



## Minutes of the Extraordinary Meeting of the Facilities & Events Committee held on Thursday 11 July 2024

**Present Councillors:** C. McCartan (Chair), H. Bell, D. Brown, V. Burford, T. Murphy, B. Clark

**Apologies were received from Councillor:** N. Ronksley

**Proper Officer:** Thomas Collingham (Clerk and RFO) and Claire Cooper (Deputy Clerk)

There were no members of the public in attendance.

The meeting started at 6.30pm.

### **FE/2024/12 To receive and approve reasons for absence**

**Resolved:-** That councillors approved reasons for absence received from Cllr N. Ronksley with a recommendation to be presented to full Parish Council that a review be completed of all absence by Councillors and a tracking matrix be created to monitor attendance of all Councillors going forward.

**Voting:-** 5 councillors present. All councillors voted in favour.

### **FE/2024/13 To receive declarations of personal and pecuniary interest for members and officers**

**Resolved:-** That no declarations of interest were received.

### **FE/2024/14 To receive and approve the minutes of the meeting held on Friday 21 June 2024**

**Resolved:-** That the minutes of the Facilities and Events Committee held on Monday 21 June 2024 be approved by a true and accurate record of the meeting and the chairman to certify the minutes with a signature at the bottom of each page.

**Voting:-** 5 councillors present. 3 councillors voted in favour, with 2 abstaining as they were not present at the meeting.

### **FE/2024/15 To note any matters arising from the minutes of Friday 21st June 2024**

**Resolved:** There were no matters arising.

### **FE/2024/16 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

**Resolved:-** That the Deputy Clerk had received no written requests for dispensations.

### **FE/2024/17 To grant any requests for dispensation as appropriate**

**Resolved:-** That no requests for dispensation need to be granted.



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**FE/2024/18 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)**

**Resolved:-** That no items were considered for exclusion of the press and public.

**FE/2024/19 Public Participation Session**

No members of public in attendance.

**FE/2024/20 Gordon Bennett Memorial Hall**

**FE/2024/20.1 To note the completion of the actions from the Health & Safety Inspection Action Plan and discuss/consider any further actions required**

The full report was noted as circulated prior, with the Deputy Clerk advising that and all outstanding actions had also been added to the Clerks report prior to the meeting. Items relating to open actions were discussed with the report of progress on these items to be tabled at the next committee meeting.

**Noted.**

**FE/2024/20.2 To note the completion of the Fire Risk Assessment by Pyro Fire Safety and the safety visit by South Yorkshire Fire Services and discuss/consider any further actions required**

The full report was noted as circulated prior, with the Deputy Clerk advising that and all outstanding actions had also been added to the Clerks report prior to the meeting. Items relating to open actions were discussed with the report of progress on these items to be tabled at the next committee meeting.

**Noted.**

**FE/2024/20.3 To note the completion of the Asbestos Management Survey and discuss and consider further actions required**

The full report was noted as circulated prior, with the Deputy Clerk advising that there had been asbestos identified in two areas of the hall. There was a recommendation to remove asbestos located in the floor tiles in the rear store room closest to the stage. This had been removed immediately with the Clerks authority to respond to health and safety critical issues. The second area is at high level in the cupboard with the alarm panel and is advised to leave this undisturbed. There is also a note that the status of the building ceiling is unknown. This is to be noted for consideration once refurbishment works are planned.

**Noted.**



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**FE/2024/20.4 To receive a report from the Deputy Clerk on the current usage of the hall, implementation of the new pricing structure effective from August 2024 and income year to date**

The Deputy Clerk advised that the report had been circulated prior to the meeting.

**Noted.**

**FE/2024/20.5 To receive a report from the Clerk on the ongoing implementation of procedures for the management and booking/ use of the hall**

The Deputy Clerk advised that the report had been circulated prior to the meeting.

**Noted.**

**FE/2024/20.6 To discuss and consider the approach to documenting and updating agreements in place with long term user groups**

The Deputy Clerk advised that the updates to the operation and general relations with user groups was going well with a special focus now required on the Theatre Group as their long-standing relationship with the Gordon Bennett Memorial Hall and Thurcroft Parish Council requires correctly documenting to bring it in to line with all other documentation completed. The Deputy Clerk proposed that the Committee nominate and empower two councillors to attend a meeting with the Clerk, Deputy Clerk and the Theatre Group to assist with the conversation.

**Resolved:** Councillors C. McCartan and B. Clark support the Clerk and Deputy Clerk and attend this meeting.

**Voting:** 5 Councillors present all voted in favour.

**FE/2024/20.7 To discuss and consider appropriate occupancy figures**

The Deputy Clerk referred the Committee to the Clerks report and the calculations advise by the Risk Assessment company and also South Yorkshire Fire Service. A discussion took place.

**Resolved:** That the figures presented within the Clerks report be recommended to full council for adoption from 1<sup>st</sup> September 2024.

**Voting:** 5 Councillors present all voted in favour.

**FE/2024/20.8 To discuss and consider the key control procedure and the implementation of appropriate key management measures for the venue**

The Deputy Clerk advised that the issue of key management had now been raised on several occasions. The health and safety inspection had identified shortfalls in the



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management of keys, the insurance company had queried key management following the recent break in and over the last few months that had been several instances reported where the outer chamber door had been left unlocked. The Deputy Clerk presented a key control procedure and template key contract. The committee discussed the proposed procedure and contract.

