



BENTHAM TOWN COUNCIL

MINUTES of the Buildings Maintenance Committee Meeting held on Monday 9 September 2019 at 7.30 pm in the Wenningdale Room

Present: Cllrs Swales (Chairman), Taylor and Wills, and the clerk Christine Downey.

- BM1 To elect a chairman for 2019/2020
Resolved: That Cllr Swales be elected as Chairman of the Buildings Committee for the year 2019/2020
- BM2 To Receive Apologies from members unable to attend
Apologies receive from Cllrs Bridgeman, Handford and Hill.
- 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 September 2018.
RESOLVED: That the minutes of the meeting on 24 September 2018 be agreed and signed.
- BM5 To review the notes of the annual walk of Bentham Town Hall on 09/04/19 and agree a way forward for the issues noted
- 5.1a Foyer and Landing - Remove the carousels of TIP literature. Flammable.
Done.
- 5.1b Foyer and Landing - Ripped lino outside lift. Can it be replaced with gripper?
RESOLVED: Clerk to find out.
- 5.1c Foyer and Landing - Redecorating and plaster front wall.
RESOLVED: Clerk to try and obtain 3 quotes for plastering (Try Ross Chesters and Ian Procter)
RESOLVED: Clerk to obtain quote for redecorating after plastering from Barbara Rothwell.
- 5.1d Foyer and Landing - Disabled ramp needs resurfacing – worn and looks shabby
RESOLVED: Clerk to try and identify who put it in and ask them to quote.
RESOLVED: Clerk to obtain quote from Barbara Rothwell.
- 5.1e Foyer and Landing - Light out on landing
RESOLVED: Clerk to arrange repair.
- 5.2 Bell Tower: Plaster in bell tower falling off and landing on suspended ceiling
RESOLVED: Thomas Wills to look at and recommend action.
- 5.3 Gents toilet – flickering light
RESOLVED: Clerk to arrange repair.
- 5.4a Ballroom – fanlights
RESOLVED: No further action.
- 5.4b Ballroom – 4 out of 7 curtains not closing properly
RESOLVED: Clerk to obtain quote for pull cords on the four windows without cords.
- 5.4c Ballroom – skirting board missing back stage
RESOLVED: No further action.
- 5.5a Ballroom kitchen – Monoxide test needed for kitchen – should we just get one from Armstrongs?
RESOLVED: Clerk to purchase from Armstrongs.
- 5.5b Ballroom kitchen – Persistent bad smell. Is it drains or gas?



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RESOLVED: Drains. No further action.

5.6a WR – Ceiling tile is broken. One with fire alarm attached.

RESOLVED: Cllr Wills to look at and recommend action. (It was resolved on 24/09/18 that Cllr Wills to look at broken ceiling tile with a view to repairing).

5.6b WR – needs redecorating

RESOLVED: No further action at this time. Need to consider users and potential users first.

5.6c WR – Damp in the entrance to WR and bottom of both stair wells.

RESOLVED: No further action at this time.

5.7 All toilets: All the soap dispensers need replacing with plastic models.

RESOLVED: Proceed.

5.8a Misca – Cleaners storeroom. Request for electric socket in store room to charge cleaner.

RESOLVED: Clerk to obtain quote from Mark Burrow.

5.8b Misca – Cleaning up equipment available to room hirer’s very poor. Request made for decent brush and shovel, washing up liquid and dish cloths.

RESOLVED: Proceed.

5.8c Misca – Spinning locks.

RESOLVED: No further action.

5.9 Roof – needs attention.

RESOLVED: In hand.

BM6 To consider other items arising at Bentham Town hall since annual walk on 09/04/19

6.1 Ballroom curtains – constantly falling off
Dealt with at 5.4b.

6.2 Consider door closer on disabled toilet

RESOLVED: Not to install closer as it can impede entry and exit of wheelchairs.

6.3 Consider hand grip outside door to Wenningdale Room, at top of stairs

RESOLVED: Proceed.

6.4 Clock chimes not chiming

RESOLVED: Thomas Wills to look at and recommend action.

6.5 Consider quotes for water boiler in galley kitchen

RESOLVED: Clerk to proceed with purchase from Nisbets and arrange installation.

BM7 To review Fire Risk Assessment reports on Council Buildings and consider whether any further action is required

RESOLVED: To call a separate meeting specifically to discuss the Fire Risk Assessment reports, on a Tuesday or Thursday evening.

BM8 To receive and consider Minor items / items for the next agenda

Update on present position of previous action points: -

15/05/17 – RESOLVED: To ask Mike Sweetland to review the tracking and report on their suitability for the existing curtains.	RESOLVED 09/09/19: Clerk to look into who this is and possibly request quote for the curtain pull cords - see 5.4b.
24/09/18 – RESOLVED: That the trip hazard tape on the front step is to be removed and replaced. And that the hazard tape should be placed over the small section of peeling linoleum at the entrance to the lift as a temporary repair.	RESOLVED 09/09/18: Clerk to proceed.



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<p>24/09/18 – RESOLVED: That Cllr Wills look to identify a suitable contractor who might be willing to carry out the various exterior repair works. These being – Repointing to repair leak at front of townhall / Slipped and missing roof slates at front of building / Extractor fan – possible hole above to be investigated / Slipping decorative slates on front of building / Chunk of mortar out of the mullion window (stair side)</p>	<p>RESOLVED 09/09/19: Clerk to clarify if all these issues have been dealt with or not.</p>
<p>24/09/18 – RESOLVED: That the ballroom is redecorated as per the normal maintenance schedule.</p>	<p>RESOLVED 09/09/19: No further action at present time. Ballroom OK. RESOLVED: Clerk to obtain quotes from Barbara Rothwell for redecorating work in Lower Hall and Foyer (after plastering work done in foyer). Items needing attention in Lower Hall are paint back wall / touch up the columns because paint chipped off / ask for recommendations re marks on radiators.</p>
<p>24/09/18 – RESOLVED: That a quote is sought for replacing the warped fire door.</p>	<p>RESOLVED 09/09/19: Clerk to clarify current position.</p>
<p>24/09/18 – RESOLVED: That Cllr Wills contact Cllr Stannard about the lift emergency communication system.</p>	<p>RESOLVED 09/09/19: Clerk to obtain update.</p>
<p>24/09/18 – RESOLVED: That a notice be placed on the lift emergency communications system with a number to contact in case of emergency.</p>	<p>RESOLVED: Clerk to ask caretaker if this notice can include her mobile number as well as landline. RESOLVED 09/09/18: To proceed with notice.</p>
<p>24/09/19 – RESOLVED: That the town clerk emails members with information on how to access the plant room in case of emergency.</p>	<p>RESOLVED 09/09/19: Clerk to proceed.</p>

BM9

Date of next meeting

To be advised in due course

There being no further business, the meeting closed at 20.50.