

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 14 March 2016 at 7pm

Cllr. David Barton
 Cllr. Penny Astill
 Cllr. Martin Culshaw
 Cllr. Jean Robinson
 Cllr. Pam Thompson
 Cllr Georgia Moore

Cllr. David Astill
 Cllr. Graham Budworth
 Cllr Gillian Dunn
 Cllr. Josephine Spencer
 Cllr. Alice Tomlinson
 Cllr. Sue Clegg (Chairman)
 Cllr. Joe Bailey (Vice Chairman)

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, Admin Assistant - Jacque Earp and one member of the public.

1. **Apologies Approved**

No Apologies

2. **Declarations of Interest**

None received.

3. **Minutes of the Previous meeting held on 18 January 2016, It was**

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

Chairman's Announcements

4. Welcome to new Caretaker Barry Elkington and Jacquelyn Earp – Admin Assistant/Minute Secretary.
5. Volunteers are still required to help with refreshments for the Silver Cinema

Clerk's Report on Items from Previous Meeting

6. **M.19 Gazebo**

The Gazebo has been delivered and will be a great asset to Parish Council events.

7. **M. 23 Lighting Room –Rear of Hall**

Cllr Spencer is still progressing this item.

8. **M. 25 Ceiling Fan/Projector/Gantry Lights**

The order has been placed to relocate the switches, however one switch in on back order so the work is delayed.

9. **M.26 Stage Lighting**

Cllr Spencer is still progressing the sourcing of quotations to service the Stage Lights.

10. **M.27 Painting**

The Groundstaff have painted the Trent Room, Reception, Hall Managers Office and the lower part of the Main Hall.

11. Standing Orders were suspended at 7.04pm

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

Member of the public raises issue of advertising prices for the Hall on the Grange Hall website. States that publishing charges would leave it open to mistakes, confusion and dissatisfaction. Disagrees the public would be better informed and is happy with present system.

12. Standing orders resumed at 7.09pm

13. Grange Hall Finance

Clerk handed out two part pro- forma re: Year End 2016 Forecast to all members of the committee. The Grange Hall potential spend was then discussed and explained in length, with emphasis that Committee only spend what is in the actual net budget. Cllr Culshaw asked that complex financial figures received were welcome in the meeting, but should be presented with the Agenda and not in the meeting itself. Clerk explained that time issues meant that the figures had only been produced that day as the figures are forecasted and took time to collate, although the full set of figures will be available with the Agendas in the future.

Grange Hall Finance

14. The following report was noted.

	2015/2016	
	Expenditure to 07 March 2016	Annual Budget
Enhancements & Maintenance	8,267	10,000
Floor Sealing	1,230	2,000
Sound System/Microphone	3,986	4,000

The Grange Finance

15. The following report was noted.

	2015/2016	
	Expenditure to 07 March 2016	Annual Budget
Maintenance and Supplies	2,250	2,400
Projector /Screen	963	1,500

Hall Managers' Report

16. a) Grange Hall Bookings – Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
Earned April 2015 – 29 February 2016	56,714	55,000
51,022		
Bar Commission to March 2016	1,101	2,000

17. b) The Grange Bookings - Noted

Bookings	2015/2016	
	Bookings to March 2016	Annual Budget
Earned April 2015 – 29 February 2016	9,362	11,500
8,983		

c) Grange and Grange Hall Bookings Apr /May/ Jun

18. Bookings are doing well, there are no areas of concern.

d) Customer Comments Forms / Other Feedback

19. Two positive customer feedback comments were noted. The Hall Manager was thanked by the Cllrs for her hard work in setting up the 'Silver Screen' Cinema, which has been a tremendous success: the feedback from the public has been really positive. Also a letter was read out by the Chair, praising Don the Caretaker, in his going the extra mile when a laptop and takings were left in the hall after an event but made sure they were handed back safely after a phone call to him at 1am in the morning.

e) The Grange Free Bookings

20. Radcliffe on Trent Playgroup and ROTSA AGM's.

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

21. 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 including weekly shows throughout the summer holidays, children to bring their own refreshments. A further date of 13th April 16 was proposed for an adult screening of 'Spectre' and due to lack of time and other groups organising events the Children's Royal Party on April 23 will no longer be progressed.

