

Radcliffe-on-Trent Parish Council**Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on Monday 31 March 2014, at 7pm**

Cllr. Mrs Penny Astill (Chairman)

Cllr. Mrs Georgia Moore (Vice Chairman)

Cllr. Mrs Jean Smith

Cllr. Mrs Pam Thompson

Ex-officio: Cllr David Smith (PC Chairman) (A)

Ex-officio: Cllr. Roger Upton (PC Vice Chairman)

Cllr. Mrs Melanie McKechnie

Cllr. Mrs Josephine Spencer

Cllr. John Thorn

Jon Jones (co-opted member)

Also present: Clerk, - Jacki Grice, Hall Administrator - Lisa Simpson, and two members of the public**1. Apologies Approved**

Cllr Mr David Smith

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 27 January 2014. It was**Resolved:** "That the minutes are approved as an accurate record and signed by the Chairman.**Chairman's Announcements**

4. Recent events have left the building without a Caretaker, existing staff are covering and a temporary cleaner has been employed. The Personnel Committee are progressing a new appointment and terms.

Clerk's Report on Items from Previous Meeting**M.6 Building Management**

5. Most of the staff attended the Fire Safety course and the Hall Administrator and Ground staff have completed the First Aid at Work Training. Staff will include Building Fire Plans with the booking information pack to hirers.

M. 16 Events

6. The first Farmers Market was a success and the Nottingham Post published a good article. Attendance will grow as more people become aware of the monthly market.

M. 21 Website

7. The Parish Council website layout has been completed, information continues to be added to it. The Grange and Grange Hall new website is in progress.

M. 22 Events Update

8. Pen and Paper are now selling event tickets and Radventures have contributed a poster display stand in the shop.

M. 26 Stage Curtains

9. A manual override system for the automated curtains would be too expensive to implement. In an emergency the first ring could be unhooked to enable the curtains to be opened and closed.

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

10. Standing Orders were suspended at 7.19pm

Tea towel provision was discussed, due to hygiene issues, hirers should bring their own. The Clerk would look in to the cost of disposables.

The Residents Association held a stall at the new Farmers Market and raised funds. Most of the traders met their targets, a raffle may be part of future markets.

11. Standing Orders resumed at 7.22pm

Grange Hall Finance

12. The following report was noted.

	(£) April 2013– 24.03.2014	(£) Budget 2013/14	(£) Diff
Enhancements and Maintenance	17,690	17,000	-690 *
NB: Grange Hall Improvements: £1,000 contributions from Drama & Panto to add to balance*			

The Grange Finance

13. The following report was noted.

	(£) April 2013– 24.03.2014	(£) Budget 2013/14	(£) Diff
Maintenance & Supplies	6,423	5,900	-523

It was noted that the supplier of the 2 boilers did not correctly invoice until February this year.

Booking Clerk's Report

- 14.a) Grange Hall Bookings – Noted

(£) April 2013 – 24-03.14	(£) Budget 2013/14	(£) Diff
48,923	40,000	+8,923

- 15.b) The Grange Bookings - Noted

(£) April 2013 – 24.03.14	(£) Budget 2013/14	(£) Diff
10,269	7,500	+2,769

c) Grange Hall Bookings Apr/May/Jun

16. Bookings continue to be very good, the Grange in particular is doing well and the special Sunday rate for the Hall is attracting custom.

d) Customer Comments

17. Four positive feedback comments have recently been received. An email regarding drinks prices at the bar was also noted.

e) The Grange Free Bookings

18. ROTSA Annual Meeting (noted).

f) Marketing / Leaflets / Website & To Re-Consider Publishing Price List

19. The new website is in progress and the current one will be updated this week. It was proposed that the price guide be put on the website. It was:

Resolved: "Not to publish the prices on the website, but to include an enquiry form on the new website."

g) Events Update / Poster Request from U3A and Remembrance Sunday Exhibition

20. 1) * There has been a disappointing response from local businesses to attend the Ideal Home Show on 18 May. To ensure a good show, businesses from surrounding areas have also now been invited. * The Fun Day on 21 August will include a Mini Zoo, Fair Rides and Circus Skills. * St Marys Church are holding a BBQ event in the Grounds in June, they would be advised that no BBQ's should be placed on the ground. (The Amenities Committee would consider policy.)

