



BENTHAM TOWN COUNCIL

Town Clerk
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Tuesday 21st January 2025

Minutes – Buildings Committee – Monday 20th January 2025

Present – Cllrs Adams, Nurton and Paige

Town Clerk – C Burrow

No members of public

B31 Apologies from members unable to attend: -

B31.1 To Note Apologies for absence given in advance of the meeting.

NONE

B31.2 To consider acceptance of reasons for absence – if consideration of reason requested.

NONE

B32 Declaration of Interest: -

B32.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

NONE

B32.2 To Approve Dispensation Requests – if dispensation request received.

NONE

B33 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

B34 To approve the minutes of the Building Committee meeting Monday 23rd September 2024.

RESOLVED – signed as a true and accurate record.

B35 To review the updated list from the annual walk around and consider any further actions.

B35.1 To consider the replacement of the window board on the landing.

RESOLVED – to request a plastic window board instead of wood.

RESOLVED – continue with the list, prioritising red from RAG rated.

RESOLVED – contact joiner again.

RESOLVED – request sandblasting on railings near cellar and Clerk's office.

RESOLVED – request quote for painting external doors in dark grey: both Wenningdale doors, small cellar door, cellar door, lower hall and Clerk's office door.

RESOLVED – request quote for the wall near automatic doors in entrance.

- B36 To consider the Fire Risk Assessment and consider further actions.
RESOLVED – substantial/medium priority actions already completed.
RESOLVED – contact joiner regarding the clock tower door.
RESOLVED – Clerk to research door stops that close when activated by heat.
RESOLVED – contact PYRO for a fire door survey and fire stopping survey, possible Precept projects.
RESOLVED – weekly fire door checks, route checks and ensure doors are open Caretaker
RESOLVED – complete Fire Evacuation drills with regular uses.
- B37 To consider the installation of LED lights in the lift and lift shaft.
RESOLVED – Electrician to replace the bulbs with LED, ensure emergency back up is functioning.
- B38 To consider the automatic door service quote from the installation company.
RESOLVED – contact company for clarification of amount of services per year and check quotation still correct due to date of quote, if less than £300, proceed.
- B39 To consider the Wenningdale Room window replacements with quotes.
RESOLVED – accept with local firm at £4,090.00 plus VAT, budgeted in 2025/2026.
- B40 To consider the Ballroom flooring with quotes.
RESOLVED – accept the quote at £5,000, checking if still valid, budgeted up to £7,000 for 2025/2026.
- B41 To consider replacing the outside socket for the Christmas lights on the front of the Town Hall due to water damage.
RESOLVED – to replace, Clerk to gather quotes.
- B42 To consider the installation of Smart Meters.
RESOLVED – to agree to fit Smart Meters.
- B43 To consider a course of action with the 5-year fixed price of gas and electricity ending in November 2025
RESOLVED – to contact Energy Account Manager to research prices.
- B44 To note the completed PAT testing, the boiler fans being fixed, gas safety checks expire 20th February, contacted company, emergency lighting replaced.
NOTED
- B45 Items for next meeting **and minor items for information only.**
NONE
- B46 Date of next meeting:
May/June of new Council year.

Meeting closed at 21:00

C Burrow