|  |  |
| --- | --- |
| 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proceedings of meeting held at Station Buildings, Longridge, 11th January 2023.

Present: Cllr. N Stubbs

 Cllr. D Little

 Cllr. L Jameson

 Cllr. S Ashcroft

 Cllr. J Rogerson

 Cllr. R Adamson

 Cllr. R Walker

 Cllr. E Baines

 Cllr. H Gee

 Cllr. S Rainford

 Cllr. R Beacham

 Miss J Dibble (Town Clerk)

+1 Observer

**Min 0810 Mayor's Welcome**

Meeting opened at 19:00

Cllr. N Stubbs welcomed all members of council and members of the public to the meeting.

**Min 0811 Apologies Received**

Cllr. K Spencer

**Min 0812 Declarations of Interests**

Cllr. E Baines Item 12g

Cllr. J Rogerson Item 12c

Town Clerk Item 12g

**Min 0813 Public Time**

No speakers present.

**Min 0814 Approval of Minutes**

The date of the minutes from the meeting on 14th December were listed as 9th November 2022. The Clerk is to revise the date of the minutes.

**It was then resolved** to sign the minutes of the meeting held on the 14th December 2022 as an accurate record.

Proposer: Cllr. S Rainford

Seconder: Cllr. D Little

**Min 0815 Consideration of Planning & Licence Applications**

Cllr. L Jameson opened discussions regarding the planning applications on the agenda.

It was agreed by all Councillors that there were no objections in relation to application 3/2022/1133 and 3/222/1164. Town Clerk will contact the relevant planning officers to confirm the same.

**Min 0816 - Longridge Christmas Social**

The Chairman, Cllr. N Stubbs gave thanks to Cllr. L Jameson, Cllr. E Baines and the Clerk for their involvement in the ‘Christmas Social Event’. Thanks, were also given to other members of Council and the community groups who contributed to the events success.

It was confirmed that the monies raised from the events raffle would be allocated to a newly formed events group and used to fund future Town Council events.

**Min 0817 - Longridge Town Council Events**

Council discussed during item 7 minute 0816 that an events group would aid communications and allow us to be more involved with the community and the events that take place.

Council agreed that the membership of the group would be made up of Town Councillors, members of the public and members from community groups and organisations.

**Council agreed** thata working group would be created.

Cllr. L Jameson, Cllr. E Baines, Cllr. S Rainford and Cllr. D Little, Cllr. J Rogerson, Cllr. R Adamson & Cllr H. Gee confirmed they would like to help coordinate future events in Longridge on behalf of the Town Council.

**Min 0818 Precept**

**Council noted** that the Precept was submitted and RVBC have confirmed receipt of the same.

**Min 0819 Estates Committee**

1. **Council to note** the draft Estates Committee minutes dated 3rd January 2023

**Council noted** the draft minutes.

1. **Council to note** the recommendation in relation to the public toilets.

**Council noted** the update.

Clerk is to seek additional quotes and advice on the best way to progress this matter.

1. **Council to note** the current position with the cleaning and contracted hours

**Council noted** the update. Council agreed a meeting with the contractor help to resolve matters.

**Council agreed** that whilst the public toilets are closed, now would be the best time to review the costings and discuss the same with the contractor.

1. **Council to discuss and agree** the proposal made in relation to the Council Chamber and storage.

**Council noted** the update. Council raised concerns were made in relation to the furniture. It was agreed that the Clerk would draft a plan to Council with the desired outcome of the room and pay consideration to the furniture.

1. **Council to note** the Estates meeting will now take place on the last Tuesday of each month at 11am.

Council did not raise issue with the proposed change.

1. **Council to discuss** the proposal of a caretaker and **review** the draft job specification providing any comments.

**Council reviewed** the service specification. Cllr. H Gee confirmed advice had been sought from LALC and an accountant who explained the implications of a self-employed person completing the responsibilities listed on the service specification.

**Council agreed** that the matter would be best placed with the Staffing Committee and upon their review, would be discussed with Estates and brought back to full Council for agreement.

**Observer left the meeting 19:35**

**Min 0820 Budget Committee**

1. **Council to note** the draft Budget Committee minutes dated 3rd January 2023.

**Council noted** the draft minutes.

1. **Council to note** the committee’s recommendation to approve the grant request submitted by the Autism Group.

**Council noted** the update.

1. **Council to note** the financial position to date.

**Council reviewed and noted** the financial position to date.

**Min 0821 Finance**

**The following were approved for payment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Council to Approved** | **Company**  | **Amount**  | **Description**  |
| a. | Resolve to Pay  | Rosemary Glen | £1,009.40 | Cleaning for month of Dec Station Buildings & Public toilets  |
| b. | Resolve to Pay  | Terry Lewis | £100.00 | Maintenance and upkeep of Recreational Grounds, Memorial Garden, Millennium Cross and path to the side of Station Buildings. Nov 2022 |
| c. Resolve to Pay | TPCS  | £46.48 | 13.12.2022 – 12.11.2023  |
| d. Resolve to Pay | Scribe | £676.80 | Annual fee for software  |
| e. Resolve to Pay | PAYE  | £1037.69 | PAYE QTR 3  |
| f. Resolve to Pay | FOLCH  | £500.00 | Warm Banks  |
| g. Resolve to Pay | Autism Group  | £344.00 | Grant Request  |

**Council to note the following payments made retrospectively** (for information only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Payment Recipient**  | **Amount**  | **Description**  |
| a. | Lentech  | £144.00 | Electrical works (DEC)  |

**Council to note the following direct debits** (for information only)**:**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Direct Debit Recipient**  | **Amount**  | **Description**  |
| a. | Salary  | £1,384.35 | Dec 22 inc. back pay  |
| b. | Electric Bill  | £3338.86 | 22.11.2022 – 11.12.2022  |
| c. | Gas Bill  | £350.94 | 22.11.2022 – 25.12.2022 |
| d. | Water  | £196.21 | 22.11.2022 – 21.12.2022 |
| e. | Hygiene Bins  | £61.34 | Nov-22 |

|  |  |  |  |
| --- | --- | --- | --- |
| f. | Easy Websites  | £80.40 | Dec - 2022 |

All payments were authorised.

Proposer: Cllr. L Jameson

Seconder: Cllr. D Little

**Min 0822 Matters for Information**

Clerk advised that the ‘Green Bin’ had been reported stolen.

Clerk to seek quotes for a new bin and the costs and bring the same to the budget committee at its next meeting.

**Min 0823 DATE OF NEXT MEETING**

The next Council Meeting will be held on Wednesday 8th February 2023 at 7pm.

**Min 0824 Part 2 - Confidential Items**

**Staffing Committee**

In Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It was proposed that, because of the confidential nature of the business which was transacted the minutes will not be published to the press and public.