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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 21st February 2023

Present:

Cllr. H Gee (Vice Chair)

Cllr. D Little

Cllr. S Ashcroft

Cllr. E Baines

Jessica Dibble (Town Clerk)

**Min 21/02/0183 Welcome by Chair**

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

**Min 21/02/0184 Min Apologies for Absence**

Cllr. J Rogerson (Chair)

Cllr. L Jameson

**Min 21/02/0185 Declarations of Interests**

None declared.

**Min 21/02/0186 Approval of Minutes**

The minutes of meeting held on 31st January 2023 were then approved as a correct and accurate record.

Proposer: Cllr. D Little

Seconder: Cllr. H Gee

**Min 21/02/0187 Public Time**

No public speakers were present.

**Min 21/02/0188 Carpet Tiles – Heritage Centre**

**Committee reviewed** the two quotes for the renewal of carpet tiles In the Heritage Centre.

**Committee agreed** to proceed with the quote submitted by Grimsargh Carpets.

Proposer: Cllr. H Gee

Seconder: Cllr. D Little

**Min 21/02/0189 Window Cleaner**

**Committee reviewed** the two quotes received for window cleaning services at the Station Building.

A further contractor was due to attend and provide a third quote.

Committee agreed a motion to return to this item once the contractor had visited and supplied their quote.

Proposer: Cllr. D Little

Seconder: Cllr. H Gee

*Cllr. E Baines left meeting at 09:40am*

*Cllr. E Baines returned to the meeting at 09:44am*

**Min 21/02/0190 Berry Lane Toilets**

1. **Committee reviewed** the quote for works received from ‘Danfo’ regarding a full refurbishment of the toilets.

**Committee agreed** that should we proceed with the works indicated on the quote this would consume more than half of the Councils reserves.

1. Cllr. H Gee commented that the proposals were greatly advised and in keeping with good practices.
2. **Committee noted** the update from RVBC. It was agreed that the LTC should look to work collaboratively with RVBC and try to help where possible.

**Committee further agreed** that the Clerk should send a full report in relation to the toilets to support the decision-making process.

1. **Committee reviewed** the draft statement for publication. It was agreed that the statement would be included on the agenda at the next full council meeting.

**Min 21/02/0191 Window Cleaner**

**Committee agreed** to proceed with the quote received by CSJ Window Cleaning Services. It was further agreed that on occasion the Council would request the internal windows to be cleaned.

**Committee noted** that some of the window stickers were missing. Committee asked the Clerk to seek a quote from ‘APS’ for replacement stickers.

Proposer: Cllr. S Ashcroft

Seconder: Cllr. D Little

**Min 21/02/0192 The Old Station Café - Security**

**Committee discussed** the quotes received for the window bars at the Café.

**Committee agreed** works could only commence once it was confirmed that these alterations complied with Fire Safety Regulations.

Clerk is to speak to Longridge Fire and Rescue and also consult with the Fire Safety Officer at Ribble Valley.

Committee discussed the overall security of the buildings and confirmed that quotes would be sought for additional cameras and lighting.

**Min 21/02/0193 Maxi Fire and Security**

**Committee agreed** that the Clerk should write to Council and ask for four Councillors who would be willing to be added to a ‘call out register’. This revised register would then be sent to Maxi Fire and Security.

The Committee confirmed that as part of the process, any members of Council who volunteered for the ‘call out’ would have access to CCTV so they were able to assess the building before attending.

**Min 21/02/0194 Opening & Closing of the Building**

**Committee discussed** the opening and closing of the building. It was agreed that we would need to review this for both standard and none standard operational hours.

Cllr. D Little confirmed that we should follow the same process as the alarm ‘call out’ and ask members of Council if they were happy to be included on a rota.

It was further agreed that the Clerk would look at sharing her calendar so Council were able to see up and coming room bookings.

**Min 21/02/0195 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Tuesday 21st March 2023 at 09:30am

Meeting closed at 10:41am.