



BENTHAM TOWN COUNCIL

Town Clerk
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Minutes – Buildings Committee – Monday 19th May 2025

Present – Cllrs Adams, Burton and Paige

Town Clerk – C Burrow

Assistant Town Clerk- E Langan

No members of public

B1 To elect a Chairman of the committee.

RESOLVED – Cllr Adams voted as Chairman.

B2 Apologies from members unable to attend: -

B2.1 To Note Apologies for absence given in advance of the meeting. Cllr Stannard, Cllr Taylor, Cllr Marshall

NOTED

B2.2 To consider acceptance of reasons for absence – if consideration of reason requested.

RESOLVED- Absences approved

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).

NONE

B5 To approve the minutes of the Building Committee meeting Monday 20th January 2025.

RESOLVED – Minutes signed and approved as a true and accurate record.

B6 To review the updated list from the annual walk around and consider any further actions.

RESOLVED- To contact the joiner and roofer to follow up on outstanding jobs that have not yet been completed.

- B7 To complete the annual walk around of the Town Hall.
RESOLVED- The council looked at key areas that the Clerk advised should be inspected
- B8 Update in regards to the Fire Risk Assessment.
B8.1 To consider the Fire Door assessment.
RESOLVED- Clerk to arrange fire door survey.
NOTED- may need to budget for 2026-2027 Precept for potential door replacements, dependant on outcome of Fire door assessment.
- B8.2 To consider the Fire-proofing quotes for the stage curtains.
RESOLVED- Clerk will contact all companies who submitted quotations and proceed company that is able to complete the job at the earliest available date.
- B9 To consider the Ballroom flooring with updated quotes and proposed time scale.
RESOLVED- To check on one quote if includes/excludes VAT
RESOLVED- To meet with one quote provider to receive an update
- B10 To consider the sand-blasting of the railings.
RESOLVED- Clerk to contact local company to arrange a quote
- B11 To consider the remote heating system with quotes.
RESOLVED- accept the quote from local company at £1153.85 (including VAT)
- B12 To consider the painting of all external doors with quote.
RESOLVED- to accept quote with local company to paint Clerk's office door, external lower hall and two cellar doors.
RESOLVED- not to paint Wenningdale doors as may need replacing once the fire door risk assessment is completed. Include in budget 2026-2027.
- B13 To consider replacing the toilet roll holders.
RESOLVED- To continue to use the existing toilet roll holders. It was noted that these are no longer being manufactured, and if any break, they will need to be replaced with an alternative model from a different supplier.
RESOLVED- To contact Citron to check if they supply toilet roll holders
- B14 To consider a course of action with the 5-year fixed price of gas and electricity ending in November 2025
RESOLVED- To await advice from Energy Account Manager
- B15 To consider the emergency lighting quote replacing the lift motor room bulkhead and the town clerk's office external bulkhead.
RESOLVED- To accept quote from a local company at £312.00 (including VAT)
- B16 Items for next meeting and minor items for information only.
Patches of paint flaking off and possible damp damage to plaster in Town Hall entrance and on stairs to Wenningdale Room
RESOLVED- Clerk to contact local companies to discuss remedial work and receive quotes
- B17 Date of next meeting:
Monday 4th August 2025 (Full council meeting with Buildings theme)

Meeting closed at 8:29pm

E Langan

Emma Langan
Assistant Town Clerk
Wednesday 21st May 2025

DRAFT