

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 24 November 2014, at 7pm

Cllr. Mrs Penny Astill (Chairman)
 Cllr. Mrs Jean Smith (Vice Chairman) (A) Cllr. Mrs Melanie McKechnie (A)
 Cllr. Mrs Josephine Spencer Cllr. John Thorn (A)
 Cllr. Mrs Pam Thompson Jon Jones (co-opted member)
 Ex-officio: Cllr. Roger Upton (PC Chairman) (A) & Cllr. Mrs Georgia Moore (PC Vice Chairman)

Also present: Clerk, - Jacki Grice, and two members of the public

1. Apologies Approved

Cllrs Mrs Jean Smith, Mrs Melanie Mckechnie, John Thorn and Roger Upton

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 22 September 2014. It was

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

Chairman's Announcements

4. There were no announcements.

Clerk's Report on Items from Previous Meeting

M. 6 Carnival

5. Cllr Georgia Moore attended the recent AGM. The theme for next year is 'Moments in History'.

M. 7 Cash Till

6. No progress.

M.12 Remote Monitoring

7. The fire and intruder alarm remote upgrade has now been completed.

M.27 After School Club

8. The Pre-School Playgroup are also looking for temporary accommodation and have requested a meeting with the Parish Council Chairman to discuss potential options.

M.28 Ventilation Equipment

9. The servicing of the filters has been completed. The heating and ventilation requirements varies between bookings. The Hirers will need to tell staff whether they want the heating or ventilation systems on.

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

10. No comments were made.

Grange Hall Finance

11. The following report was noted.

Enhancements & Maintenance	2014/2015	
	Expenditure to 31 October 2014	Annual Budget
	12,373	18,000

The Grange Finance

12. The following report was noted.

Maintenance and Supplies	2014/2015	
	Expenditure to 31 October 2014	Annual Budget
	2,673	3,600

Hall Managers' Report

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

Bookings	2014/2015	
	Bookings to 31 October 2014	Annual Budget
	47,314	43,000
	Bar Commission	
	966	3,000

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

Bookings	2014/2015	
	Bookings to 31 October 2014	Annual Budget
	7,846	10,000

c) Grange Hall Bookings Dec / Jan / Feb

15. Bookings continue to be very good as reflected in the figures. Jon Jones commented that the Hall Manager, Lisa Simpson was doing an excellent job.

d) Customer Comments Forms

16. x1 positive feedback form was received. Bookings need to be very specific with their requirements so that there are no issues with space usage, i.e. two groups wishing to use the stage when it is set up.
17. A poster would be put on the under stairs cupboard so that people are aware of the access to the wheelchair ramps. This means that the door will be kept unlocked and highlighted that a number of groups are using the buildings to store unauthorised items. The Hall Manager would list the issues for discussion at the next meeting. Notices would also signpost people to use the Radcliffe Room Fire Door if necessary

e) The Grange Free Bookings

18. None requested.

f) Marketing / Leaflets / Website

19. More emphasis will be placed on marketing the Grange Building in the New Year. The website events calendar highlights how well both buildings are used at the moment.

g) To Receive the Events Working Group Meeting Notes 01.10.2014

20. Cllr Jo Spencer advised that she had given apologies for this meeting.
21. A provisional date for 3rd May 2015 has been set for the Wellbeing day. Events Working Group to progress this.
22. A quotation has been received for the AV System required for a Last Night at the Proms event. The Events Working Group would give this matter further consideration before making a recommendation.
23. Enquiries are still being made with local groups and schools with regards to a Youth Band Event.”
24. The Volunteer and Community Day was heavily advertised and well attended by Stall Holders but more general public would have been desirable.

- 25. Jon Jones left the meeting at 7.30pm
- 26. Christmas Light Switch On: There are issues with the cost of a Cherry Picker, but the Clerk will endeavour to sort out lights in the grounds. Cllr Jo Spencer would organise some glow sticks for the Pantomime Dame to hand out on the night. All other matters are in hand.
- 27. Cllr Penny Astill will collect the presents for the Over 65's Christmas Party and Cllr Georgia Moore would organise the wrapping paper.
- 28. Advertising for the Councillor Christmas Coffee Morning is in hand.

Grange Hall

a) Motion Sensor Lighting to Consider for Toilets

- 29. As the sensor is only one on the door with a timer; it was **Resolved** "not to proceed with an order."

b) Bar Sign Writing

- 30. It was **Resolved**: "to approve the order for 'Trent Room Bar' in vinyl's, maroon colour in mistral font at £110.00"

c) Sound System Review

- 31. The following additions were considered for the sound system:
Microphone, Lectern Leads, Microphone Leads, Twin Sockets, Twin Jack Lead, Mini Jack and Phono iPod Lead.
It was: **Resolved**: "To approve the order for £685, however the Clerk would endeavour to obtain additional discount."

d) TV Licensing

- 32. It was **Resolved**: "To purchase an annual T.V License to cover all transmission scenarios."

e) Bar Operations Update

- 33. Customer feedback has highlighted various bar issues which have been discussed with current operator. The bar service continues to be monitored.

The Grange

- 34. There were no reports to discuss.

Fire and Water Management Review

- 35. A number of issues were highlighted with the current Fire System by a recent audit carried out by Globesec. All matters have now been addressed.

Correspondence

- 36. None received.

Date of Next Meeting

- 37. Monday 26 January 2015
There being no further business the meeting closed at 8.16pm

Signed: Chairman

Date