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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge, PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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**AGENDA**

To the Mayor & Members of Longridge Town Council

You are summoned to attend the next meeting of the Town Council on

**Wednesday 11th March 2020 at 7pm.**

The meeting will be held in the Station Buildings, Berry Lane, Longridge.



Andrea Pownall

Town Clerk

**1. Mayor's Welcome**

**2. To Receive Apologies**

**3. Declarations of Interests**

(and written requests for disclosable pecuniary interest dispensations)

[Note: Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest pertaining to matters on this agenda.](http://h)

[If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on](http://h) the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

**4. Approval of Minutes**

**To resolve to approve** as a correct record the

Minutes of Council Meeting dated 12th February 2020.

**5. Public Time**

**6. Consideration of Planning & Licence Applications**

3/2020/0101 - 83 Berry Lane - *First Floor, change from residential flat to function room*

<https://www.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2020%2F0101>

3/2020/0143 - 39 Shay Lane - *Creation of 4 parking spaces off Shay Lane*

<https://www.ribblevalley.gov.uk/site/scripts/planx_details.php?appNumber=3%2F2020%2F0143>

**7. Appointment of Internal Auditor**

**To note** the appointment of Whalley Swarbrick Accountants as

Internal Auditors for Longridge Town Council for account 2019/2020

**8. Stall at Longridge Field Day - Saturday 13th June 2020**

**To discuss** if Council require stall on the recreation ground on Longridge Field Day. Town Clerk has given provisional request for a stall but Council approval is required.

Rota for manning stall will be drawn up at May 2020 Council meeting.

**9. Community Recognition Awards 2020**

To discuss and agree on the above

**10. Longridge Service Centre Action Plan**

**To discuss** the attached report.

**11. Longridge Environment Group**

**To note** the verbal report and note the attached Earth Day (18.04.2020) timetable

**12. Budget Committee Grant Payment - Cancer Help@Vine House**

Budget Committee have provisionally approved payment of £993.12 for resources for the art group and Vine House.

**Council approval is requested**.

**13. Asset Register**

There is no current up to date Asset Register for Longridge Town Council.

**Council to discuss** draft register prepared by Town Clerk.

**14. Risk Register**

There appears to be no Risk Register for Longridge Town Council.

**Council to discuss** items that need to be placed on the register.

**15. Finance**

**To authorise payment of the following**:

~~a~~. **Resolve to pay** Bishops- £60.00 (payroll services - pension charges)

b **Resolve to pay** Singleton Joinery - £336.00 (window restrictors and door seals)

c. **Resolve to pay** Euxton Fire - £625.00 (Service of fire alarm and new detectors)

d. **Resolve to pay** Initial Technologies - £72.76 (phone/broadband January 2020 (plus broadband December 2019))

~~e~~. **Resolve to pay** Terry Lewis - £80.00 (February)

f.  **Resolve to pay** RVBC - £980.74 (Vandalism repairs Autumn 2019 (2 invoices))

g. **Resolve to pay** RVBC - £86.70 (Drain Clearing Station Buildings Summer 2019)

h. **Resolve to pay** RVBC - £71.22 (Padlocks to Public Toilets (Closure Nov 2019)

i. **Resolve to pay** Energy Assessors North West - £360.00 (Energy Certificate Station Buildings)

j. **Resolve to pay** Rosemary Glen - £511.12 - (Berry Lane Toilets)

k. **Resolve to pay** Rosemary Glen - £413.28 - (Station Buildings)

The following retrospective authorisation is required after payment has been made:

* Unity Bank - £6 ,000 - transfer to current account for on-line banking

To note payments made my direct debit (for information only):

Town Clerk Salary (Feb) - £1057.76

Nappy Bins in public toilets (Feb) - £61.34

Nest (Feb) - £45.38 (Employer & Employee contributions)

The following have been paid under the following minute no:

Min 0094 - LHCT Grant for mulch and plants £100.00 payable to John Gornall (balance of £186 still available)

Min 0233 - Longridge Town Archive - £1000.00

**16. Works in Progress (for information only)**

**17. Reports from Meetings attended by Councillors (for information only**)

**18. Reports from Principal Councils (for information only)**

**19. Reports from Councillors on Issues Raised by Residents (for information only)**

**20. Items for Website/Social Media**

**21. Estates Committee - Lease Renewal**

**In view of the confidential nature of the business to be transacted, the Council may resolve to exclude to exclude members of the press and public**

**22. DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 8th April 2020.