Resolved: "To approve all planned events presented."

fil) Financial Analysis

22. Events to date has raised an income of £778, noted. It was also noted that there is two screenings of Lady in the Van due to its popularity.

g) Marketing / Leaflets / Website

23. PC Promotional Banners were asked to be put on the next Agenda to advertise that the Parish Council promotes the cinema and other events. The Clerk will Agenda.

Grange Hall

a) Hall Lighting Replacements: To consider Options

24. The main hall (ex Stage area) consists of sixteen light fittings arranged in two banks of eight. These fittings are now failing and need replacement. The fittings are old and are no longer manufactured, are only made to order and are very expensive. Recommend to replace with a new modern, efficient and maintenance free LED scheme. A lighting consultant has provided a suitable specification, Four contractors have been asked to quote and only two received to date. However the item is urgent as complaints are now being received as the lighting is not fit for purpose.

Resolved " to accept the Clerk's recommendation to place the order with A2 Engineering and to delegate powers to the Clerk to incur expenditure up to £5,047 to replace the sixteen light fittings, funded via the net 2015/16 budget Grange and Grange Hall total underspend."

b) Painting Requirements and Dado Rail: To Consider

25. Members considered the installation of a second Dado/Picture Rail in the Main Hall to enable the Staff to paint up to that marker. Quotation sourced at £957. Clerk's Office to source varnish.

Resolved: "To place the order with Thoresby Joinery at £957."

Notes of the Housekeeping Working Group Meeting Grange and The Grange 16.2.16

26. Report noted

a) The Grange and Grange Hall Price Review to Approve from 01 April 2016

27. Members considered a proposed new price list and discount structure to come into effect on 01 April 2016. Minor changes were made to some wording i.e Radcliffe Parish instead of Local, Include the Main Hall for Radcliffe Parish discount and the discount structure for Productions to be set at 25% for three consecutive evenings. Also make reference to only one discount offer per booking. The charges for the distribution of alcohol were also banded by event numbers.

Resolved: "To approve the price list and discount structure with the above amendments."

The Clerk was asked to put on the next Agenda, the possibility of naming the Main Hall.

b) Projector and Screen Hire: To Consider

- 28. The projector is well used. The Caretaker is already being hired for his technical expertise by the Gardening Club, but many other groups are needing him for technical set up which takes up a lot of time.

Resolved "To charge for technical time rather than equipment hire which would have to incur VAT Charges."

To Consider Publishing Hire Prices on Grange Hall Website

- 29. Cllrs discussed the pros and cons of publishing Hall/Grange Hire prices on the Grange Hall website. Vote 3 for, 6 against, 4 abstentions.

Resolved: "Not to publish prices on the website". The Hall Manager would produce some form of pricing summary for the website for consideration at the next meeting.

To Consider Banner Display Proposal in Grange Grounds

- 30. A working group meeting was held on 17 February, the following recommendation was made
 - Removable banner frame to be located between the Triple Notice Board and Community Notice Board in Grange Grounds
 - Banner size 2000 x 1000mm, Hal Manager to provide hirers with required spec and approve wording.
 - Only events at Grange Hall can be advertised
 - One week time slots
 - No charge to hirers

Resolved: "That the order for a banner frame be placed with Yale Fabrications, enquire if it can be powder coated cost £100 - £150."

Correspondence

- 31. No correspondence received.

Councillors' Reports

- 32. Cllr Budworth advised that advertising banners for a Fitness Bootcamp had been placed on Wharf Lane railings, the Clerk would ask the Groundstaff to remove them.
- 33. Cllr Dunn attended a meeting today with the Carnival Committee members regarding responsibilities and arrangements for the event.
- 34. Cllr Bailey reported that the Youth Club is highly unlikely to reopen this year. Positive Futures will support the reopening where they can. The Junior School wish to be involved with a Community Project linked to PF, potentially working with Urban Artists for the Skatepark. Positive Futures may be able to source a number of Bramley Apple Trees, more information to come.
- 35. Cllr Clegg advised that the Hall Manager has held a recent meeting with PCSO Sally Charles who advised that more patrols will be carried out on Friday and Saturday evenings at Grange Hall. All incidents must be reported to the Police

Date of Next Meeting

- 36. Monday 23 May 2016

There being no further business the meeting ended at 9pm.

Signed: Chairman

Date