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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 18th April 2023

Present:

Cllr. J Rogerson (Chair)

Cllr. D Little

Cllr. E Baines

Cllr. L Jameson

Jessica Dibble (Town Clerk)

**Min 18/04/0208 Welcome by Chair**

At 9:35am Cllr. J Rogerson (Chair) opened the meeting and welcomed everyone.

**Min 18/04/0209 Min Apologies for Absence**

Cllr. H Gee (Vice Chair)

Cllr. S Ashcroft

**Min 18/04/0210 Declarations of Interests**

None declared.

**Min 18/04/0211 Approval of Minutes**

The minutes of meeting held on 21st March 2023 were approved as a correct and accurate record.

Proposer: Cllr. L Jameson

Seconder: Cllr. E Baines

**Min 18/04/0212 Public Time**

No public speakers were present.

**Min 18/04/0213 Poppy Fire**

**Clerk confirmed** Poppy Fire will be attending to perform a full Risk Assessment in the first or second week of May.

Clerk to write to Poppy Fire and ask for the exact date so we can advise the Café of the same.

**Min 18/04/0214 Repairs Log**

**Committee reviewed** the draft repairs log.

Clerk confirmed she will be working with Cllr. Rainford over the next week to make some amendments and upload via Google docs.

Committee queried the number of days for urgent repairs and asked for a clause to be included in line with the contract to say that any ‘emergency’ repairs are acted upon immediately with no need to notice to be given.

Clerk mentioned speaking to James Reilly at Easy Websites to see if this was something that could be added to the back end of the website.

Clerk to update Committee following discussions with Easy Websites.

**Min 19/04/0215 Items Raised by Café**

**Committee reviewed** the minutes of the meeting.

Minor amendments were required by members of the committee who were present at the meeting. The Clerk is still awaiting comments from other members of Council before the minutes are sent to the Café for review.

Committee agreed a formal response was required to the points made and the Clerk was instructed to draft an addendum response.

**Min 19/04/0216 Insurance**

**Committee reviewed** the renewal insurance quote.

After consideration, **Committee agreed in principle** to proceed with the quote to renew the insurance premium for three years subject to full review of the policy schedule.

Proposer: Cllr. L Jameson

Seconder: Cllr. E Baines

**Min 19/04/0217 Key Holder Responsibility**

Committee noted that we have now moved to Key Holder Responsibility as per the Council meeting on 12th April 2023.

Cllr. J Rogerson agreed to the terms of the contract.

**Min 19/04/0218 Kings Coronation**

**Committee reviewed** the cost to patrol the building on the Kings Coronation event.

Committee agreed to cover the costs to patrol the building and manage the estate from 1pm – 6pm on the 6th May 2023.

Proposer: Cllr. J Rogerson

Seconder: Cllr. D Little

**Min 19/04/0219 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Tuesday 23rd May 2023 at 09:30am

**Meeting closed at 10:34am.**