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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**

You are hereby summoned to attend Estates Executive Committee

of Longridge Town Council to be held on

Tuesday 30th August 2022 at 2pm

In the Station Buildings, Berry Lane, Longridge

Jessica Dibble

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 26th July 2022

 **5. Public Time**

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

**6. Gas and Electricity Supply - Renewal**

**Committee to review** the renewal quote received.

**Committee to review** the quote received to change the electricity meter.

**Upon review of the above, Committee to agree next steps.**

**7. Caretaker**

**Committee to review** the draft description of the role and responsibilities.

**8. Bin Storage Unit at The Old Station Café**

**Committee to discuss** the storage facility proposal (If received).

**9. Asset Management Register**

**Committee to review** the draft asset register.

**10. Building Maintenance Checklist**

**Committee to review** thedraft checklist.

**11. Work Station Stickers on Windows**

**Committee to agree** the removal process.

**12. Covid 19 stickers on the floor**

**Committee to agree** the removal process.

**13. Public toilets**

**Committee to discuss** the request made by the cleaner for a wind blocker on the toilets.

**14. Date of Next Meeting**

**Tuesday 27th September 2022 at 2pm in The Station Buildings Meeting Room**