



Longridge Town Council

Annual Town Meeting (Meeting of Electors)

To the Mayor and Members of Longridge Town Council, the Annual Town Meeting (Meeting of Electors) is on Wednesday 27 May 2026 at 18:30 in the Station Buildings, Berry Lane, Longridge.

Please note that with the exception of the Chair, councillors rank the same as other members of the electorate at the Annual Town Meeting.

1. Welcome by the Town Mayor/Chair of Longridge Town Council.

The Chair to welcome electors and members of the public and to explain the purpose of the meeting (*a statutory meeting of the electors of Longridge under the Local Government Act 1972 to discuss town affairs*).

2. To receive apologies.

To note apologies received from electors or Council members unable to attend.

3. Minutes of the Previous Meeting.

To approve as a correct record the minutes of the Annual Town Meeting (Meeting of Electors) held on 28 May 2025.

4. Chair / Mayor's Annual Report.

To receive the Chair / Mayor's report on the activities and achievements of Longridge Town Council during the municipal year 2025/2026.

5. Finance Report.

To receive a summary report on the financial position of Longridge Town Council for the year ended 31 March 2026.

6. Public Open Forum.

Opportunity for electors to raise questions and discuss any matters affecting the town.

7. Key Priorities for 2026/2027.

To receive an outline of the Town Council's key priorities and planned initiatives for the coming municipal year.

8. Any Other Business.

At the discretion of the Chair – matters must relate to town affairs and cannot include items that require a decision by the Town Council.

9. Closing Remarks.

The Chair to close the meeting.

Notes:

1. Electors are encouraged to submit questions or topics for discussion in advance of the meeting to the Town Clerk by Monday 25 May 2026 to help with the orderly conduct business. Questions may also be raised at the meeting at the discretion of the Chair. Contact: clerk@longridge-tc.gov.uk or 01772 782461.
2. Anyone is welcome to attend the meeting; however, only registered electors of Longridge may speak and vote during the meeting.
3. The agenda is based on standard practices for Annual Meetings of Electors in England, as governed by the Local Government Act 1972, which mandates such meetings for parish/town councils.




Recording of meeting: *This meeting may be recorded by Longridge Town Council to support the production of accurate minutes. Members of the public may also record, film, photograph or report on the meeting, provided this does not disrupt proceedings. Anyone wishing to speak 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.



Longridge Town Council

Annual Town Meeting (Meeting of Electors)

Date:	28 May 2025		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, R. Walker, N. Stubbs, D. Jackson and N. Eccles.		
In attendance:	Town Clerk and three members of the public.		
Meeting started:	19:00	Meeting closed:	20:01

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1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting and provided a brief explanation of the purpose of the Annual Meeting of Electors.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Cllrs. Spencer and Rainford. Cllr. Beacham was absent.

3. THE TOWN CLERK NOTED THAT NO MINUTES WERE TAKEN FROM THE 8 MAY 2024 MEETING.

4. ANNUAL REPORT OF THE TOWN COUNCIL.

- The Chair reminded the public of the activities undertaken by the Town Council during 2024/25.
- The Town Clerk provided an overview of financial matters relating to 2024/25. All members of the public were provided with an End of Year Finance Report.

5. PUBLIC OPEN FORUM.

Members of the public raised several matters which included:

- Planned initiatives by RVBC at the Brian Holden Memorial Playing Field (Mardale) and any impact it may have on street parking.
- Local Government Devolution and the impact (if any) on the Town Council.
- The provision of Town Council grants.

6. KEY PRIORITIES FOR 2025/2026.

The Chair provided an outline of the Council's planned activities and priorities for 2025/26, which included the Expressions of Interest for funding which the Town Council were submitting to RVBC.

7. ANY OTHER BUSINESS.

The Chair assured members of the public, that if the Town Council were to introduce any new community asset they would work with the Civic Hall on the programming of events.

8. CLOSING REMARK

The Chair thanked everyone for attending the meeting.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.



Meeting:	Annual Town Meeting
Meeting Date:	27 May 2026
Title:	End of Year Finance Report 2025/26
Submitted by:	Michael Hill, Clerk and Responsible Financial Officer
Prepared in accordance with:	Accounts and Audit Regulations 2015 and Joint Panel on Accountability (JPAG) guidance

1. Purpose

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

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

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

2. Headline Outturn 2025/26

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

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

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

3. Movement in the Year

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

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

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

4. Variance Commentary

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

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

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

5. Reserves Position

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

6. Basis of Accounting — Important Note

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

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

Crossing this threshold has two consequences for the Council:

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

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

7. Asset Register

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

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

8. Internal and External Audit (AGAR)

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

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

9. Public Rights

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

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

10. Recommendation

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