**Resolved:** The key procedure and key contract be recommended to full council for adoption with a re-keying of the outer chamber door and a re-issue of keys to be undertaken from 1<sup>st</sup> September 2024.

**Voting:** 5 Councillors present all voted in favour.

### **FE/2024/20.9 To consider and resolve on a proposal from Cllr McCartan to establish a working party to progress plans to refurbish the Gordon Bennett Memorial Hall**

Cllr C. McCartan proposed that a working party be formed for discussions and ideas around the refurbishment of the venue in order to allow its members to meet less formally and more frequently and subsequently be more adequately prepared with fully formed proposals ahead of scheduled committee meetings.

**Resolved:** The working party be recommended to full council for approval with the Clerk to subsequently provide appropriate Full Terms and Conditions for its operation.

**Voting:** 5 Councillors present all voted in favour.

### **FE/2024/20.10 To discuss and consider a proposal from Cllr Bell to complete a redecoration of the main hall ahead of any refurbishment plans**

Cllr H. Bell outlined a proposal to complete a full redecoration of the main hall ahead of any refurbishment plans. A discussion took place with the Deputy Clerk being asked to secure colour charts and the committee considering visiting local venues for ideas. It was noted that there was a possibility that the actual labour could be free of charge through the Community Pay Back Scheme.

**Resolved:** That this be explored further with colours and prices secured prior to recommendation to full council.

**Voting:** 5 Councillors present all voted in favour.

### **FE/2024/20.11 To consider and resolve on an application from the Thurcroft Toddler Group to purchase and install an external storage unit to the rear of the hall**

Cllr C. McCartan proposed that an application from the Thurcroft Toddlers Group to install storage, that would double as an outdoor playhouse for the group, be agreed by the committee and recommended to full Council. It was noted that the Toddler Group would be looking for funding for the purchase from a number of local funding sources.



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**Resolved:** That this be recommended to full council for approval.

**Voting:** 5 Councillors present all voted in favour.

## **FE/2024/20.12 To discuss the repairs required to the hall's car park and options to progress this**

Cllr C. McCartan proposed that works to the car park should be progressed now, ahead of refurbishment as they resurfacing on the car park was becoming urgent with numerous pot holes and potential trip hazards. A discussion took place with the Deputy Clerk advising that the work would be expensive and would need to be progressed via contract finder.

**Resolved:** That this be recommended to full council for approval.

**Voting:** 5 Councillors present all voted in favour.

## **FE/2024/21 Thurcroft Cemetery**

### **FE/2024.21.1 To receive any update on the progression in planning the cemetery extension**

It was noted that there was no update at this time.

### **FE/2024.21.2 To consider a proposal from Cllr McCartan to visit the cemetery to review standards and begin to capture ideas for its development**

A discussion took place with the Cllr C. McCartan proposing that the committee gather ideas for the development of the existing cemetery and extension.

**Resolved:** That the committee would arrange a date to visit cemeteries and gather ideas for the development of the existing cemetery and extension when this is agreed and table ideas at the next committee meeting.

**Voting:** 5 Councillors present all voted in favour.

### **FE/2024/21.3 To receive a verbal report from Cllr McCartan on the condition of the water tubs and discuss options**

Cllr C. McCartan proposed that the water tubs be considered with item FE/2024.21.2

**Noted.**

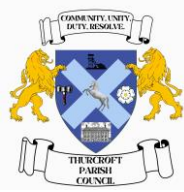
### **FE/2024/22 Thurcroft Recreation Ground & Hangsman Lane. To discuss a proposal to move the football pitch bookings in to the Scribe booking system**

Cllr C. McCartan proposed that the football pitch booking management be moved on to scribe to allow for better visibility of the usage of the pitches.

**Resolved:** That this be recommended to full council for approval.

**Voting:** 5 Councillors present all voted in favour.

## **FE/2024/23 Parish Events**



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**FE/2024/23.01 To consider and resolve on a proposal from Cllr McCartan to establish a working party to progress with planning for Parish events**

Cllr C. McCartan proposed that a working party be formed for discussions and ideas around all events in order to allow its members to meet less formally and more frequently and subsequently be more adequately prepared with fully formed proposals ahead of scheduled committee meetings.

**Resolved:** The working party be recommended to full council for approval with the Clerk to subsequently provide appropriate Full Terms and Conditions for its operation.

**Voting:** 5 Councillors present all voted in favour.

**FE/2024/23.02 To consider a proposal from Cllr McCartan to call an extraordinary committee meeting for the express purpose of discussing the events planned for 2024**

**Resolved:** That an extraordinary meeting be arranged for Friday 19<sup>th</sup> July at 5pm.

**Voting:** 5 Councillors present all voted in favour.

**FE/2024/999 To notify the clerk of matters for inclusion on the agenda of the next meeting**

No additional items were raised for inclusion at the next meeting.

**FCE2024/999 To confirm the next meeting of the Facilities and Events Committee as 17 October 2024**

**Meeting closed at 7.54pm**