

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 11 July 2016 at 7pm

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

Cllr Joe Bailey (Vice Chairman)
 Cllr. Graham Budworth
 Cllr Gillian Dunn
 Cllr. Josephine Spencer
 Cllr. Alice Tomlinson
 Cllr. Sue Clegg (Chairman) (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 Sue Clegg and Penny Astill – Approved. (In the absence of the Chairman, the Vice Chairman, Cllr Joe Bailey chaired the meeting).

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 23 May 2016. It was

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

Chairman’s Announcements

4. The Grange Grounds looked very good before the Carnival event on Saturday 9th July and even after the many visitors along with the poor weather the Grounds still look in good shape. The recently installed Banner in the Grounds also looks great. Thanks to the staff for organising carpet protector on Carnival Day. The new lighting in Grange Hall is a great improvement as will the new Automatic Sliding Doors which are due for installation.

Clerk’s Report on Items from Previous Meeting

5. M.5 Lighting Room Rear of Hall

Quotations are being sourced and based on an aspirational specification the estimates are currently in the region of £20k.

6. M. 8 Grange Hall Lighting Replacements

The new lighting has been well received, but the lighting is so good it now shows up other necessary tasks, for example the curtain cleaning.

7. M. 10 Outdoor Banner

Now installed and looks good in its location.

8. M. 12 Finance

It was queried at the last meeting why the Grange maintenance and supplies spend was already quite high against budget so early on in the year. The Clerk provided an explanatory breakdown of various costs to date including Fire and Intruder Alarm Servicing and remedial work, Carpet and Chair cleaning, Gutter clearance, Paint and a new White Board.

9. M.17 Youth Gig Event

Cllr Thompson advised that the event went well but attendance was poor.

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

There were no comments.

Grange & Grange Hall Finance**10. April – June 2016**

Figures for Actual/Forecast and Budget were provided.

Resolved "To note and approve the Accounts".

Expenditure Accrued & Approved from 2015/16: To Delegate Powers to the Clerk to Incur Expenditure and Carry out Tasks

11. - Grange Hall Boilers £6k
 - Curtain Cleaning £1K
 - Commercial Dishwasher £1,400
 - Wide Projector Screen £600
 - Kitchen Floor £1k

It was **Resolved** "To delegate powers to the Clerk to incur Expenditure to carry out tasks for the above items. It was noted that Cllr Budworth will work with the Office Staff with regard to the Boiler specifications."

PRS and Live Performances: Fees Review

12. A breakdown was provided outlining the costs to the Performing Rights Society with regard to Live Performances. To date, the Council has not passed on these costs to the relevant User Groups. Some events incur significant fees. It was agreed to arrange a Working Group meeting with the original members of the Price Review Working Group to consider this matter further and make a recommendation to the next meeting.

Budget Considerations for 2017/18 – Suggestions at last Committee Chairs Meeting

13. The following items were noted as having been put forward for consideration:

- Grange Exterior Painting
- GH Cooker
- New Hand Driers
- Grange Ramp Access
- GH Lighting Box/Room
- Trent Room Up-Lighting

Members were advised to put forward any further suggestions to the next meeting in September as the initial budget meeting will be held in October 2016.

Hall Managers' Report**14. Grange Hall Bookings Jul/Aug/Sept**

Grange Hall is very busy and there are three new regular bookings, Tuesday Tea Dance, Clubbercise Dance Class on Wednesdays and NADFAS a monthly Art Group. There is also potential for SNA to use the facilities on Wednesdays from September to facilitate a Sports Apprenticeship Scheme.

15. Grange Bookings Jul/Aug/Sept

The Grange is under used and the Hall Manager will promote the venue via social media and other forms of advertising.

16. Customer Comment Forms/Other Feedback

Three complimentary emails have been received for the efforts of staff and councillors regarding the Cinema, Carnival and Casino night. Noted.

17. The Grange Free Bookings

No free bookings to report.

18. 2016 Events Review & Financial Analysis

Members viewed the Events calendar for the rest of the year. Cllr Bailey will remind the After School Club/Day Nursery about the film showings during the summer holidays. Severn Trent Water has given £2,000 in community compensation for community events. The Parish Council Gazebo also needs thought as to when it will be used. It was agreed to arrange an Events and Marketing Working Group meeting to discuss the Gazebo and the funding from STW and make recommendations to the next meeting. The Clerk will arrange the meeting.

There was further discussion regarding the importance of accurate budgeting, the events held during the Queen's 90th Birthday Weekend fell short of expected attendees and costs were higher than budget. However it was noted that these were one off events that had no historical data to use for an accurate financial forecast and the budget was set long before the event details were finalised.

To date the total of all events so far for 2016 has broken even. Noted.

19. To Approve Preferred Design for Event Roller Banners & Consider Optional Extras

Members considered three designs. It was

Resolved "to order option 3 design incorporating option 1 font style in white, 2 banners to mirror image each other."

20. Marketing/Leaflets/Website

The current leaflets given out for Grange Hall require updating, It was agreed to review this at the next Events and Marketing Working Group meeting.

Grange Hall**To Consider Naming of Main Hall**

21. **Resolved:** "To remain with name of Main Hall, no change."

The Grange**22. County Room Chairs: To Consider Special Offer (12 chairs)**

Members agreed to put this forward as a suggestion for the 2017/18 budget. Cllrs Moore and Spencer would visit a local supplier to try a few options out and then make a recommendation.

The Grange and Grange Hall Website Review**23. Pricing Signposting**

Due to the minute ref 29 of the meeting held on 14.3.16 being ambiguous, three councillors (Cllrs Barton, Thompson and Dunn) requested that Pricing on the Website is revisited to enable clarity on exactly what members wish to be published on the website with regard to prices or signposting for prices. The Clerk will Agenda the item for the next meeting.

24. Events Diary

The Office Staff advised that the daily events diary held on Grange Hall Website is extremely onerous to update and unless it is up to date holds no value as it is viewed as an availability guide. The staff propose that a Weekly and Monthly table be devised of regular repeating events which will easily be created and updated as a compromise. This table will only refer to public events and it will be made clear that Private events are also held and therefore the table should not be used a guide to availability. All enquiries in this regard should be made by contact with the Hall Manager. It was:

Resolved "To exclude the events diary from Grange Hall website and replace with a table of regular repeating weekly and monthly events. The village diary held on the Parish Council website would remain."

Correspondence

25. No correspondence received.

Councillors' Reports

26. Cllr Spencer advised that there was a celebration event held at the Infant School today, Mrs Clarke is retiring after 42 years' service. It was thought appropriate to send a letter of thanks from the Parish Council. Cllr Bailey will draft one.

- 27. Cllr Tomlinson reported that approx. 20 Users of the Skate park have recently attended two meetings and all are enthusiastic with regard to ideas for the future sustainability of the facility. It was noted that it will be 20 years old next year.
- 28. Cllr Thompson mentioned that the Cooker instructions have gone missing in the Grange Hall kitchen. The Hall Manager will organise replacement.
- 29. Cllr Bailey reported that the Borough Council have agreed additional funding which has enabled the Positive Futures Programme to continue until 2020.

Date of Next Meeting

- 30. Monday 26 September 2016

There being no further business the meeting ended at 8.21pm.

Signed: Chairman Date

DRAFT UNAPPROVED