

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 21 September at 7pm

Cllr. Sue Clegg (Chairman)

Cllr. Joe Bailey (Vice Chairman)

Cllr. Penny Astill (A)

Cllr. Martin Culshaw

Cllr. Jean Robinson

Cllr. Pam Thompson (A)

Ex-officio: Cllr. Georgia Moore (PC Chairman) & Cllr. David Barton (PC Vice Chairman)

Cllr. David Astill

Cllr. Graham Budworth (A)

Cllr Gillian Dunn

Cllr. Josephine Spencer

Cllr. Alice Tomlinson

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the committee, limited to fifteen minutes, during which time Standing Orders will be suspended. *(One resident advised that recording was taking place).*

Also present: Clerk, - Jacki Grice, Cllr Roger Upton – Rushcliffe Borough Councillor and two members of the public.

1. Apologies Approved

Cllrs Penny Astill, Graham Budworth and Pam Thompson

2. Declarations of Interest

None received.

3. Minutes of the Previous meetings held on 20 July 2015. It was

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

Chairman's Announcements

4. The Office Staff are investigating costs for replacement lighting in the hall. Six lighting units have failed in as many months and the current units are now obsolete.

5. It is understood that work on the old Spar Shop to make it a Costa Coffee venue will commence shortly.

Clerk's Report on Items from Previous Meeting

6. M.4 Office Apprentice

Due to the timing of exams, Hollie Thacker will now leave on 23 October 2015.

7. M.7 Drama Group Fixtures

The Group have not yet installed the monitor in the changing rooms and the other authorised fixtures.

8. M.15 Business Forum AGM

The AGM was recently held and very well attended by local village businesses.

9. M.17 Christmas Light Switch On

Christians Together have confirmed that they will be unable to participate in the Christmas Light Switch On for 29 November. Cllr Bailey would enquire whether the Ladies Choir would be interested in singing on the night.

10. M.24 Fridge and Freezer

The new Fridge and Freezer have been installed and the Office staff managed to get the equipment £200 under budget.

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

11. There were no comments.

Grange Hall Finance

12. The following report was noted.

	2015/2016	
	Expenditure to 11 September 2015	Annual Budget
Enhancements & Maintenance	3,942	10,000
Floor Sealing	0	2,000
Sound System/Microphone	2,842	4,000

The Grange Finance

13. The following report was noted.

	2015/2016	
	Expenditure to 11 September 2015	Annual Budget
Maintenance and Supplies	1,005	2,400
Projector /Screen	862	1,500

Hall Managers' Report

14. a) **Grange Hall Bookings** – Noted

Bookings	2015/2016	
Earned April – 11 September	Bookings to March 2016	Annual Budget
28,243	37,654	55,000
	Bar Commission to 11 September	
	704	2,000

15. b) **The Grange Bookings** - Noted

Bookings	2015/2016	
Earned April – 11 September	Bookings to March 2016	Annual Budget
4,176	4,615	11,500

c) Grange and Grange Hall Bookings Oct/Nov/Dec

16. Bookings are very good for both buildings up to Christmas.

d) Customer Comments Forms / Other Feedback

17. Four positive comments have been received from customers regarding staff helpfulness.

e) The Grange Free Bookings

18. None to report.

f) Events Working Group Meeting Notes 04/08/15, Events Review and Financial Analysis

19. Members received the working group meeting notes and reviewed passed and future events.

Resolved: "Cinema Night 16 October confirmed films Big Hero and Sing a long Grease."

- Consideration still to be given to a street party for the Queens Official Birthday 12 June.
- Bioblitz Event – check a date that does not clash with the Infants School Fair in May.
- Positive Futures attended the recently held Youth Gig, there was a bit of disturbance with youths in the Grange Grounds, Cllr Bailey thanked them for their assistance on the night.

20. A breakdown of budget vs income and expenditure was reviewed for events held to date. The total net income is £471 against the annual budget of £500.

g) Marketing / Leaflets / Website

21. No additional work carried out on these areas at present.

h) Social Media Statistics

22. Members received the Facebook Statistics for the Village Show and Grange Hall and Grange pages. During the week of 31 Aug – 6 Sept the Village Show page reached 4,540 people and the Grange Hall and Grange reached 2,645.

Grange Hall

a) Bar and Catering Operator Update

23. The current operator of the bar of which there is an informal agreement has advised that he will only be able to provide a service for large events. The Clerk advised that local community groups may run their own bar for an additional charge of £30 under the Clerk's DPS Licence. All unknown groups/individuals wishing to sell alcohol may do so with a Temporary Events Licence and also incur the £30 charge. The Clerk and Hall Manager are due to meet with a local caterer to arrange a commission agreement where their services are recommended to hirers. An update will be provided at the next meeting for formal approval.

b) Projector / Screen and Freeview Update and Charges

24. The Projector and TV Screen are up and running and the Freeview installation is the next stage. The Clerk's Office will look into an adaptor for laptops that do not have HDMI connections. It was agreed to consider the merit of charging for this equipment when reviewing the Hall and Grange room hire charges early next year.

c) To Consider DVD Player

25. In order to facilitate ongoing Cinema and Other Events, it was
Unanimously Resolved: "To authorise the Clerk to purchase and arrange the installation of a DVD/Blu Ray Player up to the value of £300."

d) Reception Tub Chairs to Consider Replacement

26. The chairs are looking very old and worn in the reception area. It was
Unanimously Resolved. "To authorise the Clerk to purchase two replacement Tub Chairs (burgundy) up to the value of £300."

The Grange

27. No reports.

Correspondence

28. No correspondence received.

Councillors' Reports

29. No reports.

Date of Next Meeting

30. Monday 16 November 2015

There being no further business the meeting ended at 7.43pm.

Recording to cease

Signed: Chairman

Date