Radcliffe-on-Trent Parish Council

Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on Monday 19 January 2015 at 7pm

Cllr. Mrs Penny Astill (Chairman)

Cllr. Mrs Jean Smith (Vice Chairman) Cllr. Mrs Melanie McKechnie

Cllr. Mrs Josephine Spencer Cllr. John Thorn (A)

Cllr. Mrs Pam Thompson Jon Jones (co-opted member) (A) Ex-officio: Cllr. Roger Upton (PC Chairman) & Cllr. Mrs Georgia Moore (PC Vice Chairman) (A)

Also present: Clerk, - Jacki Grice, Hall Manager - Lisa Simpson and four members of the public

1. Apologies Approved

Cllrs Mrs Georgia Moore, John Thorn and Jon Jones

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 24 November and 15 December 2014. It was

Resolved: "That the minutes are approved as an accurate record and signed by the Chairman.

Chairman's Announcements

4. All the recent Christmas events held were well attended and successful.

Clerk's Report on Items from Previous Meeting

M. 17 Customer Comments

5. Notices have are now being displayed advising that disabled access ramps are available.

M. 30 Bar Sign Writing

6. The sign writing is completed and has enhanced the look of the bar area.

M. 31 Sound System Review

7. The order is in hand for the new equipment.

M.32 TV Licensing

8. The Annual Licence has been purchased.

Open Session for members of the public to raise relevant matters, limited to 15 minutes

9. Standing Orders were suspended at 7.09pm

Although not relevant to the meeting, two residents expressed concerns regarding Hutton Energy and their application for a waste management permit and their intention to drill the Harlequin 3 site. The Parish Council will be publicising a meeting with Hutton Energy in attendance on 28 January 2015, this will enable residents to ask questions before the Environment Agency consultation period ends on 03 February 2015.

10. Standing Orders resumed at 7.24pm

Grange Hall Finance

11. The following report was noted.

Enhancements & Maintenance	2014/2015	
	Expenditure to 12 January 2014	Annual Budget
	14,021	18,000

The Grange Finance

12. The following report was noted.

Maintenance and Supplies	2014/2015	
	Expenditure to 12 January 2015	Annual Budget
	2,844	3,600

13. Resolved: "To suspend standing orders to change the order of business".

14. a) Grange Hall Bar

Councillors Upton, Spencer and Mckechnie requested that the decision taken at the Extra-ordinary meeting on 15 December 2014 regarding the bar services be re-considered due to a change in circumstances.

Resolved: "To continue with the current Operator on a commission basis for the next three months at which time the bar services will again be reviewed with the option of implementing a more formal arrangement."

15. Standing orders resumed.

Hall Managers' Report

16. a) Grange Hall Bookings - Noted

Bookings	2014/201	2014/2015	
	Bookings to 19 January 2014	Annual Budget	
	53,963	43,000	
	Bar Commission		
	1620	3,000	

17. b) The Grange Bookings - Noted

Bookings	2014/2015	
	Bookings to 19 January 2015	Annual Budget
	9,900	10,000

c) Grange Hall Bookings Feb/Mar/Apr

18. Bookings continue to be very good with no quiet periods, Drama and Dance are regular bookings and the Grange also has a new booking of Thera.

d) Customer Comments Forms

- **19**. Complimentary comments have been received regarding the current bar operator.
- 20. A dishwasher is desired for the Grange kitchen. The Clerk would put this request on the next Agenda.

e) The Grange Free Bookings

21. None requested.

f) Events Update

22. A working group meeting has just been held, the notes would be provided for the next meeting.

g) Marketing / Leaflets / Website

23. More emphasis would be done on marketing weddings in the Hall and the Grange building.

h) Data Analysis

24. Members reviewed data on User Income in chart format. There has been a significant increase in the past three years.

Grange Hall

b) RBC Environmental & Waste Management Review

25. The Grange Hall kitchen has recently been inspected and comments received were 'very high standards'. The Caretaking staff would be thanked and notified.

c) Grounds Parking Review

- **26.** Parking on the driveway and double parked cars continues to be an issue. Staff would endeavour to resolve this by putting out cones and the portable fence at the gate when the car park is full. Two additional spaces would be created adjacent to the Grange for the Clerk and Hall Manager releasing the spaces in the main car park area. **Resolved**: "To purchase relevant signage."
- **27.** Cllr Mel Mckechnie left the meeting at 7.56pm.

d) User Group Storage

- **28. Resolved:** "To approve policy that no Users may store equipment in either building unless it is a facility that can be used by other groups, e.g. Cable protectors, stage steps etc."
- **29. Resolved:** "To approve the storage of a Podium (with a non-scratch base), purchased by the U3A but offered as a facility for all Users."

e) To Consider a Pricing Review

30. The Clerk would arrange a working group meeting in the near future to consider the current price list.

The Grange

31. Two roof tiles need replacing. The Clerk would organise this work.

Fire and Water Management Review

- 32. The recent quarterly review meeting was held on 22 December 2014. Outstanding tasks remaining:
 - Replacement of 5 Fire Doors (The Grange)
 - Caretaker Training (Basic Water Services Management)
 - Calorifier sample (Grange Hall plant room hot water calorfier annual condition test)

Correspondence

33. None received.

Date of Next Meeting

34. Monday 16 March 2015

There being no further business the meeting closed at 8.17pm

Signed: Chairman	 Date	