



## BENTHAM TOWN COUNCIL

### MINUTES of the Buildings Maintenance Committee Meeting held on Monday 24<sup>th</sup> February 2020 After full council meeting 7.30 pm in the Lower Hall

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

- BM25 To Receive Apologies from members unable to attend.  
Apologies receive from Cllrs Wills.
- BM26 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.**
- BM27 To agree the minutes of the previous meeting of 10<sup>th</sup> February 2020  
**RESOLVED: That the minutes of the meeting on 10<sup>th</sup> February 2020 be agreed and signed.**
- BM28 To consider action to be taken re leaking windows at town hall  
Two windows leaked during Storm Dennis, but have been Ok since then.  
**RESOLVED: No further action at this team, caretaker to monitor.**
- BM29 To review Fire Risk Assessment reports on Council Buildings and consider whether any further action is required
- 29.1 Town Hall Fire Risk Assessment:  
It was reported that the risk assessment is performed every three years. Is reviewed by the buildings committee every 12 months; and will due to be done again in July 2020.

**RESOLVED: The clerk and councillor Handford to check that the written instructions sent to each hirer correspond to the information that the fire risk assessment says must be given. (Refer to the fire safety instructions and building plans that are sent, as well as the standard terms and conditions of hire document).**

**RESOLVED: Ensure that the next fire risk assessment (due in July 2020) provides details of the maximum occupancy of each room separately. A separate number for the Ballroom, the Lower Hall, and the Wenningdale Room is required.**

**RESOLVED: To discuss the Town Hall Conditions of Hire agreement in light of the fire risk assessment and agree a way forward regarding maximum occupancy at the next full council meeting.**

**RESOLVED: Acton to be taken re points in fire risk assessment dated 21/07/2017**

Ref	ISSUE AND SUGGESTED ACTION	FURTHER INFORMATION	RESOLVED
1	Main Hall (noise music) relative to fire alarm sounder. Consideration should be given to linking	n/a	-



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	sound system to the fire alarm.		
2	Wheel chair users means of escape – suggests wheel chair users restricted to a maximum of 9 metres from main entrance. Alternative provision to allow assisted escape through Clerks Office.	n/a	Add this restriction to the hirer agreement.
3	First floor Main Hall wheel chair users means of escape. 1 x evacuation sledge is located on the wall in this area.	n/a	Make Instructions for its use more explicit in the hire agreement and/or the fire alarm instructions.
4	Hiring out of the Main Hall and Wenningdale Room. The risk assessment action plan states that a total of 220 persons maximum in these areas, However, under Section 3 Description of Premises it states that the maximum number is 290. The Conditions of Hire states 385.	n/a	On agenda for discussion at next full council meeting.
5	Testing of wiring throughout the Town Hall. Should be tested every 5 years. No evidence of it being carried out.	n/a	Instruct Mark Burrows to do full electrical installation inspection.
8	Cleaners store. Inappropriate storage for flammable products.	n/a	Install a steel lockable locker.
10	Ground floor entrance door smoke seal not closing the gap.	n/a	Clerk to ask Stephen Frankland to replace seal.
11	Tourist Information Office entrance door wedged open	n/a	No further action.
15	Stage Doors. No self-closing device fitted,	n/a	No further action. Not fire doors.
20	Basement. No call point.	n/a	Install a call point. (Howsons to do?)
21	Disabled WC. No fire/smoke detection.	n/a	Install a smoke alarm. Thomas Brown to do.



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27	Kitchen in Wenningdale room. No fire detection,	n/a	Install a smoke alarm. Thomas Brown to do.
a	The lock in the upstairs main hall is defective.	n/a	Clerk to find out whose keys work where, throughout town hall.
b	Tins of paint in passageways.	Was due to panto. Now cleared.	No further action.
c	Removal of rubbish after a function.	Recycling facilities at Grasmere Drive now gone.	Remove reference to recycling facilities in hire agreement.
d	Terms and Conditions of hire. Do the fire safety procedures need to be more explicit?	Must be reviewed in conjunction with the fire safety notice and building plans that accompany the standard terms and conditions document.	Full review of hire agreement to be conducted.
e	Who carries out the training of the hirers of the Town Hall?	<p>In accordance with the Fire Safety Policy, hirers of the town hall are provided with full written instructions on fire safety and evacuation of the building, and a building plan showing exits.</p> <p>In accordance with the Fire Safety Policy "The Hirer nominates a 'Responsible Person' for the event and is expected to ensure that they are aware of the evacuation procedure and have access to the evacuation sheet".</p> <p>If the person booking the hall will not be present at the event, they are required to name an "authorised representative" who will be present on the booking form.</p> <p>The covering letter with booking forms states "Enclosed is a health and safety note regarding actions in the event of fire, and this should be passed to the person who is responsible for the building during your event."</p>	No further action.



