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# Thurcroft Parish Council

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Gordon Bennett Memorial Hall, Green Arbour  
Road, Thurcroft, Rotherham, S66 9DD

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## Minutes of the Facilities Committee Meeting held Monday 15<sup>th</sup> April 2024

Present Councillors: **C. McCartan (Chair), P Owen, T Murphy.** (3 Cllrs Present).

Apologies were received from Councillors: **A Copeland, D Fretwell, M Howis.**

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

Deputy Clerk: **Claire Cooper**

**There were no members of public in attendance.**

**The meeting started at 6.30pm**

### **FA/2024/01 To receive and approve reasons for absence**

Apologies received from A Copeland, D Fretwell and M Howis.

**Resolved:** - That the Council approve the reasons for absence for A. Copeland, D. Fretwell and M. Howis.

**Voting:** - 3 councillors present. All councillors voted in favour.

### **FA/2024/02 To receive declarations of personal and pecuniary interest**

No declarations of interest were received.

### **FA/ 2024/03 To receive and approve the minutes of the meeting held on Monday 19<sup>th</sup> June 2023 and Tuesday 12<sup>th</sup> March 2024**

No issues were raised in relation to the minutes.

**Resolved:** - That the minutes of the Facilities Committee held on Monday 19<sup>th</sup> June 2023 and Tuesday 12<sup>th</sup> March 2024 be accepted as an accurate record and a copy signed by the Chairman of the meeting.

**Voting:** - 3 councillors present. All councillors voted in favour.

### **FA/ 2024/04 To note any matters arising from the minutes of Monday 19<sup>th</sup> June 2023 or Tuesday 12<sup>th</sup> March 2024**

The Chair noted that with consideration to the time lapsed from the last committee meeting there were no immediate matters arising.

**Resolved:-** That the committee note there is no matters arising.

### **FA/ 2024/05 To receive written requests for dispensations for disclosable pecuniary interests**

No written requests for dispensation have been received.



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### **FA/ 2024/06 To grant any requests for dispensation as appropriate**

There were no requests to grant.

### **FA/ 2024/07 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 were identified for the exclusion of press and public.

### **FA/ 2024/08 Public Participation Session**

No members of the public were present.

### **FA/ 2024/09 Gordon Bennett Memorial Hall**

#### **FA/ 2024/09.01 To note the completion of the six-month review of the contract between Thurcroft Parish Council and the third-party contractor of the Hall on 8th January 2024**

The Clerk reported that the review had been completed in January 2024 with no issues identified by either party.

**Resolved:-** That the committee note the update.

#### **FA/ 2024/09.02 To note the report on the break-in presented at the Full Parish Council meeting on 29th February 2024 and discuss/consider any further actions required**

The Clerk advised the Committee that this matter had been previously reported at Full Council. A discussion took place on current and possible future security options and it was noted that the police had advised that security in the hall was already to a high standard and as such the matter could be further explored at the time of the refurbishment of the hall.

**Resolved:-** That the committee note the report.

#### **FA/ 2024/09.03 To receive the clerks report on the implementation of the online booking management system**

The Deputy Clerk advised that all bookings were now being completed via the Scribe booking software with a considerable number of payments now moved from cash to BACs.



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**Resolved:-** That the committee note the update.

### **FA/ 2024/09.04 To discuss and consider the pricing structure for the venue hire**

The Deputy Clerk tabled a paper outlining the requirement to restructure the pricing for the hall following feedback from the Internal Auditor. The Committee reviewed and discussed the proposal made.

**Resolved:** -The Committee advised the Deputy Clerk to amend the price for business users to £15 per hour and then table the proposed pricing to Full Council with a recommendation to approve.

