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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 26th July 2022

Present: Cllr. J Rogerson (Chair)

 Cllr. H Gee (Vice Chair)

 Cllr. S Ashcroft

 Cllr. L Jameson

 Jessica Dibble (Town Clerk)

**Min 26/07/0111 Welcome by Chair**

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

**Min 26/07/0112 Min Apologies for Absence**

Cllr. D Little

**Min 26/07/0113 Declarations of Interests**

None declared.

**Min 26/07/0114 Approval of Minutes**

Minutes of meeting held on 28th June 2022 were approved as a correct and accurate record.

Proposer: Cllr. H Gee

Seconder: Cllr. L Jameson

The Vice Chairman, Cllr. H Gee advised that the asset management register has now been drafted and therefore will appear for discussion on the next agenda (30th August 2022).

Town Clerk, Chair and Vice Chair discussed the actions from the last meeting to update members of the committee.

**Min 26/07/0115 Public Time**

No members of the public were present for the meeting.

**Min 26/07/0116 Gas and Electricity Renewal**

**Committee agreed** in principle to change the meter in order to receive better rates for energy supply.

Town Clerk is to find out the exact costings associated with the change and as such, which will then be emailed to all members of the Estates Committee.

It was confirmed that the meter we currently have in place, will eventually be phased out by the supplier and therefore it is In the Councils best interests to address this early.

**Min 26/07/0117 Bin Storage Unit at The Old Station Café**

**Committee agreed** to defer the request until the next committee meeting on 30th August 2022.

The café confirmed that the plans were currently with the architect and therefore, will be submitted to the Council in due course.

**Min 26/07/0118 Maintenance & Repair List**

**Committee discussed** the maintenance and repair list submitted by the café on 15th July 2022. It was confirmed that some actions were complete and others remained outstanding.

The Council were unaware of the windowsill and drain issues and therefore the meeting was adjourned whilst the committee left to assess these items of repair.

Meeting Adjourned 14:11

Committee returned 14:16

**Committee agreed** that the Town Clerk is to write to the café and confirm the status of each repair, and to raise the additional jobs with our joiner.

**Committee discussed** the prospect of an onsite caretaker which was agreed in principle by the full council. Therefore, Town Clerk is to form a list of duties required for the ongoing maintenance of the building and the other assets in Longridge.

Meeting closed at 14:32

**Date of Next Meeting – 30th August 2022 at 2pm**