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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**

You are hereby summoned to attend Estates Executive Committee

of Longridge Town Council to be held on

Tuesday 29th March 2022 at 2pm

in the Station Buildings, Berry Lane, Longridge

Acting Town Clerk

**1. Welcome by Chair**

**2. To Receive Apologies**

**3. Declarations of interests & written requests for dispensations pecuniary interest dispensations**

[Note: Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest pertaining to matters on this agenda. 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 approve minutes of meeting held on 22nd February 2022.

**5. Public Time**

To invite and listen to issues raised by members of the public.

**6. Towneley Gardens Picnic Benches**

To note the update on damaged picnic benches at Towneley Gardens.

**7. Inspection and Maintenance of Longridge Town Council Assets**

a) Inspection Schedule for Longridge Town Council Assets

To discuss and agree a register or diary for inspecting assets including playground equipment at Longridge Recreation Ground and Station Building gas and electrical safety certificates.

b) Maintenance Schedule for Longridge Town Council Assets

To discuss and agree.

**8. Station Building Meeting Room - Policy on Cancellations**

To discuss and agree.

**9. Cleaning of Station Building and Public Toilets**

To discuss and agree Rosemary Glen Cleaning price rises and consumables price list. To discuss and agree Rosemary Glen Cleaning quote for cleaning the Council Office once a week.

**10. Station Cafe Refurbishment**

To discuss and agree Station Cafe plans for staff lockers and outside accommodation for storage of tables and potentially hazardous chemicals.

**Date of Next Meeting - 26th April 2022**