

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 26 September 2016 at 7pm

Cllr. David Barton
 Cllr. Penny Astill
 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 (A)
 Cllr. Sue Clegg (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, Jacquie Earp (Admin Assistant).

1. Apologies Approved

Cllr Alice Tomlinson.

2. Declarations of Interest

None received.

3. Minutes of the Previous meeting held on 11 July 2016. It was

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

4. Chairman's Announcements

- **Parking:** The Parish Councillors are asked to remind all groups they are members of not to park in the Grange Grounds unless there is a free designated parking bay.
- **Grange Hall Sound System:** The Hall Manager will be arranging a meeting with the Chairs of Groups to clarify that there is not a problem with the sound and projector system in the Hall. The Hall Manager provides an update and confirms she has met up with the Chair of NADFAS and the Chair of the Gardening Group. The Chairman also confirms the system has been checked and there is no problem with the cables and sound system, although a transmitter is due to be replaced by the end of this week.

Clerk's Report on Items from Previous Meeting

5. M.4 Automatic Sliding Doors to Grange Hall

The automatic doors are now installed, the Hall Manager is pleased and reports no issues.

6. M. 8 Finance

The Clerk explains that the Grange maintenance and supplies spend was already over budget mainly due to the Fire and Intruder Alarm Servicing and the kitchen lighting replacements .The carpet cleaning and chair cleaning have also been carried out, which are not done every year which has contributed to the high maintenance costs this year.

7. M. 19 Roller Banners

Are complete, they were displayed at the Village Show and are on display in the Grange Hall foyer now. The Councillors agree they look smart and professional.

8. M. 20 Marketing/Leaflets/Website

The Grange Hall information leaflet is being updated by the Hall Manager.

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

No members of the public were present.

9. Grange & Grange Hall Finance

April 2016 – March 2017

Figures for Actual/Forecast and Budget were provided and discussed.

Resolved "To note and approve the Accounts".

10. PRS and Live Performances & Other Fees Review (note to defer until VAT Report considered at F&GP)

Noted and deferred. The Clerk confirms the VAT report is now being worked on, and will report on this when available.

Budget Considerations for 2017/18 – Last Suggestions Prior to Budget Meetings

11. 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

Cllr Jo Spencer refers to the GH Lighting Box budget consideration, and confirms that an amount of money had been obtained from Nigel Buck (ROTSPA), and asks that she carries out a feasibility study on the proposal. The Clerk asks that a Steamer and a Buffer are also included on the list for consideration. A general discussion regarding the pros and cons of installing a permanent Disabled Ramp against the existing portable ramp we already have. Cllr Barton suggests seeing the portable ramp in situ at the next meeting before any further considerations are made. It was agreed that a steam cleaner was previously owned by the PC, and up to date inventories are kept, however a further one is now required.

12. Website: Pricing Information – To Consider (item revisited - M.29 of Minutes dated 14.3.16)

Noted. It was **Resolved** "Ambiguous Minute amended from "Not to publish prices on the website" to "Not to publish full price list."

Hall Managers' Report

13. Grange Hall Bookings Sept/Oct /Nov

Grange Hall Bookings for Sept/Oct/Nov are really good, and Christmas is busy.

14. Grange Bookings

The Grange bookings are better again because it is term time.

15. Customer Comment Forms/Other Feedback

A comment was received this weekend via Social Media. The bride commented what a fabulous venue the Grange Hall is for a wedding and wanted to thank the staff, especially Don and Joe for all their hard work at the weekend.

16. The Grange Free Bookings

No free bookings to report.

17. Events Minutes

- The "Last Night of the Proms" was cancelled due to poor ticket numbers and the weather. Cllr Spencer noted it was important to acknowledge this, and was the correct thing to do.
- The Village Show was a success
- A Snow Machine has been supplied free of charge for the Christmas Light 'Switch On'
- The Christmas afternoon with Santa has been arranged and is going well. Cllr Jo Spencer will supply glow sticks
- The Coffee Morning on the 22nd December has now been moved to go with the Cllrs Coffee morning on the Saturday 17th.

- Children's Cinema - Cllr Joe Bailey confirms that children's films were a great success and were showed every week at the Grange Hall. It was understood that the Holiday club would be in support, but this didn't happen. However, financially this was a success. Seven films were shown, the highest attendance being 100 people, the lowest 32. In total there was 421 attendee's which provided an income of £1,263 at a cost of £700.
- Cinema Attendance Prices –A general discussion regarding attendance prices for the Children and the Silver Cinema took place. It was suggested that an attendance fee of £2 for both should be applied as we will not be subsidised for the Silver Cinema from next year.
It was **Resolved** "The attendance fee for October 2016 showing of the Children's Cinema to be decreased to £2 and from January 2017 all Silver Screen Cinemas be increased to £2."

18. To Approve the Recommendations from the Events Working Group Meeting Held 15.08.16, Events Review & Financial Analysis

The Clerk confirms that to date all events we budgeted to make a profit of £1,340 we are on target with this figure as we are currently at £1,227 without the additional £2,000 provided by Severn Trent Water. At the Events meeting it was agreed that the £2,000 will be spread over a number of events, including Christmas events, plus some half the funds be put aside for the Lyle Rockley Celebrations next year. The Group also recommended that we looked into the grant funding for a new projector screen. The accrued unspent funds to be considered at item 14.

19. Marketing/Leaflets/Website

Noted - In hand.

20. Grange Hall

a) To Revisit and Reconsider Projects where Funds Accrued 15/16.

- Boilers £6k – In Hand (To consider report and update on progress)

The Chairman thanks Cllr Budworth for his report on the Grange Hall Boilers. Three companies have been asked to provide quotations on the options, however Cllr Budworth advised that a full specification should be provided. The Clerk will progress this.

- Curtain Cleaning £1k – Completed
- Kitchen Floor £1k – To consider Options
Resolved: "To place the order for new flooring to be laid on top of the existing at £1,305 net, with the assurance of a guarantee."
- Projector £600 (not progressed due to low budget – **Resolved:** "Funds used for excess cost against kitchen floor budget above.")
- Dishwasher £1,400 (Recent service carried out, current dishwasher may have another 2 years lifespan)
Resolved: "Do not progress."

21. The Grange

There were no reports.

22. Correspondence

U3A and NADFAS commenting on the Grange Hall audio system. A meeting will be arranged to discuss.

23. Councillors' Reports

Cllr Budworth reported that there has been anti social activity at Wharf Lane this weekend with barriers moved, locks broken, concrete smashed and rubbish left.

24. Date of Next Meeting

Monday 14 November 2016

There being no further business the meeting ended at 8.05pm.

Signed: Chairman

Date