in another clear format;
- A short tribute, dedication, or phrase (see character limit below).

7.2 Character limits and format

The standard plaque size is 100mm × 50mm, or such standard size 200mm x 50mm or 152 x 75mm as the Council adopts from time to time. The total inscription, including name, dates, and tribute, must not exceed three lines of text. The Town Clerk will advise on character limits based on the standard plaque template.

7.3 Restrictions

Inscriptions must not include:

- Promotional or commercial content, including business names or website addresses;
- Political statements, or religious statements likely to cause offence to members of the public;
- Content that is defamatory, offensive, discriminatory, or otherwise contrary to law;
- Content that conflicts with the Council's equality and inclusion obligations under the Equality Act 2010.

The Council reserves the right to decline or require amendment of any inscription that does not meet these requirements.

7.4 Plaque specification

Plaques will be supplied and installed by the Council, or its appointed contractor, to a consistent specification. Privately sourced plaques will not normally be accepted, in order to maintain a consistent visual appearance across the bench stock. Plaques will generally be manufactured from cast aluminium or brushed stainless steel, or such other durable material as the Council determines from time to time.

8. Duration and Renewal

Plaque agreements will run for a period of ten years from the date of installation. The Council does not enter into agreements in perpetuity.

The Council will write to the applicant (using the contact details supplied at the time of the most recent renewal or application) approximately six months before the expiry of the agreement to invite renewal.

If the applicant wishes to renew, a renewal fee will be payable in accordance with the fee schedule then in force, and a fresh ten-year agreement will commence.

If no renewal is requested within three months of the expiry of the agreement, the plaque may be removed by the Council and the bench made available for a new application. The Council will retain the removed plaque for a period of six months, during which time the applicant may collect it. After that time, the Council may dispose of the plaque at its discretion.

9. Fees and Charges

A fee is payable to cover the reasonable costs of plaque supply, inscription, installation, and administration. The current fee schedule is set out below. Fees are reviewed annually as part of the Council's budget-setting process.

Item	Description	Fee
Application fee	Payable on submission of the application; non-refundable except where the Council is unable to offer a bench of comparable character.	£20
Plaque supply and installation	Supply of the plaque to the Council's standard specification, inscription, installation on the agreed bench and on-going maintenance.	£250
Replacement plaque	Replacement of a damaged or unreadable plaque during the agreement period (where damage is not attributable to the Council).	£100
Transfer of agreement	Transfer of an existing agreement to a different family member or applicant.	£50

The fees set out above are payable to Longridge Town Council and are inclusive of VAT where applicable. Fees may be reviewed by Full Council from time to time, and the version in force at the date of application or renewal will apply.

10. Maintenance, Replacement and Removal

10.1 Maintenance of benches

The Council is responsible for the maintenance and structural integrity of all Council-owned benches. The Council does not warrant that any particular bench will remain in any particular location, condition, or configuration for the duration of an agreement.

10.2 Responsibility of the applicant

The applicant is responsible for:

- Keeping the Town Clerk informed of any change to their contact details;
- Considering the renewal invitation issued at the six-month point before expiry of the agreement, and confirming whether or not they wish to renew;
- Notifying the Town Clerk of any visible damage to the plaque that they observe.

10.3 Replacement of plaques

Where a plaque becomes damaged or unreadable during the agreement period, the Council will:

- Replace the plaque at its own cost where the damage is attributable to the Council, its contractors, or normal weathering of the plaque material;
- Offer replacement to the applicant on payment of the replacement fee set out in Section 9, where the damage is attributable to vandalism, accident, or other cause not within the Council's responsibility.

10.4 Removal of plaques

A plaque may be removed by the Council in any of the following circumstances:

- On expiry of the agreement without renewal, in accordance with Section 8;
- Where the bench is to be replaced, relocated, or removed from the Council's estate, in which case the Council will work with the applicant to identify an alternative bench wherever practicable;
- Where the plaque has become damaged beyond reasonable repair and the applicant has declined to fund replacement;
- Where, exceptionally, the Council determines that the plaque is no longer appropriate (for example, on grounds of legal change, public sensitivity, or breach of this Policy).

The Council will give the applicant at least 28 days' written notice of any intended removal under the second, third, or fourth bullet above wherever practicable, using the contact details last supplied by the applicant.

11. Equality and Inclusion

Longridge Town Council is committed to providing a fair and accessible service to all members of the community. In administering this Policy, the Council will have regard to its duties under the Equality Act 2010, including the public sector equality duty under section 149 of that Act.

