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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 26th July 2023

Present:

Cllr. L Jameson (Chairman)

Cllr. K Spencer

Cllr. D Little

Jessica Dibble (Town Clerk)

**Min 26/07/0244 Welcome by Chair**

At 18:00 Cllr. L Jameson (Chairman) opened the meeting and welcomed everyone.

**Min 26/07/0245 Min Apologies for Absence**

Cllr. J Rogerson (Vice Chairman)

Cllr. R Beacham

**Min 26/07/0246 Declarations of Interests**

None declared

**Min 26/07/0247 Approval of Minutes**

The minutes of meeting held on 28th June 2023 were approved as a correct and accurate record.

Proposer: Cllr. D Little

Seconder: Cllr. K Spencer

**Min 26/07/0248 Public Time**

No public speakers were present.

**Min 26/07/0249 War Memorial Benches**

The Committee discussed the benches at the War Memorial.

It was unanimously agreed that the memorial is the focal point of the Town and therefore replacement of the benches is important.

Clerk suggested replacement of the wooden benches with additional war memorial benches or one for the Jubilee and one for the Coronation.

Cllr. K Spencer advised he would assist to source the metal benches.

Proposer: Cllr. K Spencer

Seconder: Cllr. D Little

**Min 26/07/0250 Caretaker Service Specification**

**Committee reviewed** the Caretaker Service Specification and agreed with the same.

Proposer: Cllr. K Spencer

Seconder: Cllr. D Little

Cllr. D Little suggested that the hours should be calculated as per the budget.

Cllr. D Little then advised that the allocated budget for a Caretaker was £10,000.00

**Min 26/07/0251 Insurance**

**Committee noted** the update in relation to the property owner’s insurance.

**Min 26/07/0252 Office Furniture**

**Committee noted** the update in relation to the office furniture.

**Min 26/07/0253 Shredding**

Clerk confirmedthe confidential waste will be shredded on Tuesday 1st August 2023.

**Committee noted the update.**

**Min 26/07/0254 Meeting with Old Station Café**

**Committee reviewed** the insurance policy documents.

Cllr. L Jameson debriefed the Estates Committee following the meeting with The Old Station Café.

**Committee noted** the list of actions which were in progress by both the Council and The Old Station Café.

**Min 26/07/0255 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Wednesday 23rd August 2023 at 6pm

**Meeting closed at 18:30**

**Cllr. J Rogerson gave apologies for the next meeting on Wednesday 23rd August 2023.**