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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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Proceedings of Estates Committee held on 27th November, 2019

Present: Cllr. J. Rogerson (Chair)

Cllr. N. Stubbs (from 6.40pm)

Cllr. H. Gee

Cllr. A. Odix

Cllr. S. Ashcroft

Cllr. S. Rainford

Andrea Pownall - Town Clerk

Cllr Rogerson (Chair) opened the meeting and welcomed everyone, including Cllr's Ashcroft and Rainford.

**Min 19/11/0028 Apologies for Absence**

None - all Councillors present

**Min 19/11/0029 Declarations of Interests**

None

**Min 19/11/0030 Approval of Minutes**

The minutes of the meeting held on the 6th November 2019 were approved as a correct record.

**Min 19/11/0031 Berry Lane Public Toilets**

Lengthy discussion took place in relation to the above. It was agreed that the cleaning company be contacted to ask that they report any repairs that arise within the public toilets that they are not responsible for directly, they report directly to Ribble Valley Borough Council and email the Town Council for information.

**Min 19/11/0032 Facilities Management Company**

An update was given to Committee and noted.

A discussion took place as to whether an additional person employed part time to assist the Town Clerk. The Town Clerk has been built up a good working relationship with contractors over the last eight months which has provided huge benefits to the Council and it was agreed that this was something that should be preserved. It was agreed that an additional employee was an option to be explored but maybe a 'pick and mix' approach with the facilities management company should be considered too.

***It was agreed in view of the confidential nature of the following items to be discussed the Committee would have excluded the public/press if they were present.***

**Min 19/11/0033 Station Cafe Lease**

The Committee noted the update as discussed.

**Min 19/11/0034 Energy Certificate**

The Committee resolved to accept the agreement as discussed.

**Next Meeting to be held: TBC**