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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **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 March 2023

Present:

Cllr. J Rogerson (Chair)

Cllr. H Gee (Vice Chair)

Cllr. E Baines

Cllr. L Jameson

 Jessica Dibble (Town Clerk)

**Min 21/03/0196 Welcome by Chair**

Cllr. J Rogerson (Chair) opened the meeting and welcomed everyone.

**Min 21/03/0197 Min Apologies for Absence**

Cllr. D Little

Cllr. S Ashcroft

**Min 21/03/0198 Declarations of Interests**

None declared.

**Min 21/03/0199 Approval of Minutes**

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

Proposer: Cllr. L Jameson

Seconder: Cllr. E Baines

**Min 21/03/0200 Public Time**

No public speakers were present.

**Min 21/03/0201 Shred – IT**

**Committee reviewed** the quote received from Shred- It for an 8 weekly shredding service.

Committee agreed that it would be more cost effective to purchase a commercial shredder up to the value of £250.00

Proposer: Cllr. L Jameson

Seconder: Cllr. E Baines

**Min 21/03/0202 Litter Picking – 2023/2024**

**Committee reviewed** the annual cost of litter picking from Ribble Valley Borough Council.

Cllr. J Rogerson asked the Clerk to seek confirmation of the scope / area covered and then add the same to the agenda for Full Council to ratify.

**Min 21/03/0203 Berry Lane Toilets**

Cllr. E Baines reiterated to members of the Estates Committee what was agreed at the Community Services Committee meeting held at Ribble Valley Borough Council.

**Committee noted** the update.

**Min 21/03/0204 Emergency Lighting**

**Committee reviewed** the two quotesreceived for Emergency Lighting replacement.

After consideration, **Committee agreed** to proceed with the quote received from Lentech.

Proposer: Cllr. H Gee

Seconder: Cllr. E Baines

**Min 21/03/0205 Other Electrical Works**

1. **Committee reviewed and discussed** the quotes received for additional cameras.

**Committee agreed** that Vuetek should carry out the works for an additional camera in the meeting room to reposition one of cameras.

1. **Committee reviewed and discussed** the quote for photocell installation on the flood lights at the Station Buildings.

**Committee agreed** that the quote submitted by Lentech to enhance security at the Station Buildings.

1. **Committee reviewed and discussed** the quote to alter the wiring system in the office.

**Committee agreed** that the quote submitted by Lentech for altering the wiring in the office.

Proposer: Cllr. J Rogerson

Seconder: Cllr. L Jameson

**Min 21/03/0206 Window Stickers**

**Committee reviewed** the cost to replace the missing window stickers.

The Clerk proposed that the window in the meeting room become the Councils information area and as such a Town Council logo and paper wallets holders should be displayed on the window.

The window would then become a point of information for members of the public.

**Committee agreed** to proceed with the quote.

Proposer: Cllr. L Jameson

Seconder: Cllr. E Baines

**Min 21/03/0207 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Tuesday 18th April 2023 at 09:30am

**Meeting closed at 10:18am.**