



BENTHAM TOWN COUNCIL

MINUTES of the Buildings Maintenance Committee Meeting held on Monday 10 February 2020 7.30 pm in the Lower Hall

Present: Cllrs Swales (Chairman), Bridgeman, Handford, Hill and Taylor, and the clerk Christine Downey.

- BM10 To Receive Apologies from members unable to attend.
Apologies receive from Cllrs Wills,
- BM11 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations -
None.
- BM12 To agree the minutes of the previous meeting of 9th September 2019.
RESOLVED: That the minutes of the meeting on 9th September 2019 be agreed and signed.
- BM13 To consider locking up the bin.
RESOLVED: Not to do so.
- BM14 To review the lift inspection report and consider whether any further action is required.

Reported defects in inspection report of 10/09/19 are: -

1. The damaged flooring at the ground floor landing entrance should be repaired/renewed.
2. The inoperative emergency communication should be reinstated. Note would only connect to voicemail.
3. The low volume on the emergency communication should be suitably increased.

It was reported that the damaged flooring has been temporarily made safe by being covered with hazard tape, and that a notice has been placed in the lift providing three phone numbers to call in an emergency, being the clerk's office and mobile and landline numbers for the caretaker.

Reported observations in inspection report of 10/09/19 are: -

1. That an electrically interlocked pit prop be provided.
2. That the emergency communication connects directly to a rescue service.
3. Test cert on machine room notice board.
4. The runway beam within the lift way is marked "Do not use, beam not tested".

It was reported that it was resolved on 23/04/2018 that the committee did not think that the emergency communication needed to be linked to a rescue service as there are at least 3 keyholders who could potentially reach anybody trapped in lift quicker than the emergency service. And that a copy of the latest test cert is now on the machine room notice board.

RESOLVED: Cllr Swales to discuss reported defects 2 and 3 regarding the lift communicator with Cllrs Stannard and Wills.

RESOLVED: At the next lift inspection (due 10/03/2020) the clerk will find out why the provision of an electronically interlocked pit prop is suggested, and exactly what it is.



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RESOLVED: At the next lift inspection the clerk will ask what is the significance of the remark “Do not use, beam not tested” on the runway beam.

BM15 To discuss and agree a way forward regarding the grill in the upstairs kitchen in the town hall.
RESOLVED: No further action.

BM16 To review the kitchen appliance inspection report and consider whether any further action is required.

Details of remedial work required on the kitchen appliance inspection report of 02/02/2020 are: -

1. No co2 or co monitoring sensors on site.
2. Should have ventilation from outside source, gas pipe not sleeved through floor space and not raised by 25 mm from wall using metal clips.
3. No individual gas isolation point for range.
4. No flame failure device fitted to grill advised customer of up-to-date requirements.
5. Burner pressure for grill set at 19 should be 15 adjusted pressure to correct specifications.
6. Raised extraction fan minimum speed due to test failure retested with new minimum speed results as reported.

It was reported that a carbon monoxide alarm has been purchased for the kitchen from Armstrongs.

RESOLVED: Cllr Swales to ask Tim Wheildon to take whatever action is required to resolve items 2 and 3.

RESOLVED: Cllr Swales to ask Tim Wheildon to suggest what action is required regarding the other points.

BM17 To discuss the kitchen hiring arrangements.
RESOLVED: That half an hour clearing up time may be allowed after a room booking.
RESOLVED: That half an hour setting up time may be allowed before a booking in the ballroom or lower hall, or longer at the clerk’s discretion for special events (such as weddings), provided that the room is free. This is for decorating the room.
RESOLVED: That no setting up time is allowed for the kitchens, as not relevant.
RESOLVED: That hirers may hire the upstairs kitchen and the lower hall together at the agreed rates for the separate areas.

BM18 To review list of outstanding repairs at town hall.

Bell tower: plaster falling off and landing on suspended ceiling.	RESOLVED: No further action.
Broken ceiling tile in Wenningdale Room and clock chimes not working.	RESOLVED: Cllr Swales to request update on progress from Cllr Wills.
Handyman jobs – clerk has list	RESOLVED: Cllr Swales to ask Thomas Brown to do.
Curtains in ballroom to have pull cord added.	RESOLVED: To request quotes from Peter Allen and two other suppliers if possible.



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Flooring in foyer and disabled toilet.	RESOLVED: To request quotes from Peter Allen, Blossoms and another supplier if possible.
Small electrical jobs – clerk has list	RESOLVED: To find out if Bowers Electricians have the correct certificates to do work for the council. And to consider using Jeremy Pridmore.
Install water boiler in galley kitchen.	RESOLVED: Cllr Swales to ask Tim Wheildon to do it asap.

RESOLVED: To remind full council that there are protocols and procedures to be followed in order to get jobs around the town hall done; and that all arrangements for work must be organised by the chair of the buildings committee and the clerk.

- BM19 To discuss the “rolling programme” of decoration at the town hall and agree a way forward.
RESOLVED: That some decorating will be done each year.
- BM20 To discuss the list of repairs to make the Community Youth Building fit for purpose pending a decision regarding the long-term position, and agree a way forward.
- 20.1 Cooker electrics – **RESOLVED: To proceed with separating the cooker circuit onto its own RCD. Cllr Swales will instruct Mark Burrows to proceed urgently.**
 - 20.2 Porch light – **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
 - 20.3 Full electric service – **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
 - 20.4 Ceiling & plastering repairs in kitchen and top room - **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
 - 20.5 Damp treatment or dehumidifiers - **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
 - 20.6 Front door - **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
 - 20.7 Replacement windows - **RESOLVED: Refer to full council, requesting an update on the short-term and long-term plans for the Community Youth Building.**
- BM21 To review the list of action points from previous minutes not already dealt with above.
None.
- BM22 To review Fire Risk Assessment reports on Council Buildings and consider whether any further action is required
- 22.1 Town Hall
 - 22.2 Community Youth Building
- RESOLVED: To call a separate meeting specifically to discuss the Fire Risk Assessment reports, on Monday 24th February 2020, immediately following the full council meeting at 7.30pm for planning applications on that date.**
- RESOLVED: Cllr Handford to review both fire assessment reports with a view to suggesting how each recommendation for actions classified as medium priority or high priority can be achieved.**



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BM23 To receive and consider minor items/ items for next agenda.
See if it's possible to obtain a quote for installing an aluminium rail around the walls in the lower hall to protect the paintwork for constantly being scratched.
Storage space for hire – Cllr Swales to check out what is available in the underpass storage space with clerk.
Caretakers duties – a list of 16 hours of tasks per week to be drawn up. Clerk to email the old list of caretaker duties to the committee as a starting point.

BM24 Date of next meeting: Monday 24th February 2020 immediately following the full council meeting for planning applications on that date.

There being no further business, the meeting closed at 20.55.