



BENTHAM TOWN COUNCIL

MINUTES of the Buildings Maintenance Committee Meeting held on Monday 20th July 2020 at 7.30 pm - Conducted remotely

Present: Cllrs Adams (Chairman), Handford, Hill, Swales and Taylor, and the clerk Christine Downey.

- BM1 To elect a chairman for 2020/2021.
Resolved: That Cllr Adams be elected as Chairman of the Buildings Committee for the year 2020/2021.
- BM2 To Receive Apologies from members unable to attend.
Apologies received from DCllrs Brockbank and Handley.
- BM3 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations -
None.
- BM4 To agree the minutes of the previous meeting of 24th February 2020. (Paper BM 2020/01)
RESOLVED: That the minutes of the meeting on 24th February 2020 be agreed and signed.
- BM5 Town Hall: -
- 5.1 To consider having the hard floors at the Town Hall (excluding the wooden floors) professionally cleaned every six months. (Cost in May 2020 was £340).
It was reported that there has been significantly less wear this year due to town hall closure following Covid19 crisis.
RESOLVED: To be considered May 2021 approximately.
- 5.2 To consider having the fabric chairs at the Town Hall professionally cleaned on a regular basis. (Cost in May 2020 was £144).
RESOLVED: To be done annually at the same time as a floor cleaning. To be considered again May 2021 approximately.
- 5.3 To consider sanding and recoating the wooden floors in Town Hall. (Paper BM 2020/02)
RESOLVED: To consider as a special project at full council and precept for next year.
- 5.4 To review the list of outstanding repairs and agree a way forward. (Paper BM 2020/03)

	Item	RESOLVED / update
1	Broken bolt – where is it?	Park.
2	Broken ceiling tile Wenningdale Room.	Get Howsons to do it when they come to do jobs 9, 10 and 11 on this list.
3	Warped fire door – fixed today.	Done.
4	Ripped lino outside life.	Park.
5	Ballroom curtains.	Park.
6	Hand rail outside Wenningdale Room.	Get Steve Frankland to make it one continuous rail.
7	Clock chimes not chiming.	Obtain an update from Thomas wills.
8	Replace seal on entrance door to Lower Hall – fixed today.	Done.



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9	Install call point in basement.	Awaiting Howsons visit.
10	Install smoke alarm in disabled WC.	Awaiting Howsons visit.
11	Install smoke alarm in kitchen of Wenningdale Room.	Awaiting Howsons visit.
12	Make stoor door at bottom of Wenningdale Room stairs (far side) lock – fixed today.	Done.
13	Plaster fell down at back of stage. What condition is the rest in?	Clerk to ask Eddie Briggs to check – before the reopening of the town hall.
14	More notice board in plant room.	On handyman’s list – to be done shortly.
15	Radiator cover in ballroom.	On handyman’s list – to be done shortly.
16	Damaged ceiling tiles in ballroom.	On handyman’s list – to be done shortly.
17	Hot taps leaking up the stems in all gents and ladies’ toilets.	HB plumbers have agreed to call in and investigate – but town hall subsequently closed. Clerk will pursue after re-opening of town hall.
18	Roller shutter not going to the floor.	Clerk will pursue after re-opening of town hall.
19	Front sliding doors scraping.	Clerk will pursue after re-opening of town hall.
20	Ballroom fans require a clean.	On handyman’s list – to be done shortly.
21	Dripping boiler in main kitchen.	On handyman’s list – to be done shortly.
22	Damaged wall tile rear of fridge.	On handyman’s list – to be done shortly.
23	Defects re lift communicator.	Clerk to as Cllr Stannard to deal with.
24	Rail around the walls in lower hall to protect paintwork.	Cllr Hill to investigate the options and report back in due course.

5.5 To consider like for like repairs to emergency lights.

RESOLVED: To leave the repair as done.

5.6 To review the electrical installation report of 16/08/2018 and determine what further action is necessary, if any. (Papers 2020/04 and 05)

RESOLVED: To obtain a quote from Harrison & Cross for all of the recommended improvements.

BM6 Community Youth Building: -

6.1 To review the electrical installation report and determine what further action is necessary. (Papers BM 2020/06 and 07)

RESOLVED: To be considered after an explanation of what work has already been carried out is received from Mark Burrow.

6.2 To review the position regarding a Fire Risk Assessment report and agree a way forward. (Papers BM 2020/08 and 09)

RESOLVED: To pass on the fire risk assessment of 21st July 2017 to the management committee of the Community Youth Building for their information and attention.