- 2) There has been a request to insert a large poster on the triple notice board for an event not held at the Hall. Staff would inform the enquirer that policy is Hall events only, however the Parish Council notice boards and website could help notify people of the event.
- 3) It has been noted that the WW1 Exhibition held at the British Legion in August could also be displayed at the Grange or Hall on Remembrance Sunday. More information on the proposal is required.

Grange Hall

a) To Consider New Folding Square Tables and Additional Seating

21. Cllrs Jo Spencer and Georgia Moore would investigate more suitable options and report back to Committee.

b) To Receive the Notes of the Bar Review Meeting 5.2.14

22. Another review meeting would be held early summer, the bar appears to be working well at present and it is being kept in a clean condition.

c) To Consider Till Options

23. During busy bar periods one till is not sufficient and the existing till is showing signs of wear and tear. It was **Resolved:** "To purchase two new single user tills within a budget of £500 inclusive of any necessary electrical socket works." The Clerk would ask for the bar operators input on the appropriate models to be purchased.

d) To Consider Replacement Glass Washer

24. The Glass washer in the bar area is also not working properly, it has been serviced many times and is no longer cost efficient. It was:
Resolved: "To purchase a new glass washer within a budget of £1,500." The bar operator would be asked for their input on the model to choose.

e) To Consider Audio Visual Equipment

25. A quotation was sourced for a Visual Display Screen, Projector and PA Equipment. These items would be deferred for consideration later in the year.

f) To Consider Access Restrictions at Kitchen Door

26. It was: **Resolved:** "To instruct the Groundsmen to install a post and chain barrier in the area."

g) To Consider Cost of a Master Key System

27. The cost to install a master key system could not be justified. This matter would not be pursued.

h) Hall Flooring

28. The sealing of the Hall floor has been booked in for January 2015. Due to signs of wear and tear the Clerk would enquire if the works could be booked in earlier.

The Grange

a) To Consider Another Fire Door Replacement

29. The item would be deferred for consideration later in the year.

b) Outside Clock – Costs of Automated System

30. The cost of an automated system for the outside clock is too expensive. Contractors would be asked to change the times when on site.

Correspondence

a) N.C.C Same Sex Marriages and Other Civic Ceremonies

- 31. Notification received from the Nottinghamshire County Council regarding current developments in the County Council's Registration Service – Noted.

b) Driveway Emergency Vehicle Access

- 32. There are still problems with people parking along the driveway and restricting access. A letter would be sent to relevant hirers highlighting the issue. The main gate from Hunt Close will remain open when bookings are on.

Date of Next Meeting

- 33. **Monday 02 June 2014**

There being no further business the meeting closed at 8.45pm.

Signed: Chairman

Date

Distribution:

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|---------------------------|---|-----------------------------|
| 1. All Parish Councillors | 2. Office File | 3. The Library |
| 4. The Press | 5. Police | 6. County Coun. Mrs K Cutts |
| 7. Residents Association | 8. Rushcliffe Borough Councillors for R-o-T | |

Cllrs. Mrs Penny Astill (Chairman), Mrs Georgia Moore (Vice Chairman), Mrs Melanie McKechnie, Mrs Jean Smith, Mrs Josephine Spencer, Mrs Pam Thompson, John Thorn and *Ex-officio* Cllr Roger Upton & *Cllr. David Smith (Chairman).*
Co-opted member: Jon Jones

Committee remit: All matters involving the running of The Grange and Grange Hall, booking and pricing policies, organisation of council social events, PR and marketing.