

**BENTHAM TOWN COUNCIL**

Minutes of the Meeting of the **Buildings Committee** on Monday 24 September at 7.30pm in the  
Wennington Room

Present: Cllr Swales (Chair), Cllr Barnes, Cllr Bridgeman, Cllr Wills, Jo Burton (Town Clerk) and Jane Jennings (Council Coordinator)

BM1 To appoint a Committee chairperson for 2018-19

**RESOLVED: That Cllr Swales be elected as chairman for the Buildings Committee for 2018/19**

BM2 To receive apologies from members unable to attend  
No apologies were received

BM3 To receive and record any member's Declaration of Interest in relation to any items on the agenda  
None

BM4 To note and agree minutes of the previous meeting on 23 April 2018

**RESOLVED: That the minutes of 23 April are agreed**

BM5 To review reports following the annual walk through of:

*BM5.1 Bentham Town Hall*

The Committee discussed the various issues that had been identified during the annual walk through in June. Members noted that the issue relating to the tables marking the walls in the Lower Hall had been resolved. The Committee also noted that some items on the list (e.g. redecoration of the stairs, windowsills and the disabled ramp) could not sensibly be taken forward until after repointing work is completed on the front of the Town Hall. The Clerk highlighted the difficulty of finding a contractor willing to take on this work. A potential contractor had now been identified but it was proving difficult to obtain a start date from them. Cllr Wills offered to see if he could find a suitable contractor. The Committee agreed that a useful way forward would be to bundle together the various exterior jobs identified (apart from the memorial plaque) and have these done by the contractor at the same time. Cllr Swales offered to show Cllr Wills the various problems.

**RESOLVED: That the Clerk's Office investigate the possibility of constructing some shelving outside the TIP to eliminate the need for the leaflet carousels;**

**RESOLVED: That the trip hazard tape on the front step is to be removed and replaced. And that trip hazard tape should be placed over the small section of peeling linoleum at the entrance to the lift as a temporary repair.**

**RESOLVED: That Cllr Wills look to identify a suitable contractor who might be willing to carry out the various exterior repair works. These being:**

- Repointing to repair leak at front of Townhall
- Slipped / missing roof slates at front of building
- Extractor fan – possible hole above to be investigated
- Slipping decorative slates on front of building
- Chunk of mortar out of the mullion window (stair side)

With regard to the Ballroom, members felt that the cleaning materials could not be moved until / unless an alternative location is found. It was agreed that Mr Lawson should be asked to look at the broken bolt on the door and that there was no need for any urgent repainting of the walls – this could be carried out as per the normal redecoration schedule.

**RESOLVED: That the ballroom is redecorated as per the normal maintenance schedule**

**RESOLVED: That the broken bolt is added to the general repairs list for Mr Lawson**

In relation to the Wenningdale Room and stair, the Committee was of the view that the redecoration of the stairwell should be added to the normal maintenance schedule and that the carpet should be replaced when a suitable opportunity arises. Members did not feel there was any need to remove the small oven and kettle from the kitchen. Cllr Wills agreed to take a look at the broken ceiling tile around the fire alarm to see if he could sort. The Clerk reported that the fire door at the entrance to the Wenningdale Room on the car park side is warped and no longer closes properly. On a normal door could be remedied by installing a bolt, but this would not be appropriate for a fire door.

**RESOLVED: That the Wenningdale stairwell redecoration be added to the maintenance cycle**

**RESOLVED: That Cllr Wills will have a look at the broken ceiling tile with a view to repairing**

**RESOLVED: That a quote is sought for a replacing the warped fire door**

*BM5.2 Community Youth Building*

The Clerk reminded the Committee that the Town Council is responsible for the exterior of the building. The leaseholder is responsible for maintenance of internal fixtures and fittings. The Committee was of the view that unless repairs were required urgently, it would not wish to commit the Council to significant expenditure on the Building. Members agreed that it would be useful to have a discussion of a long-term plan for the Community Youth Building and asked that this be added to the agenda at a Town Council meeting. The group noted that the repair to the section of plasterwork under the window in the entrance area would be too small a job to be of interest to a contractor. They agreed that this should be added to the list of repairs for the contractor working on the Town Hall exterior.

**RESOLVED: That a long-term plan for the Community Youth Building be added to the agenda for a full town council meeting**

**RESOLVED: That the repair of the plasterwork be included with the repairs to the exterior of the Town Hall.**

**BM6** To review 2017 Fire Risk Assessment reports on Council Buildings and consider whether any further action is required:

*BM6.1 Bentham Town Hall Fire Risk Assessment*

*BM6.2 Community Youth Building Fire Risk Assessment*

The Clerk explained that the Fire Risk Assessments had been commissioned by the Town Council last year. The reports had been put on the agenda as it was not clear that the recommendations had been considered by the Buildings Committee. The Committee noted the importance of ensuring that appropriate consideration is given to the content of both reports and that suitable actions are identified and implemented. Members felt that the length of the reports and detailed content meant that it would not be possible to give them adequate consideration at the current meeting and concluded that the two reports should therefore comprise the agenda for the next meeting of the Committee. The Clerk and Co-ordinator agreed to provide guidance to the Committee on what

actions had already been taken and on future possible actions in relation to recommendations outlined in the reports.

**RESOLVED: That the 2017 Fire Risk Assessment Reports are considered by the Committee at its next meeting, together with guidance from the Clerk's Office on actions already taken and possible future actions.**

BM7 To review progress on actions relating to the most recent Lift Report following discussions at the meeting of 23 April  
The Committee noted the content of the Report and the ongoing problems with the emergency communication system. Cllr Wills agreed to speak to Cllr Stannard to find out where he had managed to get to with sorting out this problem. Members proposed that a temporary notice be placed in the lift with a number to contact if the emergency comms system is out of order. The Clerk reminded the Committee of how to access the key lock for the plant room and undertook to email instructions.

**RESOLVED: That Cllr Wills contact Cllr Stannard about the lift emergency communication system**

**RESOLVED: That a notice be placed on the lift emergency communications system with a number to contact in case of emergency**

**RESOLVED: That the Town Clerk emails members with information on how to access the plant room in case of emergency**

BM7.1 To consider correspondence from Stannah Lift Services dated 22/5/18 regarding possible installation of a gate lock valve

As the gate lock valve is not a requirement and as the lift only travels up one floor, the Committee did not feel that the £3573 cost of the lock valve would be a sensible use of Council funds and so did not wish to take up the opportunity offered by Stannah.

**RESOLVED: That the Council does not purchase the Gate Lock Valve promoted by Stannah**

BM8 To receive and consider minor items / items for the next agenda

**RESOLVED: Fire Risk Assessment Reports to be the main agenda item at the next meeting**

BM9 Date of next meeting

11 February or earlier should the need arise, depending on progress on finding a contractor of the external works.

There being no further business, the meeting closed at 8.40pm.