RESOLVED: To advise the management committee that the responsibility for dealing with those issues identified as requiring attention in the report of 21st July 2017 divide between the landlord and the occupant as follows: -



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	Item and action	Landlord's responsibility	Occupant's responsibility
1	Evacuation of wheel chair users – consider installation of evacuation sledge and necessary training.	-	X
2	Fire exit doors fitted with internal and external dead locks – install fastenings that can be opened without the use of a key.	RESOLVED: Clerk to obtain a quote from Steve Frankland.	
3	Electric installation report.	Awaiting response from Mark Burrow regarding what work has already been completed.	
4	Gas shut off valve – fix a notice at this location.	-	X
5	Main gas supply within the store under the stairs – provide a notice for the fire brigade or inform the fire brigade of the location of the main gas supply isolator.	RESOLVED: Cllr Adams will make enquiries regarding the best way to deal with.	
6	Emergency lighting – test the emergency lighting.	-	X
7	Fire doors keep shut signs – place signs on doors as required.	RESOLVED: Clerk to obtain sticky signs, 100 mm x 100 mm.	
8	Are fire exit routes clearly marked – fit signs where necessary.	RESOLVED: Survey the building and identify what is necessary.	
9	Fire drills and training – a record should be kept of all drills/training.	-	X
10	First floor breaches in wall – inspect and repair.	RESOLVED: Ask Steve Frankland if he can fix with plaster board or door.	
11	Under staircase storage – tidy and store inflammables in a steel container. Fit a notice stating that the gas supply is in this area.	-	X

RESOLVED: To explain to the management committee that a new fire risk assessment is now due and that it is the tenant's responsibility to have the assessment performed, because the managers of the property have to participate in the fire risk assessment.

RESOLVED: To request that a copy of the new fire risk assessment is forwarded to the council in due course, so that any issues which are the landlord's responsibility can be identified and dealt with by the council.



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- 6.3 To agree a way forward re emptying of the gutters.
RESOLVED: Clerk to ask Thomas Brown if he would undertake this work. Cllr Adams to ask Richard Simmons if it is not something that Thomas Brown can do.
- 6.4 To review the list of other necessary repairs and/or maintenance work and agree a way forward. (Papers BM 2020/10 to 2020/13)

A) Council to proceed with the following: -

Item	Note	Action
Guttering	To be cleaned out and may need reattaching.	RESOLVED: Clerk to ask Thomas Brown if he would undertake this work. Cllr Adams to ask Richard Simmons if it is not something that Thomas Brown can do.
Roof and guttering need assessing for ingress of water in particular. Water marks and damp in some rooms.	Can Thomas Brown provide a more detailed report of the position while up there clearing gutters?	RESOLVED: Clerk to ask Thomas Brown if this is possible.
Drains (outside)	Need clearing out.	RESOLVED: Thomas Brown to quote
Vegetation growing at the side (outside)	To be cleared.	RESOLVED: Thomas Brown to quote.
Plasterwork under front window.	Fallen out and needs attention.	RESOLVED: Clerk to ask Eddie Briggs to quote.
Storeroom – serving hatch door has punctured a hole in the wall.	Plaster needs making good. It is the user’s responsibility as they caused the damaged, but the council will resolve.	RESOLVED: Clerk to ask Eddie Briggs to quote.
Backroom downstairs – fire exit door.	Push bar not locked.	RESOLVED: Small job for Steve Frankland.
Backroom downstairs – double doors.	Closer broken.	RESOLVED: Small job for Steve Frankland.
Side fire exit.	Should not be kept locked when building in use.	RESOLVED: Steve Frankland to install push bar fire door arrangements.
Snooker room – water mark on ceiling.	Council to look at.	RESOLVED: Wait and see if Thomas Brown can provide report on where water is coming in.
Loft and stairs to loft.	Celling damp and peeling on top floor. Damp in window recess on stairs to loft.	RESOLVED: Wait for report on condition of roof and gutters first.



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B) Tenant to resolve: -

Item	Note
First room and kitchen downstairs – ceiling cracked and paint peeling.	Decoration (if not due to water ingress).
Backroom downstairs – 4 lights out. 3 small lights and 1 fluorescent tube.	User to replace bulbs and tubes.
Backroom downstairs – all fluorescent lights need covers because football is played here.	All lights were provided with covers. If any are now missing the user should replace.
Snooker room – radiator cover missing.	Has gone missing whilst room in use, user to replace.
Snooker room – another radiator loose.	User to repair.
Snooker room -fluorescent lights, 1 tube missing and 1 tube out.	User to replace bulbs and tubes

C) No further action pending further discussions with the CYB management committee regarding the future of the building (proposed meeting to discuss currently on hold due to Covid19 restrictions).

Cracks in render by the side door.
Porch – damp inside.
Door – needs listed building consent to replace.
Ladies toilet- damp from the outside.
Gents toilet – damp from the outside.

D) Electrical matters awaiting response from Mark Burrow regarding which work has already been completed: -

Light over kitchen needs cover – and maybe all of them. 3 in this room.
Fire exit signs – one over doors from kitchen into middle room not lit.
Fire exit signs – one over double door in football room has a light for a fire exit sign
Light outside.

- BM7 To review the draft checklist of caretaker duties and agree a way forward. (Papers BM 2020/14 and 15)
RESOLVED: Cllr Hill to forward the draft checklist as a word document to Cllr Adams, who will allocate approximate times to the various items.
- BM8 To review Fire Risk Assessment report on Town Hall and consider whether any further action is required. (Paper BM 2020/16)
RESOLVED: Obtain a quote for a fire rated shutter.
RESOLVED: Cllr Handford and the clerk to review the fire risk assessment in details and report back with recommendations and/or quotes.
- BM9 To consider Minor items / items for next agenda.
 Cllrs Adams and Taylor to do a walk through the town hall later this week.
 Opening of disabled toilet to public –proposals as agreed at full council meeting of 06/07/2020 are in hand.
- BM10 Date of next meeting; - 15th February 2021.
 There being no further business, the meeting closed at 20.56.



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