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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge, PR3 3JPTelephone: **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 Members of Longridge Town Council

You are summoned to attend the and Extra Ordinary Meeting of the Town Council on

**Wednesday 6th November 2019 at 7pm.**

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

Cllr Sarah Rainford

Deputy Mayor

**1. Deputy 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. Management of Station Buildings and Other Associated Estate Buildings**

**To discuss and agree** the management of the Longridge Town Council Estate Buildings with consideration to the following:

**4.1** **Role of the Town Clerk**

 Clerk vs Caretaker

**4.2** **Management of Buildings Maintenance Schedule**

e.g calendar of works, procedures for reporting of emergencies, vandalism, list of key holders, list of service providers etc.

**4.3** **Operational Management**

Day to day (and evening) lettings, list of Councillors who are prepared to open and close buildings or lets.

**4.4** **Review Council Committees and Membership**