



BENTHAM TOWN COUNCIL

MINUTES of the Buildings Maintenance Committee Meeting held on Monday 15th February 2021 at 7.35 pm - Conducted remotely

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

- BM11 Apologies from members unable to attend
- 11.1 To note apologies for absence given in advance of the meeting.
Cllr Wills.
- 11.2 To consider acceptance of reasons for absence – if consideration of reasons requested.
- BM12 Declaration of interest: -
- 12.1 To note declarations of interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interest.
Cllr Taylor declared an interest in the quotes from joiner to be discussed at items 14.3 (5), 16.2.1, 16.2.2 and 16.3 (13).
- 12.2 To approve dispensation request – if dispensation request received.
None.
- BM13 To approve the minutes of the previous meeting of 20th July 2020. (Paper BM 2021/01)
RESOLVED: That the minutes of the meeting on 20th July 2020 be agreed and signed.
- BM14 To discuss Town Hall fire risk assessment matters and agree a way forward: -
- 14.1 Width of exit doors from Wenningdale Room to car park to be discussed, and consideration to be given to widening them.
It was thought that it would not cost a lot to hang doors on the outside of the opening to increase the clearance.
RESOLVED: No further action at this time. Add to list of special projects for consideration in a future year.
- 14.2 To consider a quote for a fire shutter on the servery at Town Hall, from Keldrigg Shutters (Paper BM2021/02).
RESOLVED: To proceed with the work quoted for at a cost of £1,911.00 out of 2021/2022 special project budget of £3,300 for fire risk assessment work.
- 14.3 To review the position regarding other items on the fire risk assessment. (Paper BM2021/03)

	Item in fire risk assessment	RESOLVED / update
1	Town Clerk to be classified as a lone worker. A suitable lone worker procedure should be implemented.	Clerk will deal with after GDPR work completed.
2	Cupboard containing WR boiler to have a thorough clear out – all combustible materials to be removed.	Caretaker requested to do this 11/02/2021.



BENTHAM TOWN COUNCIL

3	<p>Add to caretakers' regular duties: a weekly walk through to check all storage areas clear of combustible materials, all escape routes totally clear, and backstage area clear. Record to be kept in fire log book.</p>	<p>This should already be on the caretakers list of regular duties. Clerk to double check that it is.</p>
4	<p>It is recommended that "penetrations" between basement and ground floor are fire stopped (using approved products and appropriate application techniques) to provide 60 minutes fire resisting separation between floors. NOT expanding "fire foam".</p>	<p>RESOLVED: Not to accept the quote from Hoyles of £350 to do a survey – and to refund that cost against any work done. RESOLVED: No further action at this time</p>
5	<p>It is recommended that all of the following issues are rectified by a competent joiner familiar with working on fire doors.</p> <ol style="list-style-type: none"> 1. Door from GK to Office, not closing properly and excessive gaps. 2. Door from BR to stairwell, excessive gaps. 3. Door from kitchen to BR, excessive gaps. 4. Door from kitchen to BR (rear side) cannot confirm whether intumescent air transfer grill provided. 5. Fire exit doors at back of ballroom to open and close smoothly. 6. WR into both stairwells, missing smoke seal and intumescent strips. 	<p>RESOLVED: To proceed with the work quoted for at a cost of £493.20 out of 2021/2022 special project budget of £3,300 for fire risk assessment work.</p>
6	<p>It is recommended monthly fire door checks are carried out to ensure that all doors are in good condition, close fully flush to their frames, have gaps within 4mm and the seals/frames/glazing is intact. Record in fire log book.</p>	<p>RESOLVED: To be done after doors have been sorted out by joiner.</p>
6 - mistake	<p>The CO2 extinguisher backstage was not sited appropriately, it should be mounted at the height of 1m or placed within a designated signed stand.</p>	<p>RESOLVED: Clerk to ask Joiner to do this when working on the doors – or Cllr Adams will do it.</p>



