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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 28th June 2023

Present:

Cllr. J Rogerson (Vice Chairman)

Cllr. L Jameson (Chairman)

Cllr. K Spencer

Cllr. D Little

Cllr. R Beacham

Jessica Dibble (Town Clerk)

**Min 28/06/0232 Welcome by Chair**

At 18:04 Cllr. L Jameson (Chairman) opened the meeting and welcomed everyone.

**Min 28/06/0233 Min Apologies for Absence**

None received.

**Min 28/06/0234 Declarations of Interests**

None declared

**Min 28/06/0235 Approval of Minutes**

The Clerk was notified of amendments required and following this, the minutes of meeting held on 25th May 2023 were approved as a correct and accurate record.

Proposer: Cllr. J Rogerson

Seconder: Cllr. D Little

**Min 28/06/0236 Public Time**

No public speakers were present.

**Min 28/06/0237 Allotments**

1. *Committee to discuss and agree**a date and time to meet with allotment holders regarding payment cycles.*

**The committee agreed** to meet the allotment holders on Monday 17th July 2023 at 7pm at Windsor Avenue.

1. *Committee to review the request to purchase two water butts for allotment holders.*

**The committee agreed** to discuss the request of a water butt with the allotment holders on Monday 17th July 2023 at 7pm.

**Min 28/06/0238 Art Group**

**Committee reviewed** the request for the Art Group to display their work in the meeting room.

Cllr. L Jameson agreed in principle with the idea. He advised the committee that he would attend on 30th June to speak to the Art Group and discuss the finer details.

**Min 28/06/0239 Proposal from a Resident**

**Committee agreed** that they were in favour of the proposal to install a water butt on the courtyard.

Clerk is to speak to the joiner to see if it would be possible to install the water butt in the locked area at the back of the council building due to security measures and safety concerns.

**Min 28/06/0240 Fire Exit – Gate**

**Committee discussed** the quote received in the sum of £430.00 plus VAT to install an external fire escape locking latch system on the gate at the back of the building.

It was noted that modifications would be required on the gate in order for the new locking system to work.

Concerns were raised regrading the potential for the gate to be unlocked allowing access in to the rear garden area.

Clerk is to speak to the joiner to discuss ways in which we could make the area more secure and update the Chairman of the same.

Once concerns are satisfied, the Chairman will authorise works.

**Min 28/06/0241 Disposal of Office Furniture**

**Committee gave thanks** to Cllr. J Rogerson and Cllr. L Jameson for arranging the removal of the office furniture.

It was **agreed** that on the 17th of July after the meeting with the allotment holders, committee members would attend to the unit where the furniture was stored to take photographs of the furniture and arrange for this to be sold.

**Min 28/06/0242 Insurance**

**Committee reviewed** the insurance policy documents.

Cllr. L Jameson requested that the committee read through both policies at length and bring their findings to the next Estates Committee meeting.

**Committee agreed to** meet with the Café on the 18th July 2023 at 6pm to discuss the policies in place and ensure actions from our last meeting were being progressed.

**Min 28/06/0243 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Wednesday 26th July 2023 at 6pm

**Meeting closed at 18:45**

**Cllr. J Rogerson gave apologies for the next meeting on Wednesday 26th July 2023.**