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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 the Staffing & Estates Committee held on 6th April 2023

Present: Cllr. R Walker (Staffing Chairman)

 Cllr. J Rogerson (Estates Chairman)

 Cllr. H Gee (Estates Vice Chairman)

Cllr. S Rainford

 Jessica Dibble (Town Clerk)

**Min 06/04/0027 Welcome by Chairman**

At 19:00 Cllr. Robert Walker welcomed everyone to the meeting.

**Min 06/04/0028 Receive Apologies**

Cllr. E Baines

Cllr. L Jameson

Cllr. D Little

Cllr. S Ashcroft

**Min 06/04/0029 Declarations of Interests**

None Declared.

**Min 06/04/0030 Caretaker Role**

The Staffing and Estates Committee agreed that the best course of action would be to review current daft job description and narrow this down with what would be expected from a Caretaker.

The members then discussed at length the desired service specification, the potential overlap with the Groundsman and the need for collaborative working with the Clerk.

The Committee members then agreed that the revised service specification would be circulated to those present at the meeting. On review of the same, the Clerk is to arrange a follow up meeting via teams to finalise the advert before submitting the proposal to Council for ratification.

**Min 06/04/0031 Building Security**

The Staffing Committee were advised that the discussions regarding additional cameras had been approved at the Estates meeting on 21st March 2023.

Both Committees reviewed the quote for a magnet lock on the office door. Cllr. Rainford suggested a spy hole should also be installed on the office door.

It was unanimously agreed to proceed with the magnet lock and spy hole.

Additional security measures were also discussed, such as, Maxi Fire and Security attending to alarm ‘call out’s’. Clerk is to seek a quote to compare the current ‘bells’ service to a ‘key holder’ service.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Walker

*Meeting Closed 19:54*

**Date of Next Meeting – To be confirmed.**