BENTHAM TOWN COUNCIL

7	All staff and councillors to have fire extinguisher training and fire awareness training.	RESOLVED: Recommended that training is for staff and regular users. Training to be done after town hall reopens.
8	Establish who will be trained, and how often, and add to fire log book.	
9	Consider adding routine fire evacuation drills to caretakers' duties.	RESOLVED: Considered and rejected.
10	Establish who will be responsible for six-monthly fire drills and add to log book.	
11	Install a fire alarm zone plan next to fire alarm panel, so any activation can be easily identified. The zones should be marked areas on a floor plan rather than just a list.	RESOLVED: Cllr Adams will complete.
12	It is recommended that the fire alarm is interfaced with power outlets in the area where sound equipment is likely to be used to shut off music upon activation of the fire alarm.	Advice from Harrison & Cross after examining the arrangements at the town hall on 18/11/2020 is do not proceed. RESOLVED: Recommendation considered and rejected.
13	Consider replacing the galley kitchen shutter with fire rated shutter interfaced with fire alarm to close on alarm activation.	Dealt with and resolved at item 14.2.
14	Move the evacuation sledge from the ballroom to the landing.	RESOLVED: Not to move the evacuation sledge out of the ballroom because it is intended for use in any of the three stairwells descending from the ballroom, not just those at the front of the building.
15 to 17	PEEP / Disabled access / provision of exits and maximum capacity number son booking forms.	Already resolved.
18	Exit doors from WR stairs.	Dealt with and resolved at item 14.1.

BM15

Town Hall: -

- 15.1 To agree a way forward re annual service of gas appliances. (Paper BM2021/04)
RESOLVED: Proceed with all the annual gas service work.
- 15.2 To consider the response to the request for a quote from Harrison & Cross for the recommended electrical improvements, and to agree a way forward. (Paper BM2021/05)
Harrison & Cross have reported that all of the items on the electrical report that have not been resolved are only appearing on the report at all because the regulations have been changed from time to time. The advice from Harrison & Cross was that none of this work is necessary and that to proceed would not be good value for money.



BENTHAM TOWN COUNCIL

RESOLVED: Not to proceed.

- 15.3 To review the Lift Inspection report of 3rd September 2020 and agree actions, if any. (Paper BM2021/06)

RESOLVED: Cllr Adams will replace the car light that is flickering.

RESOLVED: Cllr Adams will provide a means of locking the control panel door.

- 15.4 To review the list of outstanding repairs and agree a way forward. (Paper BM2021/07)

	Item	RESOLVED or update
1	Foyer and landing: Ripped lino.	Monitor.
2	Ballroom curtains. 4 out of 7 not closing properly.	Park.
3	Clock chimes.	Cllr Taylor to find out more details about a suitable cherry picker.
4	Plaster at back of stage.	Cllr Adams to speak to Ross Chesters.
5	Radiator cover in ballroom.	In hand – might have been done, clerk to check.
6	Damaged ceiling tiles in Ballroom.	In hand – clerk to push Thomas Brown to proceed now.
7	Hot taps leaking water up stem.	Clerk to push Dave at HB plumbing to proceed now.
8	Roller shutter not going to the floor.	John Dootson looked at this when quoting for fire shutter in servery. Clerk to request quote for fixing front door shutter again.
9	Front sliding doors scraping.	Clerk to pursue quotes to fix this.
10	Ballroom fans require a clean.	In hand – clerk to push Thomas Brown to proceed now.
11	Dripping boiler in main kitchen.	In hand – clerk to push Thomas Brown to proceed now.
12	Damaged wall tile rear of fridge.	In hand – clerk to push Thomas Brown to proceed now.
13	Lift communicator – is it still incorrectly going to Stannah, and can it be reset?	Waiting for Cllr Stannard to be able to call in and deal with it.
14	Quote for aluminium rail around the walls in lower hall to protect paintwork,	Cllr Hill to pursue quotes.
15	Broken handle back of toilet door WR.	Add to handyman list and clerk to push Thomas Brown to proceed now
16	Hang fire extinguisher back of stage.	Either clerk to get Steve Frankland to do while



BENTHAM TOWN COUNCIL

		repairing fire doors or Cllr Adams will do it.
17	Move evacuation sledge from ballroom to landing.	Do not proceed. Resolved at item 14.3 (14) to leave it alone.
Other	Storage cupboard for cleaning products still in lower hall.	Clerk to arrange to get it moved into cleaner's cupboard – do it with Thomas Brown when he does the other jobs.
Other	Coat rail for lower hall.	Clerk to remind caretaker to unpack and assemble it.
Other	Closer on ladies toilet door broken (leaking oil).	Clerk to add to jobs on doors for joiner S Frankland to complete.