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f	Signed Hire Agreement and acknowledgment of training in all safety procedures should be kept and filed.	<p>Signed booking forms are already kept.</p> <p>The “Responsible Person” is either the individual hiring the hall, or in their absence it is the “authorised representative” that they have nominated on the booking form.</p>	No further action.
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### 29.2 Community Youth Building Fire Risk Assessment

**RESOLVED: Await the outcome of discussion about future of the building at next full council meeting.**

BM30

To review the position regarding town hall safety checks on fire alarms, fire extinguishers and emergency lights

**RESOLVED: Clerk to establish and maintain a log book of all checks and routine maintenance tasks conducted at the town hall.**

**RESOLVED: The logbook to be kept in clerk’s office where it can be accessed easily.**

**RESOLVED: Clerk to ask the caretaker for the paperwork for all the checks and/or tests that she has performed.**

**RESOLVED: Caretaker to be instructed to check the fire extinguisher in the foyer weekly rather than monthly as this is the one most likely to be tampered with.**

Review of tests and checks to determine what is required: -

	TEST / CHECK / MAINTENANCE / CERT	Last done	Frequency	Next Due
1	Craven DC Inspection Report Health & Safety at Work Act / Food Safety Act	25/02/2015	?	<b>RESOLVED: Cllr Hill to find out if and when due again.</b>
2	PAT Testing (Portable Appliance Testing).	12/08/2019	Annually	10/08/2020
3	Fire Alarm and Emergency Light Service (Done by Howsons. Come twice a year and check 50% each time).	03/10/2019	Twice a year	03/03/2020 and 03/09/2020
4	Gas appliance servicing and testing. A) Service cooker B) Service grill C) Test extraction on hood D) Fire safety test on hood. Conducted by Fowlers.	03/01/2020	Annually	03/01/2021



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5	Gas Safety Inspection and Cert Town Hall (Cellar boiler 1; Cellar boiler 2; Wenningdale boiler) Done by Tim Wheildon.	29/08/2018	Annually	<b>OVERDUE</b>  <b>RESOLVED: Instruct Tim Wheildon to do.</b>
6	Boiler Inspection by Bureau Veritas.	26/03/2019	Annually	26/03/2020
7	Fire Extinguisher Maintenance Cert Town Hall Done by AFY Fire Protection = Jim Tuohy	01/05/2019	Annually	01/05/2020
8	Fire Extinguisher Maintenance Cert Community Youth Building Done by AFY Fire Protection = Jim Tuohy	01/05/2017	Annually	<b>OVERDUE</b>  <b>RESOLVED: Instruct AFY Fire Protection to do it.</b>
9A	Fire Risk Assessment Town Hall - PERFORMED	21/07/2017	Every 3 years	21/07/2020
9B	Fire Risk Assessment Town Hall - REVIEWED	24/02/2020	Annually	24/02/2021
10A	Fire Risk Assessment CYB – PERFORMED	21/07/2017	Every 3 years	21/07/2021
10B	Fire Risk Assessment CYB - REVIEWED	24/02/2020	Annually	24/02/2021
11	Electrical Installation Town Hall	?	?	<b>NOW</b>  <b>RESOLVED: Instruct Mark Burrows to do it asap.</b>
12	Electrical Installation CYB	11/11/19	?	
13	Lift Inspection by Bureau Veritas	10/09/19	Twice a year	28/02/2020 and 31/08/2020
14	Lift servicing by Stannah	06/01/2020	Every two months	06/03/2020 06/05/2020 06/07/2020 06/09/2020 06/11/2020
15	Town Hall – Fire Alarm testing	Caretaker	Weekly	Ongoing
16	Town Hall – fire extinguisher checking	Caretaker	Extinguisher in foyer weekly: others Monthly <b>AND</b> before large functions <b>AND</b> when children have been in.	Ongoing



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17	Town Hall – Emergency Light testing	Caretaker	Monthly – but best broken into 4 separate weekly areas	ongoing
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**RESOLVED:** To establish if the boiler inspections by Tim Wheildon and by Bureau Veritas are both necessary. Take advice from Tim Wheildon on this.

**RESOLVED:** No further action at this time regarding the “observations” in Bureau Veritas inspection reports of 26/03/19. The reports confirm that there are no defects affecting safety, and no other defects.

- BM31      To review the electrical report on the Community Youth Building  
**RESOLVED:** Await the outcome of discussion about future of the building at next full council meeting.
- BM32      To consider the purchase of a coat rail for the town hall  
**RESOLVED:** Proceed with the purchase.
- BM33      To consider providing recycling facilities at town hall  
**RESOLVED:** Not to provide recycling facilities at the town hall.
- BM34      To consider quote for pressure washing front of town hall  
**RESOLVED:** Not to proceed with pressure washing front of town hall.
- BM35      To review list of caretaker duties  
**RESOLVED:** Cllr Hill to draft a checklist of caretaker duties.  
**RESOLVED:** To discuss with Cllr Faraday.
- BM36      To receive and consider Minor items / items for next agenda
1. Fire alarm went off on Sunday. Call point in Ballroom damaged – get Howsons in to fix.
  2. Outside door from Wenningdale Room to street is rotten at bottom of door frame – ask Stephen Frankland to repair.
  3. Plaster fell down at back of the stage – Cllr Swales to ask Thomas Wills to investigate.
  4. Prices for booking kitchens – refer to Marketing committee.
  5. Electric wire hanging loose at front of town hall – Cllr Swales to ask Thomas Wills to deal with.
- BM37      Date of next meeting: - To be advised.

There being no further business, the meeting closed at 21.40.