



## BENTHAM TOWN COUNCIL

Town Clerk  
Bentham Town Hall, Station Road,  
Bentham, Lancaster LA2 7LH

Tel/Fax: 015242 62587  
Email: [townclerk@benthamtowncouncil.co.uk](mailto:townclerk@benthamtowncouncil.co.uk)

Tuesday 18<sup>th</sup> June 2024

**Minutes of Building Committee meeting – Monday 17<sup>th</sup> June 2024 in the  
Lower Hall, at the Town Hall, at 7:30 pm.**

Present; Cllrs Adams, Cllr Burton, Cllr Hill, Cllr Howard and Cllr Paige,

Cllr Hill Clerking in absence of Town Clerk    MOP - 0

- B1. To elect a Chairman of the Buildings Committee.  
**RESOLVED – Cllr Adams voted by show of hands as the Chair,**
- B2. **Apologies** from members unable to attend: -  
B2.1 To Note Apologies for absence given in advance of the meeting.  
**NONE**  
B2.2 To consider acceptance of reasons for absence – if consideration of reason requested.  
**NONE**
- B3 **Declaration of Interest:** -  
B3.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.  
**NONE**  
B3.2 To Approve Dispensation Requests – if dispensation request received.  
**NONE**
- B4 **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).
- B5 To approve the minutes of the Building Committee meeting Monday 19<sup>th</sup> June 2023.  
**RESOLVED – Minutes approved as a true and accurate record.**
- B6 To complete the Annual Walk Around of the Town Hall.

**RESOLVED – completed see appendix 1**

- B7 To consider the items arising from the walk and to prioritise projects going forward  
**RESOLVED – listed in priority, Low, medium, high – prioritise repairs. Potential for Precept projects – windows.**
- B8 To consider cleaning the external edges of the Town Hall building.  
**RESOLVED – no external cleaning, not Council property, removal of weeds attached to Town Hall.**
- B9 To consider the replacement or removal of the drawstrings on the curtains in the Ballroom.  
**RESOLVED – to purchase wooden curtain poles with plastic rings to ensure ease. Cllr Burton to source, joiner to fit (S. Frankland)**
- B10 To consider the cleaning of the Wenningdale room carpets.  
**RESOLVED – approach carpet cleaning company to complete (Rhino Rocks)**
- B11 To consider the PYRO Fire Risk Assessment.  
**DEFERRED**
- B12 To consider the purchase of a Vacuum.  
**RESOLVED – Caretaker to choose the relevant product and to purchase.**
- B13 To consider the purchase of a commercial microwave.  
**RESOLVED – to purchase the manual 1000watt microwave.**
- B14 Items for next meeting **and minor items for information only.**  
**Flowers/window boxes on Town Hall – refer to full council**  
**Flag**
- B15 Date of **next meeting.**  
**Monday 23<sup>rd</sup> September 2024**

**Meeting closed at 9:02pm**

*C Burrow*

**Claire Burrow**  
**Town Clerk**  
Tuesday 19<sup>th</sup> June 2024