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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

Wednesday 26th July 2023 at 6pm

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 28th June 2023

**5. Public Time**

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

**6. War Memorial Benches**

**Committee to agree** a refurbishment plan for the benches on the War Memorial

**7. Caretaker Service Specification**

**Committee to review** the proposed Caretaker Service Specification and to forward any comments to the Staffing Committee.

**8. Insurance**

**Committee to note** the update regarding the property owner’s insurance policy.

**9. Office Furniture**

**Committee to note** the update regarding the office furniture.

**10. Shredding**

**Committee to note** the update regarding the shredding.

**11. Meeting with Old Station Café**

**Committee to note** the actions following the meeting with the Old Station Café.

**12. Date of Next Meeting**

**Wednesday 30th August 2023 at 6pm in The Station Buildings Meeting Room**