



BENTHAM TOWN COUNCIL

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Monday 17th August 2026

Minutes of extraordinary meeting of Bentham Town Council:

Wednesday 12th August 2026 at 7:30pm, Lower Hall, Bentham Town Hall.

The commencement of the meeting was delayed to allow sufficient time for Members to arrive and for the Council to establish whether the required quorum was present. The meeting commenced at 8:00 pm, once the Council was confirmed to be quorate, in accordance with Schedule 12 of the Local Government Act 1972 and the Council's Standing Orders.

Present: Cllrs Adams (acting as Clerk), MacEley-Young, Marshall, Stannard and Taylor.

MOP: 0

75 Apologies from members unable to attend: -

- 75.1 To note apologies for absence given in advance of the meeting.
- 75.2 To consider acceptance of reasons for absence – if consideration of reason requested.

76 Declaration of Interest: -

- 76.1 To note declarations of interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

NONE

- 76.2 To approve dispensation requests – if dispensation request received.

NONE

77 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

78 To consider and comment upon **New Planning Applications:**

- 78.1 26/03542/ADV Advertisement consent for 2.no externally illuminated fascia signs. Bentham Community Primary School, Low Bentham Road, High Bentham, LA2 7BP

RESOLVED to submit: A – The Parish Council has no objections.

79 Items for next meeting and minor items for information only.

Cllr Marshall gave his apology for the next Full Council meeting.

80 Dates of next meeting: **Full Council: Monday 7th September 2026 7:30pm**

81 To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded further from the meeting, whilst items within **82** are considered:-

82 To receive and consider staffing updates:

RESOLVED that, following the resignation of the Deputy Clerk requesting immediate effect, the Council agrees to waive the contractual notice period. Following the utilisation of all accrued annual leave entitlement; staff member will be placed on garden leave until 14th August 2026, which shall constitute the final date of employment.

The Council notes that a comprehensive handover of duties has already been completed.

RESOLVED that the Town Clerk and Responsible Financial Officer (RFO) contracted working hours be increased to 35 hours per week, with effect from Monday 7 September 2026.

RESOLVED that the Town Clerk's Office will be open to the public Monday to Thursday, from 9:30 am to 12:30 pm.

RESOLVED that on Bank Holidays the Town Hall may be made available for bookings by community groups, subject to availability and the relevant booking arrangements.

RESOLVED the public toilets will only be opened on Bank Holidays where there is a scheduled community event in Bentham or a confirmed Town Hall booking.

RESOLVED that no Town Hall bookings or public toilet access arrangements will be permitted on Christmas Day, Boxing Day or New Year's Day.

RESOLVED that the timing and duration of the Caretaker's attendance and working hours on Bank Holidays shall be determined at the Caretaker's discretion, having regard to confirmed bookings and operational requirements.

RESOLVED that on Sundays, the public toilets will only be opened where there is a confirmed booking requiring access.

Meeting closed at 20:43

C Burrow

C. Burrow
Bentham Town Clerk and RFO
Monday 17th August 2026