

**Radcliffe-on-Trent Parish Council**  
**Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on**  
**Monday 20 July at 7pm**  
 Cllr. Sue Clegg (Chairman)

Cllr. Joe Bailey (Vice Chairman)

Cllr. Penny Astill (A)

Cllr. Martin Culshaw

Cllr. Jean Robinson

Cllr. Pam Thompson

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

Cllr. David Astill (A)

Cllr. Graham Budworth

Cllr Gillian Dunn

Cllr. Josephine Spencer

Cllr. Alice Tomlinson (A)

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, Hall Manager – Lisa Simpson and two members of the public

**1. Apologies Approved**

Cllrs David Astill, Penny Astill, Alice Tomlinson

**2. Declarations of Interest**

None received.

**3. Minutes of the Previous meetings held on 08 June 2015, It was**

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

**Chairman's Announcements**

4. Hollie Thacker, the Office Apprentice leaves the Parish Council in September, a card will be distributed for signing.

5. Event reminders: Fun Day – 20 August, Village Show – 6 September, Last Night of the Proms – 12 September.

**Co-option of Non-Voting Committee Members to Consider**

6. An expression of interest has been received from Mr John Jones, a Hall User, to sit on Grange Hall Committee. Members felt that the committee was quite large and that many groups are already represented and that working groups would welcome non councillors to join in particular projects requiring outside expertise.

**Unanimously Resolved:** "To thank John for his interest and past contributions to meetings and to advise if there are any future issues he wishes to raise he is more than welcome to attend meetings and speak in the public open session but at present non-voting membership is not considered necessary."

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

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

Drama Group are still in the process of installing monitor equipment etc. in the changing rooms.

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

8. There were no comments.

**Grange Hall Finance**

9. The following report was noted.

	<b>2015/2016</b>	
	<b>Expenditure to 13 July 2015</b>	<b>Annual Budget</b>
<b>Enhancements &amp; Maintenance</b>	<b>1164</b>	<b>10,000</b>
<b>Floor Sealing</b>	<b>0</b>	<b>2,000</b>
<b>Sound System/Microphone</b>	<b>0</b>	<b>1,000</b>

The Grange Finance

10. The following report was noted.

	2015/2016	
	Expenditure to 13 July 2015	Annual Budget
<b>Maintenance and Supplies</b>	358	2,400
<b>Projector</b>	0	500

Hall Managers' Report

11. a) Grange Hall Bookings – Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
<b>Earned 1<sup>st</sup> Qtr = 14,793</b>	28,070	55,000
	Bar Commission to 13 July	
	563	2,000

12. b) The Grange Bookings - Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
<b>Earned 1<sup>st</sup> Qtr = 2,560</b>	2,901	11,500

c) Grange and Grange Hall Bookings Aug/Sep/Oct

13. The Grange is quiet during August, but the regular bookings are back to normal from September. The quiet summer period provides an opportunity for maintenance tasks.

d) Customer Comments Forms / Other Feedback

14. Several positive comments have been received with regard to the helpful staff.

e) The Grange Free Bookings

15. The newly formed Village Business Forum intend to hold an AGM in the near future.

f) Events Review & To Approve the Recommendations of the Working Group

16. The notes of the Events Working Group Meeting held on 23 June 2015 were considered and it was: **Unanimously Resolved** "to approve the recommendations, subject to firm proposals still needed for the Christmas Lights Switch on Event."

17. Up and coming events 2015:

- Fun Day – 20 August – Similar format to previous years.
- Village Show – 06 September – Similar format to previous years
- Last Night of the Proms – 12 September (large screen the grounds, bring your own picnic, gazebos by booking only.
- X2 Cinema Days: 16<sup>th</sup> October and another in the new year (Films to be confirmed.)
- Christmas Light Switch On: November 29<sup>th</sup> - Details to be confirmed possibly fire eating show, nativity scene and carols via Christians Together.
- Over 65's Christmas Party – 14<sup>th</sup> December.
- Councillors Christmas Coffee Morning: 19 December
- Christmas Concert – 20 December

18. New Events for 2016 – Still under consideration:

- Queens 90<sup>th</sup> Birthday/St Georges Day Weekend Celebrations
- Fun Day at Wharf Lane

- Street Party for Queen's Official birthday in June
- BioBlitz – a suitable Sunday

19. Due to more events being planned since the budget was set, a recommendation to increase the income and expenditure allocations but keeping the net total the same will be submitted to the Finance and General Purposes Committee for approval.

**h) Marketing / Leaflets / Website**

20. All advertising for the quiet summer period has been carried out. No further promotion planned at present.

**Grange Hall**

**a) Sound System Audit**

21. The Working Group met with Sherborne Sound and all found that the sound system was working. The subsequent U3A meeting advised that it was also now working to their satisfaction. Groups that wish to bring in their own equipment will need to ensure that it is PAT tested and need to understand that it may not be compatible with the Hall Sound System.

**b) Storage Audit**

22. Grange Hall does not have capacity to offer storage for the types of functions and activities held there.

**c) Projector and Freeview Update**

23. The Projector and associated equipment installation is due to be completed on 21 July 2015. The Clerk will then arrange for the Freeview and aerial installation which has been previously approved. A DVD Player will also need to be considered at the next meeting.

**d) To Consider Replacement Fridge Freezer**

24. **Unanimously Resolved:** "To approve the purchase of a new Fridge and Freezer up to the value of £700.

**The Grange**

**a) Storage Audit**

25. The Working Group arranged a limited amount of space in the tall kitchen cupboard for Users and has labelled the allocated shelving. The Hall manager shall ask the Users who choose to use this storage to sign a disclaimer that it is not the responsibility of the Parish Council in the event that items go missing or are damaged.

**b) Screen Update**

26. The LED Screen is due to be installed in the Radcliffe Room on 21 July 2015.

**Correspondence**

27. A User of the Grange is seeking the Committee's policy on the setting up of rooms.  
**Unanimously Resolved:** "There are no Caretaker room set up services in the Grange. Staff to organise diagrams of how the furniture should be rearranged after use, ready for the next booking, this will also be presented in the room hire terms."
28. It was noted that if the Caretaking Staff are on duty they always try and help customers as best they can and often go beyond their remit which is evident from the high praise received from many customers. The Clerk would write and thank the Caretaking team for their excellent customer service on behalf of the committee.

29. **Banner Advertising**

The Village Show Committee are seeking to put banners up to advertise the event. It was:

**Unanimously Resolved** "to delegate authority to the Clerk to arrange for banners to be put on both Grange Grounds large access gates to promote Parish Council organised and sponsored events only for a period of one week prior to the event date, except for the Village Show which can be in situ for 2 weeks prior to the event."

Staff will use their discretion with regard to booked Weddings or Special Events and take the banners down during such events.

**Councillors' Reports**

- 30. Cllr Barton reminded members to submit their ideas to the Clerk for the four year plan by 24 July 2015.
- 31. Cllr Thompson would put together a full list of instructions for the use of the Grange Hall cooker to display in the kitchen.
- 32. Articles for the Parish Council newsletter need to be submitted by 15<sup>th</sup> August 2015.
- 33. Member profiles and pictures are still not up to date on the website. A photograph of full council and staff shall be arranged in the near future.

**Date of Next Meeting**

- 34. Monday 21<sup>st</sup> September 2015

Recording to cease

Signed: Chairman .....

Date .....