

Radcliffe-on-Trent Parish Council  
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on  
Monday 22 May 2017 at 7pm

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

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

1. To Approve Apologies for Absence  
Cllr Penny Astill, Cllr Georgia Moore, Cllr Pam Thompson and Cllr Alice Tomlinson - Approved. It was noted that Cllr Joe Bailey will leave the meeting at 8pm.
2. Declarations of Interest  
Cllr Jo Spencer – Grange Free Bookings.
3. Minutes of the Previous meeting held on 13 March 2017, for approval  
Resolved: "That the minutes are approved as an accurate record and signed by the Chairman".
4. Chairman's Announcements  
The Boiler works at the Grange Hall are progressing very well and is looking good.  
A full report is not available for the Committee regarding the Grange Hall Pricing Review, as following a previous Price Review Working Group meeting work in progress is continued.
5. Clerk's Report on Items from Previous Meeting  
M.5 Grange Hall Kitchen and Bar Area Floor and Hall Re-Seal.  
The Trent Room and Grange Hall Reception floor tiles have also been recently cleaned. Cleaning machines and equipment will be discussed later in the agenda.
6. M.5 The Grange Ramp  
There are now three quotes received for a permanent disabled ramp at The Grange. Checks with the DDA will be carried out to ensure the quotes meet the current criteria. There are no quotes for the automatic doors as yet, however when these are obtained all quotes will be presented at a future meeting and grant funding may be a potential source of finance.
7. M.7 Use of Hall for Sport  
The Working Party has not yet convened.
8. M.11 Grange & Grange Hall Finance April 2016- March 2017  
At year end there was just over £9,000 left in the nett budget for Grange Hall which has been used for the Grange Hall boiler upgrade.
9. M.22 Additional Bar Fridges  
An additional Bar Fridge has now been purchased and fits fine into the free space in the bar area.

10. Open Session for members of the public to raise relevant matters, limited to 15 minutes  
Standing Orders suspended at 7.04pm

- A member of the public raised issues concerning the Grange Hall pricing review. A letter containing his concerns were handed out to all present on the Committee, to read later. It was accepted that no decisions arising from the letter could be made by the Cllrs, although it can be noted and taken to a future meeting. The Hall is an outstanding venue and staffed by outstanding people around it, however his main concerns were that the base prices appear to be too high, the discounts appear to be too generous and that discounts depend on criteria. It was confirmed that the Hall may not now be a viable venue for two bookings in the autumn and early next year due to the price increases. The membership and background of a Charity that the member of the public belongs to was discussed. Regarding criteria, it was also explained the Charity does not decide in advance where money raised goes, as it is not known how much money will be raised. It was personally thought it was not appropriate for outside influences, including the PC to decide how a Charity spends their money, and although it was understood Radcliffe residents should benefit, the criteria is so narrow, distribution of money would be a problem. Not many Charities now 'ear-mark' raised funds locally to be spent locally. It is also perverse that other groups have fewer criteria to satisfy to get a discount, against a Charity and if a 40% discount is being offered, then the average man is being over charged. Cllr Barton welcomed the issues raised and offered reassurance that the Pricing Review Working Party are looking at prices, discounts, the size of discounts and criteria and all issues raised. The Working Group are aware of concerns following on from the current pricing review and the member of Public's contribution will be taken into account at the next Working Party Meeting. Cllr Culshaw reminded the member of the public that the Committee was put into a position whereby VAT had to be implemented for the Hall in relatively short notice, therefore it was not possible to have a thorough review around that time. This is now being done, and will be difficult to get a right and fair policy. Cllr Spencer commented that the Hall was not cheap to run, cannot afford to run at a loss, and have to make the right charges. It was noted the member of the public should be informed when the next Working Party meeting will take place.

Standing Orders resumed at 7.17pm

11. Grange & Grange Hall Finance  
Year End 31 March 2017

Noted and discussed. The Clerk confirmed there was no underspend from March as the extra £9,000 was allocated to the boiler upgrade. Grange Hall enhancements and maintenance will be considered later in the agenda and the annual budget is £8,250. Last year's budget was £10,000, however there are maintenance issues that may have to return to the F&GP for funding. Resolved "To note and approve the Accounts."

