

BENTHAM TOWN COUNCIL



Town Clerk
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Bentham, Lancaster LA2 7LH

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Wednesday 25th September 2024

Building Committee Minutes – Monday 23rd September 2024 at 7:30pm

Attending: Cllrs Adams, Hill and Paige.

Town Clerk: C Burrow MOP: 0

AGENDA

B16 Apologies from members unable to attend: -

B16.1 To Note Apologies for absence given in advance of the meeting.

Cllr Burton

B16.2 To consider acceptance of reasons for absence – if consideration of reason requested.

APPROVED

B17 Declaration of Interest: -

B17.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

NONE

B17.2 To Approve Dispensation Requests – if dispensation request received.

NONE

B18 To receive Comment & Concerns:

Public participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consultation. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification; The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 3 minutes).

NONE

B19 To approve the minutes of the Building Committee meeting Monday 17th June 2024.

RESOLVED: agreed as a true and accurate representation.

B20 To review the updated list from the annual walk around and consider any further actions.

RESOLVED: RAG rated items into priority, Blue highlighted completed, see appendix A.

Quotes to be collected for remote access heating system, windows in the Wenningdale Room, windows outside the Wenningdale Room and the windowsill on the landing near Ballroom. Frames for posters, need updating.

Noted: awaiting Builder and Joiner to complete actions. Contact Parish Caretaker regarding Town Hall actions.

- B21 To consider the purchase of a fridge for the Lower Hall kitchen according to quotes.
RESOLVED: to purchase fridge from local supplier, request they remove old fridge.
- B22 To consider the carpet area in the entrance.
RESOLVED: remain red colour with specialised nosing for step from local supplier.
- B23 To consider storage facilities in the Wenningdale Room to be used by a gaming club.
RESOLVED: gaming club to utilise current storage if adequate, if not, gaming club to purchase metal cabinet to use and located in the Wenningdale Room, spare key with Clerk.
- B24 To consider storage of an ice cream freezer for pantomime usage.
RESOLVED: space not available to store freezer.
- B25 Fire Safety matters:
B25.1 To note the Fire Extinguisher testing and certification – Tuesday 24th September;
NOTED
B25.2 To consider the PYRO Fire Risk Assessment.
RESOLVED: AGREED
- B26 To consider a course of action for the Ballroom floor with sanding/repairs or replacement.
RESOLVED: the flooring is nearing the end of life usage.
ACTION: Clerk to request a sample of 'Junckers' flooring from company already given a quote for.
ACTION: research other floorings suitable for public hall usage.
ACTION: endeavour to seek two more quotes for flooring.
- B27 To receive an update on the automatic doors and the emergency auto-dialler in the lift.
NOTED: automatic doors and emergency auto-dialler will be installed on Thursday 26th September.
RESOLVED: three emergency phone numbers: Clerk mobile, Caretaker mobile and Mayor's mobile. Mayor to show Clerk and Caretaker how to manually release the lift.
- B28 To consider projects for the Precept budget.

Ballroom flooring

Widening the Wenningdale Room Fire Exit doors – differ to Full Council

Wenningdale Room windows

Remote access heating

- B29 Items for next meeting **and minor items for information only.**

Solar panels for the Town Hall

Purchase tea spoons

Tea towels for Council use

Caretaker to hand over mobile to relief Caretaker when away

North Yorkshire Council Buildings Entertainment Licence

- B30 Date of **next meeting.**

Monday 24th February 2024 (moved from Monday 17th February due to Pantomime)

Meeting closed at 8:51pm

C Burrow

Claire Burrow

Town Clerk

Wednesday 25th September 2024

Appendix A

Corner Strips for edges	And also in the foyer landing ballroom	M
Touch up paint	Louise reports do not have this paint, she has tried	M
Order clippy poster frames	What for? A4? Yes to have any notice that needs to be there properly framed	M

Office

3 new tiles	Under desk? In ceiling	M
Remove boxes on top of cupboard	Those boxes have A4 envelopes in that went alongside the calendar.	H
Mount the CCTV screen		M

Lower Hall Kitchen

Replace fridge		M
Clean cobwebs		H
Hive Heating	Suggest Heatmiser - more user friendly	M
Bin flowers	Happily!	H
Crockery Count		M
Repairs above fire shutter		M

Disabled Toilet

Tap	Tap leaks when operated	M
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Mens

Hook	On rar of toilet doors	
Holes filled around the dryer		L
Grout behind		L

Entrance/ TIP

Update on automatic doors		L
New red carpet	Please change colour!	H
Cobwebs		H
Boxes	I can order from Viking or get from Duxburys 30cm high	L
Edges		M

Stairs

Windowsill fix	We need three quotes on this one - Stephen Frankland, Tom Lawson and??	M
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Ladies

Chipped sink		M
Missing screw in cubicle		M
Left side door on cubicle		M
Metal sheet next to radiator	Unsure what this is	L

Ballroom

New curtain tracks		M
Plaster in back right window		L
High level dusting	Can we get a feather duster on a long pole	H
Roof tiles		H
Floor repair	This is becoming potentially dangerous for the Toddler group	H
Tidy up lighting gallery		M
Light repaired in the clock tower	Think just needs a lamp	H

Stage/ Cleaner cupboard

Damp on ceiling	This is on the stairs going down to the wenningdale Bull side - need to look at it	M
Paint door	Which door? Rear of fire escape down to wenningdale	M
Touch up cleaning cupboard		M
Paint on stage	Needs to be in a locked cupboard re risk assessment	H
Replace window	Windows blow no stairs down to WR.	L

Wenningdale

Repaint	Discussions around doing one wall, noting windows will probably be next job t	L
Fill in large hole	In toilet area	M
Boiler room door	The one at the far end is swollen and will not shut, when it does Rosie cannot	H
Damp near stairs		H
New Fire sign	Cant ercall what this was?	
Clean carpets		H

Outside

Wenningdale door new/extend	This would need to be both sides	L
Repair rendering		H
Sandblasting / paint hand rail near off and the celler gate and the handrail round the other door		M
Touch up window paint	Cant remember what this was	
Roof slate inspection	Some are off on south side, North side need s checking	H
Ivy around back removal		M
Clear drains		M
Paint fire door	Carpark side and other if not renewed.	M
New flag		M
Clear gutters	More of an inspection and clear if needed	M
Purchase flower boxes for windowsill:	This was suggested to go to "marketing"	L

Cellar

Weeds		L
Repaint Gate	Tie in with railings	L
New metal cover for drain		M

Outside the front

Remove arrow sign	Not sure what this is - sign between windows facing black bull	L
Cigarette bin empty /removed		H
Bargh boards	Woud need inspection and then remedial action	L
Purchase Vacuum	Claire to discuss with louise which one	M
Purchase Microwave	Buy the 1000W one please	M