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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 21st January 2023 at 9:30am

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 31st January 2023

**5. Public Time**

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

**6. Carpet Tiles – Heritage Centre**

**Committee to review and discuss** the two quotes received for carpet tiles in the Heritage Centre.

**7. Window Cleaner**

**Committee to review and discuss** the quote received for the windows to be cleaned once a month at the Station Buildings.

**8. Berry Lane Toilets**

a) **Committee to review and discuss** the refurbishment report from ‘Danfo’.

b) **Committee to discuss** the specification they propose for the public toilets.

c) **Committee to note** the latest update from RVBC.

d) **Committee to agree** the statement in draft for publication.

**9. The Old Station Café - Security**

**Committee to discuss** the bin store lock and next steps.

**10. Maxi Fire and Security**

**Committee to discuss** the process for the alarm system call outs.

*This will then be recommended to Council on 8th March 2023.*

**11. Opening & Closing of the Building**

**Committee to discuss** the process for the building to be opened and closed for out of hours users and on days when the Café are closed.

*This will then be recommended to Council on 8th March 2023.*

**12. Date of Next Meeting**

The next meeting date will be 21st March 2023 at 9:30am.