

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 18 January 2016 at 7pm

Cllr. Sue Clegg (Chairman)

Cllr. Joe Bailey (Vice Chairman)

Cllr. Penny Astill

Cllr. Martin Culshaw

Cllr. Jean Robinson

Cllr. Pam Thompson

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

Cllr. David Astill

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.

Also present: Clerk, - Jacki Grice, Hall Manager- Lisa Simpson and one member of the public.

1. Apologies Approved

Cllrs Georgia Moore and Alice Tomlinson.

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 16 November 2015, It was

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

Chairman's Announcements

4. Thanks given to the staff for putting in extra time over the busy run up to Christmas with events. The Christmas Coffee Morning was quiet and the Christmas Concert was well attended.

5. The new Silver Cinema starts on January 27th and volunteers are needed to help with refreshments – Cllrs Thompson, Robinson, Dunn, Spencer, Barton and Clegg would attend.

Clerk's Report on Items from Previous Meeting

6. M.9 Grange Hall Reception Chairs

The Chairs have now been delivered and look very smart.

7. M.11 Self Locking Mechanism for Hall Doors

This has been put on hold pending the outcome of grant funding for new automatic doors.

8. M.21 Bar Hire Review

This will now be considered during the whole hire pricing review.

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

9. There were no comments.

10. Four Year Plan: Priorities and Phasing Considerations

Resolved "To agree the following"

- Cllr Barton to speak with the Business Forum regarding more involvement in P.C Events/ other support
- Next meeting Agenda Item – Consider Publication of Hire Pricing on Website.
- Next meeting Agenda Item – Banner Displays in the Grounds (Working Group meeting comprising of Cllrs D. Astill, Robinson, Dunn, Sue and the Hall Manager to produce a report.)
- Create a 360° on line view of facilities on website – Implement when additional staff support is in place
- Stage a Summer Music Festival – Cllr Spencer to put an article in next newsletter to ascertain if any local groups would be interested in leading this.

- Develop a circulation list – (the Parish Council has a substantial distribution list and asks that information is forwarded on)
- Hold a Showcase for Village Groups – consider in the future for a September date (not necessarily 2016)
- Hold a community picnic at Memorial Park – Event being considered for 2017 – Lyle Rockley Anniversary
- Provide a twice yearly foodbank collection point – Do not progress due to limited staff resources.
- Set up suggestion boxes – staff will place in reception areas (online facilities will be considered when additional support staff in place.)
- Focus each year on specific groups in the community – this is already happening
- Carry out condition survey of all P.C Assets – Consider via F&GP Committee
- Promote Youth Gigs and consider an outdoor event/music festival – indoor event is planned for July 1st, future events will be considered via Events Committee.

Grange Hall Finance

11. The following report was noted.

	2015/2016	
	Expenditure to 08 January 2016	Annual Budget
Enhancements & Maintenance	6,355	10,000
Floor Sealing	0	2,000
Sound System/Microphone	3,986	4,000

The Grange Finance

12. The following report was noted.

	2015/2016	
	Expenditure to 08 January 2016	Annual Budget
Maintenance and Supplies	1,892	2,400
Projector /Screen	963	1,500

Hall Managers' Report

13. a) Grange Hall Bookings – Noted

Bookings	2015/2016	
Earned April – 31 December	Bookings to March 2016	Annual Budget
43,267	48,830	55,000
	Bar Commission to March 2016	
	860	2,000

14. b) The Grange Bookings - Noted

Bookings	2015/2016	
Earned April – 31 December	Bookings to March 2016	Annual Budget
7,253	7,493	11,500

c) Grange and Grange Hall Bookings Feb/Mar/Apr

15. Grange Hall Weekend Bookings are doing very well there are no available Saturdays for weeks. The Grange would benefit from more bookings but summer advertising did not bring any additional business.

d) Customer Comments Forms / Other Feedback

16. Two positive customer feedback comments were noted. The Hall Manager also receives verbal praise from customers with regard to both Caretakers on a regular basis. Members appreciate this and wished to thank the Caretakers for their excellent work. The Clerk would pass this on.

