

**Radcliffe-on-Trent Parish Council**  
**Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on**  
**Monday 08 June at 7pm**

Cllr. Sue Clegg (Chairman)

Cllr. Joe Bailey (Vice Chairman)	Cllr. David Astill (A)
Cllr. Penny Astill	Cllr. Graham Budworth (A)
Cllr. Martin Culshaw (A)	Cllr. Gillian Dunn
Cllr. Jean Robinson	Cllr. Josephine Spencer
Cllr. Pam Thompson	Cllr. Alice Tomlinson
Ex-officio: Cllr. Georgia Moore (PC Chairman) & Cllr. David Barton (PC Vice Chairman)	

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

**1. Apologies Approved**

Cllr Graham Budworth, Martin Culshaw, David Astill

**2. Declarations of Interest**

Cllr Barton – Agenda Item 9d iii (member of U3A) Cllr Clegg – Agenda Item 9d i (customer comments)

**3. Minutes of the Previous meetings held on 16 March 2015 and 11 May 2015. It was**

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

**Chairman's Announcements**

4. Each committee will be invited to put forward suggestions for forward planning, this will be a standing item on future agendas.

**Clerk's Report on Items from Previous Meeting**

**5. M.5 Sound System**

The clock has now been relocated to address the problem with the hearing loop.

**6. M.6 TV Licensing**

It is confirmed that the Caretaker has his own TV Licence.

**7. M.11 Drama Group Fixtures**

The Drama Group are in the process of installing the donated equipment of monitor, dimmer pack and scaffold structure.

**8. M.18 Crockery/Cutlery**

The caterer has been informed of the complaint received regarding dirty crockery at a recent event.

**9. M.26 – 28 Summer Promotions**

Heavy advertising has been carried out to seek to ensure more bookings for the quiet summer period.

**10. M.32. Aerial and Freeview Installations**

The installation has been put on hold pending a decision on a projector to ensure compatibility.

**11. Dishwasher the Grange**

The dishwasher has now been installed. The Clerk was asked to put up an instruction notice

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

12. Standing Orders were suspended at 7.06pm

- A representative of the Bridge Club requested that members re-consider the policy on no storage. The group is not in a position to carry their equipment to and from the Grange weekly.

- A representative of the U3A Bridge Club also requested a storage review due to heavy items and members that are unable to carry equipment.
- Representatives of the U3A and the Gardening Club expressed concerns regarding the sound system in Grange Hall and suggested that the system was not good enough for their needs and was also not compatible with equipment brought in. A lapel microphone was also desired. (Cllr Spencer advised that RadPanto bring in all equipment required in addition to the basic system facilitated.)
- A resident also raised concern that when the sound system is on, it is not apparent if the hearing loop system is also on and working.  
(The Chairman suggested an audit of storage and the sound system, to be discussed later in the meeting.)

13. Standing Orders resumed 7.20pm

#### Grange Hall Finance

14. The following report was noted.

	2015/2016	
	Expenditure to 01 June 2015	Annual Budget
Enhancements & Maintenance	886	10,000
Floor Sealing	0	2,000
Sound System/Microphone	0	1,000

#### The Grange Finance

15. The following report was noted.

	2015/2016	
	Expenditure to 01 June 2015	Annual Budget
Maintenance and Supplies	131	2,400
Projector	0	500

#### Hall Managers' Report

16. a) Grange Hall Bookings – Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
Earned Apr- May = 9,074	23,061	55,000
	Bar Commission	
	235	2,000

17. b) The Grange Bookings - Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
Earned Apr- May = 1,250	2,570	11,500

#### c) Grange Hall Bookings June / Jul / Aug

18. Bookings continue to be good, but the Grange would benefit from some additional summer bookings as regular user groups take a long break.

**d) Customer Comments Forms / Other Feedback**

**i) General**

19. – Two positive feedback forms received, praising the Hall Manager and Caretakers. Cllr Barton reiterated that the

Caretaking Staff are extremely helpful and accommodating and that they deserved the praise given.

- A complaint was received from a regular user who requires the room to be quiet at all times. A funeral was booked in on the same day which would have meant a 15 minute cross over period. However some guests arrived early and this caused noise disruption. The Clerk would apologise for the inconvenience and advise that this was a one off incident and staff would be mindful of events clashing in future. The Hall Manager would use her discretion and also put notices on doors to stop people entering the building before their booking time.

