



## BENTHAM TOWN COUNCIL

Town Clerk  
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### Buildings Committee Meeting Minutes

Thursday 22<sup>nd</sup> January at 7:30pm in the Lower Hall, Bentham Town Hall

Present – Cllrs Adams, Whittet, Stannard and Burton

Deputy Town Clerk – E Langan

Members of public: 0

**B18 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**

**B19 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**

**B20 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**

B21 To approve the minutes of the Building Committee meeting Monday 19<sup>th</sup> May 2025.

**RESOLVED- minutes signed as a true and accurate record.**

B22 To consider updating the Buildings Committee Terms of Reference.

**RESOLVED- for the Buildings Committee Terms of Reference to remain unchanged.**

B23 To review the updated list from the annual walk around and consider any further actions.

**Annual walk around list reviewed and updated.**

**NOTED** that the roofer has visited and is planning to carry out the works on the roof once weather conditions improve. To inspect and clean the gutters if needed, and inspect and repair barge boards if needed, when carrying out works on the roof.

**NOTED** that the roofer has purchased a replacement gutter end for the missing section; however, an exact match could not be obtained as the guttering is no longer manufactured.

If this replacement is not suitable, the Clerk is to arrange for the affected section of guttering to be replaced.

**ACTION** To obtain a quote from a painter and decorator to repaint the Wenningdale Room. Clerk and Councillor Whittet to decide on a new paint colour to repaint the Wenningdale Room, and look into pictures for the walls.

**ACTION** Clerk to contact painter and decorator to repaint the Wenningdale entrance door, to be done after plaster/render works are completed.

**ACTION** Clerk to contact sandblasting contractor for price to sandblast cellar gate before repainting.

B24 To complete the annual walk around of the Town Hall.

**RESOLVED** to complete the annual walkaround of the Town Hall at the next Buildings Committee meeting.

B25 To consider adding an electrical socket above the ceiling tiles in the Lower Hall.

**RESOLVED-ACTION** Clerk to contact contractor to arrange an electrical socket above the ceiling tiles in the Lower Hall, with the wire being dropped down from above.

B26 To consider replacing the gas grill in the Ballroom kitchen.

**RESOLVED-ACTION** Clerk to arrange replacement of the gas grill with an electric grill. Clerk to arrange for the gas grill to be removed and the gas capped off safely.

B27 To consider replacing the dishwasher in the Town Hall Ballroom kitchen.

**RESOLVED-ACTION** Clerk to research and purchase water sanitizer treatment for the current dishwasher.

B28 To consider retrofit of the Lift Controller after correspondence from Stannah.

**RESOLVED** to keep the current lift controller as advised by inspectors that it is in good working order.

**ACTION** Clerk to find out from Stannah the cost of the retrofit of the lift controller so it can be potentially budgeted for 2027/28.

B29 To consider replacing the extractor fan in the men's toilets.

**RESOLVED-ACTION** Clerk to contact contractor to arrange replacement of the extractor fan in the men's toilets.

B30 To consider quotes for new handrails at the rear of the Town Hall (if received).

**NOTED** that only one quote has been received so far.

**ACTION** Clerk to gain two further quotes.

B31 To consider any necessary repainting works in the Town Hall.

**Wenningdale room stairs:** **ACTION** Clerk to contact painter and decorator to use a damp proofing paint and repaint the area, after the ballroom floor has been replaced.

**NOTED** decorator booked in to repaint the foyer where replastering has taken place.

**ACTION** Clerk to create a schedule of the last 2 years of painting and decoration, and a plan for the next year, for review at next meeting.

B32 Items for next meeting **and minor items for information** only.

**NOTED** the external power socket on the Town Hall will be replaced as previously agreed.

**To consider putting fewer paper towels in the holders to make them easier to pull them out.**

B33 Date of **next meeting**: provisionally 21<sup>st</sup> May 2026

*E Langan*

Emma Langan  
Deputy Town Clerk  
23rd January 2026

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