



## Minutes of the Facilities Committee held Monday 19<sup>th</sup> June 2023

Present Councillors: **C. McCartan (Chair), A. Copeland, A. Scott & M. Howis.** (4 Present).

Apologies were received from Councillors: **D. Andrews**

Proper Officer: **Thomas Collingham (Clerk & RFO).**

**There was 1 member of public in attendance.**

**The meeting started at 6.30pm**

### **FA/2023/27 To receive and approve reasons for absence**

One apology received from D. Andrews for personal reasons.

**Resolved:** - That the Council approve the reasons for absence.

**Voting:** - 4 councillors present. All councillors voted in favour.

### **FA/2023/28 To receive declarations of personal and pecuniary interest<sup>i</sup>**

No declarations of interest were received.

### **FA/2023/29 To receive and approve the minutes of the meeting held on Thursday 9<sup>th</sup> March 2023**

No issues were raised in relation to the minutes.

**Resolved:** - That the minutes of the Facilities Committee held on Thursday 9<sup>th</sup> March be accepted as an accurate record.

**Voting:** - 4 councillors present. All councillors voted in favour.

### **FA/2023/30 To note any matters arising from the minutes of Thursday 9<sup>th</sup> March 2023**

The Clerk read through Item 4 of the Clerks report to provide an update on items previously discussed.



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## Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour  
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### **FA/2023/31 To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

No items are for the exclusion of press and public.

### **Public Participation Session**

One question was received relating to FA/2023/37 and that the item should not be discussed due to a previous resolution at the Annual Meeting of the Parish Council in relation to minute number 9368. The Clerk said that he would note the question and look at the previous minutes.

### **FA/2023/32 To annually review the current football pitch fees for use of playing fields on Thurcroft Recreation and Hangsman Lane**

The Clerk referenced Item 6 of the Clerks Report regarding the current pitch fees and that these should be reviewed annually as part of the Financial Regulation 9.3.

**Resolved:** - That a recommendation be made to the Council to consider adoption a seasonal pricing structure with a 3% increase on the current charged fees (£412 a season for Adults and £206 for Children) and that this is reviewed annually. To create a 'single match' structure for priced at £50 a game for adults and £25 a game for children.

**Voting:** - 4 councillors present. All councillors in favour.

### **FA/2023/33 To discuss and consider the Terms and Conditions for Venue Hire of Gordon Bennett Memorial Hall**

The Clerk referred to a draft copy of the Terms and Conditions that had been written up for consideration by the council. This was widely accepted but a few amendments were suggested for the cancellation policy before being adopted by the Council.

It was considered that a deposit be taken that is non-refundable for hall users. It was also considered that regular group users book in three month blocks and these are invoiced. If the



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group cancels within that booking, they lose the money for that session. There will be a 'common sense' approach to any cancellations in extreme circumstance such as; snow, flooding etc.

**Resolved:** - That a recommendation is made to Full Council, that the Council adopts the Terms and Conditions for Venue Hire of the Gordon Bennett Memorial Hall with the agreed amendments to the cancellation of bookings by regular and casual hall users.

**Voting:** - 4 councillors present. All councillors in favour.

### **FA/2023/34 To discuss and consider the Proper Officer being appointed as the Designated Premises Supervisor for the Gordon Bennett Memorial Hall**

There is a current premises licence in place with the Gordon Bennett Memorial Hall under the name of Thurcroft Parish Council. However, the current policy from RMBC would need this to be a sole person named as the Designated Premises Supervisor (DPS) for the sale of alcohol.

The DPS would need to be an Officer (employee) of the council, the licence cannot be held in a councillor's name.

**Resolved:** - That a recommendation be made to the Council for the Clerk be appointed the DPS for the Gordon Bennett Memorial Hall during the term of employment and that this is updated by any new Clerk that takes over the role, taking into consideration the current RMBC policies for licensing at the time.

**Voting:** - 4 councillors present. All councillors in favour.

### **FA/2023/35 To discuss and consider the contract between Thurcroft Parish Council and the third-party bar contractor of Gordon Bennett Memorial Hall**

The Clerk referred to a draft copy of a contract between Thurcroft Parish Council and SRI Entertainment Ltd for the sale of alcohol in the Gordon Bennett Memorial Hall. The councillors considered this contract and felt that a review period of six months should be implemented to



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see how the partnership is working and this be reported back to the council. A further 12 month review be in place as a formal review with the new supplier.

**Resolved:** - That a recommendation be made to the Council to consider the contract between Thurcroft Parish Council and SRI Entertainment Ltd with the incorporated review amendments implemented.

**Voting:** - 4 councillors present. All councillors in favour.

### **FA/2023/36 To note the update the progress on the status of the land at Hangsman Lane in relation to registration with the Charity Commission.**

The Clerk highlighted Item 10 on the Clerks report for councillors to note the update on the current progress.

### **FA/2023/37 To review the current Terms of Reference for the facilities committee for the year 2023-24.**

The Clerk introduced the item for discussion as it was previously not adopted by the Full Council at the Annual Meeting of the Parish Council. Councillors discussed the Terms of Reference and some members felt that Thurcroft Memorial Garden and Playgrounds should be under the Facilities Committee.

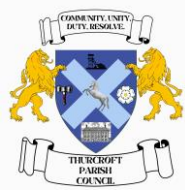
This was debated for some time and councillors struggled to agree.

**Resolved:** - That a recommendation be made to Council to adopt an updated Terms of Reference for the Facilities Committee incorporating the changes with Thurcroft Memorial Garden and Playgrounds on the undertakings of this committee.

**Voting:** - 4 councillors present. 3 in favour. 1 against.

### **FA/2023/38 To discuss and consider IT provision for booking management at Gordon Bennett Memorial Hall**

The Clerk referred to Item 12 in the Clerks report for the provision of IT equipment in helping manage the bookings of the hall between the bar contractor, the Clerk and the caretaker in the



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form of a tablet/laptop or PC. The councillors also felt that a card payment system should be introduced for hall payments to reduce the cash handling.

**Resolved:** - That the committee approve quotes to be sought for a new Tablet/PC and that pricing options are considered and presented back to council for online payment methods.

**Voting:** - 4 councillors present. All councillors in favour.

### **FA/2023/39 To notify the clerk of matters for inclusion on the agenda of the next meeting**

Councillors raised issues with parking due to the library build and that a delivery during school times was received that is against the agreement with the Parish Council.

### **FA/2023/40 To confirm the date and time of the next facilities committee meeting on Monday 20<sup>th</sup> November 2023 at 6.30pm**

That the next meeting is to be held on Monday 20<sup>th</sup> November 2023 at 6.30pm in the Council Chamber at Gordon Bennett Memorial Hall.

**The meeting closed at 20:03.**