The Council will make reasonable adjustments to its processes to assist applicants who may have difficulty in using the standard application form (for example, by providing the form in an alternative format, or by accepting an application by telephone or in person).

12. Data Protection

Personal data submitted as part of an application will be processed in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. The Council’s lawful basis for processing is the performance of a task carried out in the public interest (Article 6(1)(e) UK GDPR). The Council’s Privacy Notice applies to all data collected under this Policy.

Application records, including the applicant’s contact details and the inscription approved, will be retained for the duration of the agreement and for a period of six years following its expiry, in accordance with the Council’s Document Retention Policy.

13. Complaints

Where an applicant or member of the public is dissatisfied with the way in which the Council has administered this Policy, they may use the Council’s Complaints Procedure, which is available on the Council’s website and on request from the Town Clerk.

14. Review

This Policy will be reviewed every three years, or sooner if there is a material change in the Council’s circumstances, in relevant legislation, or in best practice. The first review will be due three years after the date of adoption shown in the document information table at the front of this Policy.

15. Adoption

This Policy was recommended for adoption by the Estates Committee at its meeting on 19 May 2026, and was adopted by Full Council at its meeting on [date to be inserted].

Signed: _____

Chair of Council

Signed: _____

Town Clerk & Responsible Financial Officer

Date: _____

APPENDIX A

Memorial Bench Plaque — Application Form

Please complete all sections of this form. Continuation sheets may be attached if required.

Section 1 — Applicant

Full name of applicant:

Address:

Postcode:

Telephone:

Email:

Relationship to the person to be commemorated:

Section 2 — Person to be Commemorated

Full name:

Year of birth:

Year of death:

Connection to Longridge:

Section 3 — Proposed Inscription

Please provide the exact wording you would like on the plaque. The total inscription must not exceed three lines.

Line 1:

Line 2:

Line 3:

Section 4 — Preferred Location

Preferred bench location (if any):

Reason for preferred location (if any):

Section 5 — Declaration

I confirm that the information given on this form is true and complete, and that I have read and accept the terms of the Longridge Town Council Memorial Bench Plaque Policy. I understand that the application fee is non-refundable except where the Council is unable to offer a bench of comparable character.

Signed:

Date:

Please return the completed form, together with the application fee, to: Town Clerk, Longridge Town Council, The Station Buildings, Berry Lane, Longridge, Preston, PR3 3JP.

APPENDIX B

Bench Register

The Bench Register is maintained by the Town Clerk as part of the Council's wider Asset Register. The Register records, for each bench owned or maintained by the Town Council:

- A unique bench identifier (e.g. LTC-B-001);
- Its location, with a brief description;
- Its material and condition;
- Whether a memorial plaque is currently fitted, and if so, the inscription, the applicant's name, and the date the agreement expires;
- The date the bench was installed or last inspected.

The Register is available for inspection by Members of the Council at any reasonable time, and is reported to the Estates Committee periodically. Personal data is held in accordance with Section 12 of this Policy and is not published on the Council's website.

Agenda Item 16

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 June 2026
Title:	Review of Utilities Charges
Submitted by:	Clerk and Responsible Financial Officer

1. Executive Summary

This report analyses the Town Council's current electricity and gas supply arrangements and evaluates new offers. It recommends switching both electricity and gas to Corona Energy to achieve better value, lower standing charges (for electricity), competitive unit rates, and long-term cost certainty through to June 2032.

2. Current Arrangements

2.1 YU Energy – Electricity

- Unit Day Rate: 24.147p per kWh
- Unit Night Rate: 16.445p per kWh
- Standing Charge: £3.06 per day (+ £1.10 TNUoS charge)
- Contract End Date: 21/07/2028

2.2 British Gas – Gas

- Unit Rate: 6.910p per kWh
- Standing Charge: £0.60710 per day (document lists 60.710p, likely a formatting/decimal issue)
- Contract End Date: 23/09/2027

3. New Offers (for when current contracts end)

3.1 Corona Energy - Electricity

- Unit Day Rate: 27.94p per kWh
- Unit Night Rate: 17.49p per kWh
- Standing Charge: £2.39 per day
- Contract End Date: 01/06/2032

3.2 Coronal Energy - Gas

- Unit Rate: 7.25p per kWh
- Standing Charge: £4.22 per day
- Contract End Date: 01/06/2032

3.3 British Gas (Alternative) Electricity

- Unit Day Rate: 29.94p per kWh
- Unit Night Rate: 18.99p per kWh
- Standing Charge: £3.69 per day
- Contract End Date: 01/05/2030

