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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 3th January 2023

Present:

Cllr. H Gee (Vice Chair)

Cllr. D Little

Cllr. S Ashcroft

Jessica Dibble (Town Clerk)

1 Observer

**Min 03/01/0158 Welcome by Chair**

Cllr. H Gee (Vice Chair) opened the meeting and welcomed everyone.

**Min 03/01/0159 Min Apologies for Absence**

Cllr. J Rogerson (Chair)

Cllr. L Jameson

**Min 03/01/0160 Declarations of Interests**

None declared.

**Min 03/01/0161 Approval of Minutes**

The minutes of meeting held on 27th November 2022 were then approved as a correct and accurate record.

Proposer: Cllr. D Little

Seconder: Cllr. H Gee

**Min 03/01/0162 Public Time**

No public speakers were present.

**Min 03/01/0163 Window Bars at The Old Station Café**

Clerk advised the committee that the outstanding quotes were still not received and therefore this item would appear on the next agenda for discussion.

Committee discussed the overall security measures of the building and agreed that the clerk would review the fire safety process so the new proposed bars at the café would mean we are still compliant with fire regulations.

**Min 03/01/0164 Berry Lane Toilets**

**Committee discussed** the toilets following the recent vandalism. It was agreed to lock the toilets again until quotes for a refurbishment have been received.

Item 7B of the agenda ‘to review quotes’ will be deferred until the next meeting.

**Min 03/01/0165 Cleaning Contract**

**Committee discussed** at lengththe current agreement in place with the contractor.

It was agreed that a meeting would be arranged to discuss the hours and future costings.

Furthermore, it was noted that number of call outs for blockages had increased and the committee agreed to re-review the idea of a caretaker.

Clerk to circulate the most recent draft job specification.

**Min 03/01/0166 Council Office / Storage**

**Committee discussed** the Council chamber and agreed that the area at present was not being utilised due to lack of space and storage.

**Committee proposed** that the current furniture be removed and additional storage with a smaller meeting table be implemented.

**Min 03/01/0167 Christmas Trees**

**Committee discussed** the removal and disposal process for the Christmas trees. It was agreed that the large tree which is currently at the War Memorial is to be removed and disposed of along with the other trees on Berry Lane.

**Min 03/01/0168 Memorial Stone – Preservation**

**Committee discussed** the memorial stones. It was agreed that due to the erosion we would try to protect the stones after the annual clean.

It was agreed that Cllr. R Walker’s suggestion would be followed up and a quote requested to preserve each of the memorial stones.

**Min 03/01/0169 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Tuesday 31st January 2023.

Cllr. S Ashcroft requested that the meeting time change to 11am due to other commitments.

Meeting closed at 12:50