**Voting:** - 3 councillors present. All councillors voted in favour.

### **FA/ 2024/09.05 To discuss and consider the terms and conditions for the venue hire**

The Deputy Clerk tabled a revised Terms and Conditions of Hire for the hall. The Cllrs discussed the document tabled. The Councillors discussed and decided that the age for party bookings including the sale of alcohol from the licensed bar should be lowered from 21 to 18. The Clerk was asked to clarify maximum occupancy for the hall as 150 as Councillors felt this sounded a low.

**Resolved:** - That the capacity figures be confirmed by the Clerk and the Terms and Conditions amended and represented at the next Facilities Committee meeting.

### **FA/ 2024/09.06 To discuss and consider appropriate key management measures for the venue**

Cllr McCarten raised a concern over the allocation of keys to the external door leading to the Council Chambers and reports that a user had left the door unlocked.

**Resolved:** - That key allocation to the users be reviewed at the same time as their contract and that the matter be added to the agenda for the next Facilities Committee meeting.

**Voting:** - 3 councillors present. All councillors voted in favour.

### **FA/ 2024/09.07 To note the receipt of the health & safety inspection report completed in the hall on 6th March 2024 and the work being completed to create an action plan from the recommendations made within the report**



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The Deputy Clerk reported that the inspection was completed by an external, independent health and safety specialist and an action plan was being drawn up to prioritise the works required. It was discussed that the report contains a considerable number of actions that the Parish Council will be required to resolve.

**Resolved:-** That the committee noted the update.

### **FA/ 2024/09.08 To discuss and consider any further action needed with the audio/visual equipment in the Gordon Bennett Memorial Hall**

The Clerk raised an enquiry made to improve the audio/ visual provision in the main hall to encourage more events and users in to the venue. The Committee discussed the suggested and

**Resolved:** That the committee defer the decision until such time as the hall underwent redevelopment.

### **FA/ 2024/10 Thurcroft Cemetery**

#### **FA/ 2024/10.01 To receive the clerks report on the implementation of new process controls**

The Deputy Clerk advised that all cemetery bookings were now being managed between a spreadsheet/ Scribe and that all transactions/ monies had been accounted for in the Year 23/24. A process is now being put in place to work closely with the suppliers to ensure activities were managed and communicated effectively. The Clerk further reported that the internal auditor had been satisfied with the improvements made to date and had suggested that a later date that the Parish Council could possibly employ their own grave digger.

**Resolved:-** That the committee note the update.

#### **FA/ 2024/10.02 To receive any update on the progression in planning the cemetery extension**

The Clerk advised that the pre-planning application was in progress. The Committee discussed and the Clerk reconfirmed that the land did already belong to the Parish. **Resolved:-** That the committee noted the update.



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## FA/ 2024/11 Thurcroft Recreation Ground & Hangsman Lane

### FA/ 2024/11.01 To receive any updates on matters arising since the last committee meeting

The Clerk provided an update on the recreation ground and the great feedback that had been received with the implementation of the new park facilities. A member raised concerns regarding the boundary wall to Hangsman Lane and that repair work is needed. The Clerk agreed to look into the wall repair, and the boundary wall ownership.

**Resolved:-** That the committee noted the update.

### FA/ 2024/11.02 To note any update on the status of the land at Hangsman Lane in relation to registration with the Charity Commission

The Clerk advised that the solicitors had not yet been in touch regarding this matter, but efforts were being made to get an update.

**Resolved:-** That the committee noted the update.

### FA/ 2024/12 To notify the clerk of matters for inclusion on the agenda of the next meeting

- The use of Scribe to manage football pitch bookings.
- The improvement on key control for football pitch access to the GBMH facilities during matches
- Storage solutions for Thurcroft Toddler Group equipment at the GBMH
- Appropriate bin provision for Thurcroft Cemetery
- Health & Safety considerations for the GBMH

### FA/ 2024/13 To discuss and agree the date for the next meeting of the Facilities Committee

The Clerk advised that this meeting would be confirmed following the Annual Parish Council meeting in May.

**Resolved:-** That the committee noted that the meeting will be agreed at the Annual Meeting.

**The meeting closed at 20.15.**