4. Electricity Comparison

Current (YU Energy, ends July 2028):

- Day: 24.147p/kWh | Night: 16.445p/kWh | Standing: £3.06 + £1.10 TNUoS = **£4.16/day**

Corona Energy:

- Day: 27.94p/kWh | Night: 17.49p/kWh | Standing: **£2.39/day** | Ends: Jun 2032

British Gas (new offer):

- Day: 29.94p/kWh | Night: 18.99p/kWh | Standing: **£3.69/day** | Ends: May 2030

Verdict on Electricity:

- Corona wins on standing charges — significantly lower (£2.39 vs. current combined £4.16 or BG £3.69). This is crucial because TNUoS and other network charges are rising sharply in 2026 (60–94%+ increases, often loaded onto fixed/standing charges). Fixed costs for many businesses could more than double in 2026/27.
- Unit rates are higher than current but competitive. With expected market upward pressure from the July 2026 domestic cap rise and MHHS reforms (half hour meter readings), locking in now is prudent.
- Longer contract (to 2032) provides superior protection during the volatile 2026–2028 transition period (meter upgrades, network cost passthroughs).

5. Gas Comparison

Current (British Gas, ends Sep 2027):

- Unit: 6.910p/kWh | Standing: ~£0.61/day

Corona Energy:

- Unit: 7.25p/kWh | Standing: £4.22/day | Ends: Jun 2032

British Gas (new offer):

- Unit: 8.48p/kWh | Standing: £4.34/day | Ends: May 2030

Verdict on Gas:

- Corona offers a lower unit rate than the British Gas new offer and comparable (slightly lower) standing charge.
- The current British Gas rate is attractive short-term, but rollover risk post-2027 is high amid market volatility. Corona's longer term and better unit rate make it preferable for stability.

6. Overall Cost and Risk Assessment

- **Standing charges dominate future increases** due to TNUoS/MHHS. Corona's lower electric standing charge provides a clear advantage here.
- For a typical small/medium public sector site (e.g., 20,000–100,000 kWh electricity/year), the lower fixed costs + longer hedge outweigh modestly higher unit rates.
- **Total cost of ownership:** Corona minimises exposure to 2026–2027 hikes and avoids renewing in a potentially worse market in 2030 (British Gas option).

Corona Energy also scores well on service — strong Trustpilot ratings (4.4–4.5/5) with praise for dedicated account managers and business support.

7. Recommendations

a. Approve the switch of both electricity and gas supplies to Corona Energy.

This is the strongest option for delivering **value, stability, and risk mitigation** based on the provided charges and current market conditions (June 2026).

b. Proceed with contract negotiations immediately (subject to final price confirmation after the 10 June 2026 Council meeting).

Aim to align the new contract start dates with the end of the current arrangements (post-July 2028 for electricity and post-September 2027 for gas).

c. Plan proactively for meter upgrades and half-hourly settlement transition.

Work with the new supplier (Corona Energy) to ensure a smooth migration to half-hourly meters as part of the Market-Wide Half-Hourly Settlement (MHHS) programme, which will be completed industry-wide by May 2027.

d. Monitor and review usage patterns post-switch.

Leverage half-hourly data for energy efficiency opportunities, such as shifting consumption to off-peak periods where possible.

TNUoS - Explanation

*TNUoS is a **non-energy charge** (also called a "third-party cost") that appears on UK electricity bills. It is paid by electricity suppliers (and ultimately passed on to customers like the Town Council) to cover the costs of building, maintaining, and upgrading the high-voltage national transmission network*

It is separate from distribution charges (DUoS), which cover the lower-voltage local networks that deliver power to individual buildings. Administered by the National Energy System Operator (NESO) and regulated by Ofgem.

Why It Matters for Longridge Town Council

*In the current YU Energy contract, the **£1.10 per day TNUoS charge** is added to the £3.06 standing charge, making the total fixed daily cost **£4.16**.*

Key Context for the Recommendation:

- *TNUoS charges are **rising significantly in 2026** (often 60%+ increases, with some forecasts even higher) to fund grid upgrades for more renewables, interconnectors, and network resilience.*
- *These increases are typically loaded onto standing/fixed charges rather than unit rates.*
- *This is one of the main reasons Corona Energy's lower electricity standing charge (£2.39/day) is advantageous — it gives the Council a better base before these broader hikes fully hit.*

TNUoS applies only to electricity (not gas) and is a major driver of the expected standing charge increases mentioned in the report alongside the half-hourly meter rollout.