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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 30th August 2022

Present: Cllr. J Rogerson (Chair)

 Cllr. H Gee (Vice Chair)

Cllr. D Little

 Jessica Dibble (Town Clerk)

**Min 30/08/0119 Welcome by Chair**

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

**Min 30/08/0120 Min Apologies for Absence**

Cllr. L Jameson

Cllr. S Ashcroft

**Min 30/08/0121 Declarations of Interests**

None declared.

**Min 2630/08/0122 Approval of Minutes**

Minutes of meeting held on 26th July 2022 were approved as a correct and accurate record.

Proposer: Cllr. H Gee

Seconder: Cllr. J Rogerson

**Min 30/08/0123 Public Time**

One observer was present for the meeting.

**Min 30/08/0124 Gas and Electricity Renewal**

**Committee reviewed** the revised renewal quote.

Town Clerk is to find out the exact costings associated with the change. The Quote received was approx. £4000.00 plus VAT when it was implied the costs to change the meter would not be exorbitant.

Committee advised, that in order to make the decision we would benefit from an indicative idea for the cost of a single rate meter.

NB - Cllr. J Rogerson and Clerk to progress the matter and circulate additional information as requested above.

**Min 30/08/0125 Caretaker**

**Committee reviewed** the draft job description.

Due to the nature of works required, the committee agreed that the Clerk would re phrase the ‘work specification’ to ‘service specification’ and look further into the role of a lengths man.

Clerk is to revise the draft and submit the same to the staffing group for their opinion.

**Min 30/08/0126 Bin Storage Unit at The Old Station Café**

**Matter deferred until detailed plans are received.**

**Min 30/08/0127 Estate Management Register**

**Committee noted** the latest version of the Asset Register.

**Min 30/08/0128 Building Maintenance Checklist**

**Committee noted** the draft checklist which was compiled using Cllr. H Gee’s Asset Register.

Committee agreed that the Clerk should include additional information on the checklist such as budget lines and codes which would indicate priority.

Clerk mentioned a priority system she had used previously known as a P1, P2 and a P3 system. For clarity, a P1 would be an urgent repair which a P2 being a standard repair and a P3 which would indicate works needed but with no deadline time.

**Min 30/08/0129 Work Station Stickers on Windows**

**Committee agreed** for the stickers on the windows in the Station Buildings Meeting Room to be removed.

Clerk to contact Rosemary Glenn regarding the removal costs.

NB- only stickers indicating ‘Work Station’ are to be removed.

**Min 30/08/0130 Covid 19 stickers on the floor**

**Committee agreed** for the Covid19 one way signage and safety stickers to be removed from the floor.

Clerk to contact Rosemary Glenn regarding the removal costs.

**Min 30/08/0131 Public toilets**

**Committee agreed** to follow up the cleaners request for a wind block to be installed on the door of the disabled toilet.

Clerk to ask RVBC their opinion and if they would be happy to carry out the works.

Meeting closed at 14:56

**Date of Next Meeting – 27th September 2022 at 2pm**