e) The Grange Free Bookings

17. Lees Barn Allotment Association AGM. Noted

f) Events Review, Notes from Working Group and Financial Analysis

18. Members received a copy of the recent working group meeting notes held on 14 January. The Silver Cinema monthly dates are now in the diary and tickets are selling well (thanks given to the Jeffery Limmer Charity Trustees for their grant funding of £500 towards these events.) Further details were provided on the other new planned events this year in particular the Queen's Birthday celebrations in April. Diary dates set for all the Half Term Children's Cinemas and a Children's Royal Party on April 23rd.

Resolved: "To approve all planned events presented."

f1) To Consider Purchase of a Gazebo

Noting that this year's Events had to date raised over £1,000, members considered the purchase of a branded 6x3m pop up Gazebo for use at Events to promote the Parish Council, all the services it has to offer and act as an information point or band/entertainment cover, Borough Councillor Roger Upton has offered a contribution of £200 subject to it meeting the criteria of his member's community allowance.

Resolved: "To purchase the Gazebo at £440 subject to Cllr Upton's contribution."

g) Marketing / Leaflets / Website

20. No specific advertising carried out at present other than for Events.

h) Invoicing Age Analysis

There were no areas of concern apart from the occasional late payment.

Grange Hall**a) To Note Quotations Being Sourced for Automatic Doors**

22. Three quotations have been sourced for new automatic doors, a funding application will be completed by the Clerk to Awards for All when workload allows.

b) To Consider a Lighting Room (rear of Hall)

23. Cllr Spencer suggested that a purpose built lighting room at the rear of the hall would alleviate the problems of the units being wheeled out when in use with trailing wires and a 'mish mash' of equipment which can be easily left on different settings.

Resolved "Cllr Spencer to obtain quotes and put a full proposal together for future consideration."

c) Hall Lighting Replacements: To Consider Options

24. Four lighting units don't work in the Hall and a further four in the stage area, inclusive of some with emergency light fittings. Members were advised that the units are now obsolete and have to be manufactured at a high cost, and a scaffold tower is needed every time to replace them which adds to the expense. A newly manufactured one was fitted within the last year and has failed already, it is understood that the old units system doesn't sync very well with new units and is causing dimming/ issues. Long term consideration needs to be taken into account and a sample was provided of a new LED/ minimal maintenance system (mercury due to be phased out) which are also much more energy usage efficient, however there are 24 units in total and this would be a high cost investment. The Clerk would source quotations for more detailed discussions hopefully in time for the next Agenda.

d) Relocation of Ceiling Fan Switches: To Approve

25. **Resolved:** "To approve A2 Electrical to relocate the fan, projector and gantry light switches from the Plant Room to the Main Hall at cost of £320 inclusive parts and labour."

e) Stage Lighting: To Consider Servicing

26. The stage lighting units are full of dust. Cllr Spencer would obtain a quote for cleaning them in the first instance

f) Painting Requirements: To Consider

27. The Hall painting would be put on hold until a decision has been made on replacing the lighting units. The Clerk may be able to release the Groundstaff for a couple of days to freshen up the Trent Room depending on workload, failing that quotes will be sourced.

g) To Arrange a Working Group meeting to discuss a Pricing Review

28. A working group meeting would be arranged comprising of Cllrs Spencer, Clegg, Thompson, Culshaw, Bailey, the Hall Manager and the Clerk who will report back to the next meeting.

The Grange

To Consider Installation of another Fire Door re: Fire Risk Assessment

29. This will be postponed until the new financial year, it was noted that the programme was for one door each year to be changed and the Parish Council Office door has been altered to meet the new fire regulations within this year's budget.

Correspondence

30. No correspondence received.

Councillors' Reports

31. There were no reports.

Date of Next Meeting

32. Monday 14 March 2016

There being no further business the meeting ended at 8.54pm.

Signed: Chairman

Date