



BENTHAM TOWN COUNCIL

Town Clerk
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Monday 10th August 2026

Minutes of the: Buildings Committee Meeting, 6th August 2026 at 6:30pm in the Wenningdale Room, Bentham Town Hall

Present: Cllrs Adams, Whittet and MacEley-Young (standing in for Cllr Stannard stated in Standing Orders 2026)

Town Clerk: C Burrow

MOP: 0

B1 To elect a Chair for the year 2026/27.

RESOLVED to elect Cllr Adams as the Chair for the year 2026-2027

B2 Apologies from members unable to attend: -

B2.1 To Note Apologies for absence given in advance of the meeting.

Cllr Stannard – prior engagement

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

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 on 22nd January 2026.

RESOLVED to approve the minutes of the Building Committee on 22nd January, signed as a true and accurate record.

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

NOTED ACTIONS COMPLETED

- B7 To complete the annual walk around of the Town Hall.
RESOLVED to update the Annual Walk Around Actions list to include:
Slate missing off the roof on car park side – could be linked to the new stain on the ceiling tiles of the Ballroom.
To remove the ivy from under the window outside the Wenningdale room.
Ladies' toilets – loose cubicle.
Crack in wall of Wenningdale Room – to be monitored.
Crack in wall of Ballroom – to be monitored.
Men's toilets – to clean the ceiling and sealant around the sinks needs cleaning and potentially re-doing.
To fix the loose banister rail on caretaker's cupboard side of steps next to stage.
Request Christmas Lights committee to clear out unused lights.
To remove the cobwebs on the stage ceiling.
- B8 To review the Town Hall decorating schedule consider any necessary repainting works and quotes.
RESOLVED that the priority this year is the Wenningdale Room, Buildings committee will look again when these works are completed.
RESOLVED to request the decorator to quote for preparing and painting the walls within the Wenningdale Room, with touching up of the skirting boards. NOT to repaint the doors and frames.
- B9 To consider any necessary remedial works after completion of dampproofing works at the Town Hall rear doors.
RESOLVED to request the plasterer to look at the work on the left side of the Wenningdale Room due to cracking.
RESOLVED to request the decorator to paint the two entrance ways to the Wenningdale Room and the area under the window on the right side.
RESOLVED to request the carpet fitter to quote for a new carpet and mat to the left side of the Wenningdale Room, the old ones are unusable.
RESOLVED to request the plumbers to re-fit the radiators.
- B10 To consider the electrician quote for works in the Town Hall.
RESOLVED to agree the quote from the Electrician for the new fan, outside socket for the Christmas lights and the socket in the ceiling in the lower hall at £300, furniture budget line to be used.
- B11 To consider the emergency lighting quote for replacement of fittings.
RESOLVED to accept the quotation of £432.30 for the replacement of the emergency lighting and bulkheads.
RESOLVED to obtain a quotation from the company to which the regular site contractor has moved for the inspection and maintenance of the emergency lighting and fire alarm systems.
- B12 To consider the Fire door quotes and decide a way forward.
RESOLVED to prioritise the replacement of internal fire doors within the building to maintain effective fire safety barriers. The Clerk will compile a list of the required doors for consideration by Full Council, with a request for the necessary budget allocation.
- B13 To note changes to the lift telephone and consider a way forward.
NOTED that further investigation is required into the digital changeover and the time limits applicable to the lift's emergency auto-dialler, to ensure that it can establish communication with an external operator within the required timeframe and remains compliant with LOLER requirements.

- B14 To consider quotes for the entrance shutters if received and consider a way forward.
DEFERRED as only two quotations had been received.
NOTED the Clerk advised that, once the shutter is installed, staff would still be required to deactivate the automatic door sensors and manually lock the doors.
- B15 To consider price changes for the automatic door service contract and decide a way forward.
RESOLVED to accept the quotation from ACE Elevators for £480.00.
NOTED the Clerk will investigate alternative companies for the ongoing maintenance of the doors.
Council noted that the previous contractor had charged for a service that was considered unnecessary, which resulted in the decision to move the maintenance contract to ACE Elevators.
- B16 To consider replacing the Ballroom water boiler.
RESOLVED as advised by the Caretaker to move the lower hall water boiler to the Ballroom due to usage, the lower hall will have two kettles.
RESOLVED Chair will investigate a company who specialise in that type of water boilers to investigate the issue.
- B17 To consider quotes for new handrails at the rear of the Town Hall (if received).
DEFERRED as only two quotations had been received.
- B18 To consider the quote to sand the Lower Hall floor and decide a way forward.
DEFERRED to next year.
RESOLVED to gather quotes for sanding works.
- B19 To consider installing warning signs to discourage the obstruction of fire extinguishers within the Town Hall.
RESOLVED Caretaker to continue ensuring that all fire extinguishers are clear of obstructions.
- B20 To consider any necessary changes to the Ballroom chairs after completion of the Ballroom flooring.
RESOLVED that the Caretaker monitor and arrange for worn or damaged feet to be replaced as necessary to prevent damage to the new flooring.
RESOLVED the Clerk research more durable replacement chair feet that are appropriate for use on the new flooring and provide adequate protection against scratching or damage.
- B21 Items for next meeting and minor items for information only.
NONE
- B22 Date of next meeting:
Tuesday 13th October at 6:00pm

Meeting closed at 21:00

C Burrow

C Burrow

Town Clerk and RFO

Monday 10th August 2026