**ii) To Reconsider Storage Policy**

20. (Cllrs Clegg, Moore and Thompson requested that this matter be re-considered on the Agenda)

Due to feedback received from customers regarding storage of equipment and their inability to bring equipment to each of their sessions, it was:

**Resolved:** “to undertake an audit of all available storage against all customer requirements, report to be considered at the next meeting. In the meantime customers currently using storage space may continue.”

The working group will comprise of Cllrs Joe Bailey, Pam Thompson, Georgia Moore and Sue Clegg.

**iii) U3A and Gardening Club: Sound System**

21. Due to feedback received that customers are having difficulty with the sound system and compatibility problems with their own equipment. It was:

**Resolved:** “to undertake an audit of the system and invite a sound engineer to test the system. The working party will comprise of Cllrs Barton, Spencer, Tomlinson and Clegg who will report back to committee.

**e) The Grange Free Bookings**

22. No Community AGM's booked in at present. Members considered the Police Area Group meetings, it was:

**Resolved:** “to offer a room free of charge to facilitate these meetings which are held quarterly in different local parishes.”

**f) Events Review / Composition of Village Show Working Group / Events Working Group Meeting**

23. Members were provided with an update of all the planned events for 2015. The Clerk would email out to Event Working Group members to arrange another meeting. Members were also advised of the Village Show working group comprising of many representatives of organisations and residents. Mrs Mel McKechnie has chaired these meetings since the event re-launch in 2013 and has offered to continue. It was:

**Resolved:** “to accept Mrs McKechnie's offer to continue the Chair the meetings, Cllr Spencer would remain the P.C representative and a PC Officer would always be present at meetings.”

**g) Cinema Questionnaire and Paddington Finance Analysis**

24. The Paddington film morning held in April was very successful and 137 residents attended. Members considered the cost of hiring in a film operator compared to installing the Halls own projector equipment. It was noted that the licence fee to Filmbank Distributors would be an ongoing cost. The Events working group would discuss future film events based on the feedback received in the survey.

**h) Marketing / Leaflets / Website**

25. Summer promotions and advertising is ongoing, leaflets always available and the website is proving popular with lots of enquiries via the contact us page.

Grange Hall

**a) Bar and Catering Services: Update 26.** Feedback on the bar and catering has been good, it was noted that there is currently no formal arrangement with the operators which allows greater flexibility.

**b) Projector, Freeview and Aerial Considerations**

27. The last committee meeting approved the installation of freeview and aerial installations, but staff have deferred this pending the decision on a projector to ensure there are no compatibility issues.

Three quotations were received for the installation of a suitable projector in the Main Hall, however specification details were limited. It was agreed to investigate further and put the item on the next Finance Agenda for consideration as there is not a specific budget for this project. A projector in the Trent Room would not be progressed.

The Grange**a) To Consider a Proposal from a Commercial Operator: Sunday Cafe**

28. A local business has made a proposal to operate a Sunday Café serving cold prepared food in the Grange on the basis of 10% sales to the Parish Council. After careful consideration the Committee did not feel this was appropriate and were concerned about setting precedents, it was therefore:

**Resolved:** "To thank the operator for their interest and offer the Grange facilities through the normal room hire process."

**b) To Consider a Projector, Cabling Installation and Security Cage: Radcliffe Room**

29. One quotation received equating to £1,025 net. It was agreed to obtain further quotes from the same companies that quoted for the Hall projector to see if any reductions can be obtained if both projector installations are carried out at the same time. This item would also be considered at the next Finance meeting.

Fire and Water Review

30. - Grange Hall staff shall be completing a Legionella Awareness Course online in the next few days.  
 - A competent contractor has carried out the hot water calorifier water sampling – the results are clear of Legionella.  
 - Matters still outstanding are the 5 replacement fire doors in the Grange. It was:  
**Resolved:** "To replace the Parish Office door at £438 net."

Correspondence

31. None received.

Councillors' Reports

32. Cllr Thompson reported that the Youth Gig on 3<sup>rd</sup> July is gaining momentum and advertising and ticket sales are taking place. The young people have been heavily involved in organising this event and will also be organising the food, of which proceeds will go to the SNA Music Department. Unfortunately another poster has needed to be ordered due to vandalism. Cllr Moore thanked Cllr Thompson for her hard work putting this event together.
33. An expression of interest has been received regarding co-option onto the committee as a non-voting member. This matter would be considered at the next meeting.

Date of Next Meeting

34. **Resolved:** "To re-arrange the next meeting to 20 July to accommodate the Amenities Chairman."  
 There being no further business the meeting closed at 8.30pm

Signed: Chairman .....

Date .....