



# BENTHAM TOWN COUNCIL

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Tuesday 21<sup>st</sup> January 2025

## Minutes – Buildings Committee – Monday 20<sup>th</sup> January 2025

**Present – Cllrs Adams, Nurton and Paige**

**Town Clerk – C Burrow**

**No members of public**

**B31 Apologies** from members unable to attend: -

B31.1 To Note Apologies for absence given in advance of the meeting.

**NONE**

B31.2 To consider acceptance of reasons for absence – if consideration of reason requested.

**NONE**

**B32 Declaration of Interest: -**

B32.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

**NONE**

B32.2 To Approve Dispensation Requests – if dispensation request received.

**NONE**

**B33 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**

**B34** To approve the minutes of the Building Committee meeting Monday 23<sup>rd</sup> September 2024.

**RESOLVED – signed as a true and accurate record.**

**B35** To review the updated list from the annual walk around and consider any further actions.

B35.1 To consider the replacement of the window board on the landing.

**RESOLVED – to request a plastic window board instead of wood.**

**RESOLVED – continue with the list, prioritising red from RAG rated.**

**RESOLVED – contact joiner again.**

**RESOLVED – request sandblasting on railings near cellar and Clerk's office.**

**RESOLVED – request quote for painting external doors in dark grey: both Wenningdale doors, small cellar door, cellar door, lower hall and Clerk's office door.**

**RESOLVED – request quote for the wall near automatic doors in entrance.**

- B36 To consider the Fire Risk Assessment and consider further actions.  
**RESOLVED – substantial/medium priority actions already completed.**  
**RESOLVED – contact joiner regarding the clock tower door.**  
**RESOLVED – Clerk to research door stops that close when activated by heat.**  
**RESOLVED – contact PYRO for a fire door survey and fire stopping survey, possible Precept projects.**  
**RESOLVED – weekly fire door checks, route checks and ensure doors are open Caretaker**  
**RESOLVED – complete Fire Evacuation drills with regular uses.**
- B37 To consider the installation of LED lights in the lift and lift shaft.  
**RESOLVED – Electrician to replace the bulbs with LED, ensure emergency back up is functioning.**
- B38 To consider the automatic door service quote from the installation company.  
**RESOLVED – contact company for clarification of amount of services per year and check quotation still correct due to date of quote, if less than £300, proceed.**
- B39 To consider the Wenningdale Room window replacements with quotes.  
**RESOLVED – accept with local firm at £4,090.00 plus VAT, budgeted in 2025/2026.**
- B40 To consider the Ballroom flooring with quotes.  
**RESOLVED – accept the quote at £5,000, checking if still valid, budgeted up to £7,000 for 2025/2026.**
- B41 To consider replacing the outside socket for the Christmas lights on the front of the Town Hall due to water damage.  
**RESOLVED – to replace, Clerk to gather quotes.**
- B42 To consider the installation of Smart Meters.  
**RESOLVED – to agree to fit Smart Meters.**
- B43 To consider a course of action with the 5-year fixed price of gas and electricity ending in November 2025  
**RESOLVED – to contact Energy Account Manager to research prices.**
- B44 To note the completed PAT testing, the boiler fans being fixed, gas safety checks expire 20<sup>th</sup> February, contacted company, emergency lighting replaced.  
**NOTED**
- B45 Items for next meeting **and minor items for information only.**  
**NONE**
- B46 Date of next meeting:  
**May/June of new Council year.**

**Meeting closed at 21:00**

*C Burrow*