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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 24th May 2023

Present:

Cllr. J Rogerson (Vice Chairman)

Cllr. D Little

Cllr. E Baines

Cllr. L Jameson (Chairman)

Cllr. K Spencer

 Jessica Dibble (Town Clerk)

 +1 Observer

**Min 24/05/0220 Welcome by Chair 2022/2023**

 At 18:06 Cllr. J Rogerson (Chair) opened the meeting and welcomed everyone.

**Min 24/05/0221 Appointment of Chairman and Vice Chairman 2023 / 2024**

The outgoing Chairman welcomed nominations for Chairman of Estates.

Cllr. L Jameson expressed his interest as Chairman 2023/2024.

Proposer: Cllr. K Spencer

Seconder: Cllr. D Little

This proposal was then unanimously agreed by all committee members.

The Chairman Cllr. L Jameson welcomed nominations for Vice Chairman of Estates.

Cllr. J Rogerson expressed his interest as Vice Chairman 2023/2024.

Proposer: Cllr. E Baines

Seconder: Cllr. D Little

This proposal was then unanimously agreed by all committee members.

**Min 24/05/0222 Min Apologies for Absence**

None received.

**Min 24/05/0223 Declarations of Interests**

None declared

**Min 24/05/0224 Approval of Minutes**

The minutes of meeting held on 18th April 2023 were approved as a correct and accurate record.

Proposer: Cllr. J Rogerson

Seconder: Cllr. E Baines

**Min 24/05/0225 Public Time**

No public speakers were present.

**Min 24/05/0226 Terms of Reference**

**Committee reviewed** the Terms of Reference.

The Clerk was asked to amend the ‘TOR’ and circulate the draft copy to the committee for approval.

**Min 24/05/0227 Allotments**

**Committee reviewed** the allotment costs for 2023 / 2024.

Cllr. K Spencer proposed an increase of 5% in line with inflation and therefore the allotment cost would total £76.32 per plot.

Cllr. J Rogerson seconded the proposal and the committee unanimously agreed to the increase.

Cllr. J Rogerson advised we need to bring the invoicing date forward to the 1st January and not wait for the invoice from Ribble Valley Borough Council.

Clerk is to write to allotment holders and arrange a meeting and invoice each plot for 2023/2024.

**Min 24/05/0228 Shredding**

**Committee noted** the need for a ‘one off’ paper shredding service.

Clerk is to seek quotes for appropriate disposal of the waste and send the same to the Estates Committee.

**Min 24/05/0229 Office Furniture**

**Committee discussed** the office furniture and agreed that the Clerk’s office needed to be a better working environment and any furniture or items not fit for purpose needed to be removed.

Cllr. E Baines offered to help source a company to remove the furniture if the committee deemed necessary.

Cllr. L Jameson proposed that the furniture should be moved to Cllr. Rogerson’s unit in the short term whilst the Clerk looks into reasonably priced furniture for a small number of Councillors to meet in the Clerks office.

Proposer: Cllr. L Jameson

Seconder: Cllr. J Rogerson

**Min 24/05/02230 Smart TV**

**Committee noted** reviewed the costings sent by the Clerk for a Smart TV.

Cllr. K Spencer proposed that an Interactive TV would be more versatile than a Smart TV. Cllr. J Rogerson suggested that we should invest in an Interactive TV on wheels so that it can be stored away safely.

Cllr. L Jameson agreed with Cllr. Spencer and proposed that the Clerk researches the most suitable option for Council meetings and reverts back to the Committee with the costs.

Proposer: Cllr. L Jameson

Seconder: Cllr. K Spencer

**Min 24/05/02231 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Wednesday 28th June 2023 at 6pm

**Meeting closed at 18:59**