- 15.5 To receive an update re the checklist of caretaker's duties, if anything to report. (RESOLVED 20/07/2020: Cllr Hill to forward the draft checklist as a word document to Cllr Adams, who will allocate approximate times to the various items).

It was reported that it's virtually impossible to allocate times to individual items, and also that it does not serve a useful purpose.

RESOLVED: No further action re adding approximate times to various items on the checklist of caretaker's duties.

RESOLVED: That the checklist of caretaker's duties should remain organised by frequency of each task. (e.g., daily / weekly / monthly / other frequencies)

RESOLVED: Clerk to produce a list of tasks to be attended to by the caretaker and/or cleaners on the notice board, as an ongoing system of passing on information easily.

- 15.6 To receive an update re quote for cherry picker to fix clock, if anything to report.
Dealt with at item 15.4 (3).

BM16 **Community Youth Building: -**

- 16.1 To agree a way forward regarding the lack of a response from Mark Burrow regarding which work recommended by the electrical installation report has been completed.

RESOLVED: Clerk to keep pursuing an explanation of discrepancy between quote and bill, which should explain which items are done and which are outstanding.

- 16.2 To review the position regarding work recommended by the fire risk assessment and agree a way forward: -

- 16.2.1 To consider a quote for installing fastenings that can be opened without the use of a key on fire door exits. (Paper BM2021/08)

RESOLVED: To proceed with the work quoted for – part of the cost of £445.10.

- 16.2.2 To consider a quote for repairing first floor breaches in wall. (Paper BM2021/08)

RESOLVED: To proceed with the work quoted for – part of the cost of £445.10.

- 16.2.3 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 supply isolator.

RESOLVED: Clerk to ask Craig Lyons how best to proceed with this.

- 16.2.4 Fire doors keep shut signs – place signs on doors as required.

RESOLVED: Clerk and Cllr Handford to do.

- 16.2.5 Are fire exit routes clearly marked - fit signs where necessary.



BENTHAM TOWN COUNCIL

RESOLVED: Clerk and Cllr Handford to check and resolve.

16.3

To review the list of outstanding repairs and agree a way forward. (Paper BM2021/09)

	Repair	RESOLVED or update
1	Assess roof and guttering for ingress of water.	Park, as future of building under review.
2	Snooker room – water marks on ceiling, Council to look at. Can it be repaired from the inside?	Clerk and Cllr Handford to see if it's possible to tell, on visit to building re fire signage.
3	Loft and stairs to loft. Ceiling damp and peeling on tip floor. Damp in recess on stairs to loft. Likely to be due to condition of roof.	Park, as future of building under review.
4	Plasterwork under front window. Fallen out and needs attention.	Cllr Adamas to ask Ross Chesters to quote.
5	Storeroom. Hole in wall.	Clerk and Cllr Handford to check on visit to building if damage was caused by users.
6	Backroom downstairs – fire exit door.	Resolved at 16.2.1.
7	Backroom downstairs – double doors. Closer broken	Resolved at 16.2.1.
8	Side fire exit. Install push bar arrangement – not suitable as doors open inward. Install thru turn locks so that fire exit doors can be opened from inside.	Resolved at 16.2.1.
9	Lights over kitchen need covers.	Wait and see what already done by Mark Burrows.
10	Fire exit sign – over doors from kitchen into middle room, is it OK?	Wait and see what already done by Mark Burrows.
11	Fire exit sign – over double doors in football room, is it OK?	Wait and see what already done by Mark Burrows.
12	Light outside – is it OK?	Wait and see what already done by Mark Burrows.
13	Front door	RESOLVED: To proceed with the repair work quoted for at a cost of £97.00.

BM17

To consider Minor items / items for next agenda.

Radiator in galley kitchen not coming on – Cllr Adams will have a look at it.

Emergency light in ballroom (front of building) not always switching off – Cllr Adams will have a look at it and reset as required.

BM18

Date of next meeting: - **TO BE ADVISED.**

There being no further business, the meeting closed at 20.57.