12. April 2017

Noted and discussed. Sally Horn produced a rolling forecast. Cllr Dunn noted that the flat maintenance figure of £500 appeared low. The Clerk confirmed £500 was a contingency figure as there had been a lot of money spent on the flat over the last 2 years, had far more recent inspections than the bungalow and that no major projects are planned. Resolved "To note and approve the Accounts."

13. Hall Manager Report  
Grange Hall & Grange Bookings June/July

Grange Hall bookings are fine at the moment with previous bookings made, it is however slowing down. It is hoped the price review will help with the amount of Hall bookings.

14. Grange Bookings

Bookings for The Grange remain constant. The bookings are very good in term time, but low at weekends, therefore marketing for the venue would be beneficial.

15. Customer Comments Forms/ Other Feedback

- Various communications has been received over the last week from a regular customer who cancelled regular classes at the Hall in anticipation of there being additional noise disruption from Plumbing and Electrical

Engineers working on the boiler upgrade. There had been a little noise the previous Friday, so the Contractors had left site that day and the customer was pre-warned there may be some noise for the following week. It was also noted that a pre-planned schedule of works to include 'quiet time' was agreed prior to commencement in April, and the Hall Manager confirmed there had been minimum disruption to activities and that the plumbers were very quiet and courteous. Invoices had already been sent to the customer for May, however the customer had cancelled morning classes at the Hall. The Clerk confirmed it had always been the set precedent that unless the whole of the Hall was hired out, then absolute silence could not be guaranteed. Cllr Budworth confirmed that the plumbers had been working quietly round the Hall and had not been inside, as part of their working contract. The boiler works had now been put back and will now over run agreed finishing times. Cancellation policy, period of notice, the effect on other hirers and the customers claim for loss of earnings was then discussed. The Clerk noted that the Council set the policy for cancellation fees which cannot be changed unless three Cllrs request the matter as an agenda item. The Chairman and Cllrs agreed that the current policy should remain in force, and fully support the Hall Manager.

- The Hall Manager also referred to the 'Radventures Group' who had pencilled in 31 days of the Hall in advance, leaving limited space in the diary for other customer bookings. The Art Exhibition weekend for April next year has therefore been 'put off' due to the 31 dates already pencilled in by Radventures. Radventures have to bid for acts and dates are pencilled in for when the acts may become available. There clearly can't be a situation whereby another customer is turned away, because a Radventures date is pencilled in the diary and should be asked if they definitely require the date in question. If it is required then a deposit must be made. Cllr Culshaw suggested it should be put to Radventures the Art Exhibition is requiring the weekend next year and that the dates should be released. Cllr Culshaw confirmed bids for the acts are submitted in April and the decisions are taken in June, and cannot see any problem in Radventures releasing the next years April weekend for the Art Exhibition. He noted it was a short term problem which can be worked around as decisions will be taken in a few weeks. Cllr Culshaw re-confirmed that Radventures place bids for acts, which can be three definite acts per year. Because of the system, bids for six acts are placed to maximise the number of chances for a booking, in effect five nights for six acts, hence five times six is 31 days' worth of dates. It shouldn't be a problem as Radventures could easily give up one of the dates so instead of having five nightly options, it would only be four.

16. The Grange Free Bookings (Cherry Tree Residents)

Cllr Spencer declared an interest at this point. The Annual Meeting for the Cherry Tree Residents has already taken place.

17. Events Review

To Approve the Recommendations from the Working Group Meeting Held 02.05.17

Noted and discussed. The Clerk referred to point 7 in the report, whereby monies are allocated to various events. Cllr Barton provided an update for 'Picnic in the Park', two bands are booked for the event. These are the Omega Jazz Band, a professional band who play every Monday night at the 'Bell Inn' in Nottingham and the 'Swing band' from the South Notts Academy. Arrangements have been discussed today with a representative of Omega, and are going to play 2 one hour slots on the day, 1pm-2pm and 3pm- 4pm. In the middle of this the Swing band will play a 20 minute set. Another local man has also offered to sing and play guitar at this point. The local Ice Cream Van has also been asked to attend the event and will pull into the park to serve ice creams on the day. A brilliant poster has been produced by the Hall Manager to promote the event which will be placed around the village. Cllrs were requested to attend and support the event. Cllr Dunn confirmed that she also has a list of volunteers for the day and will be writing to them. It was hoped that the Radcliffe Lions would be selling drinks, however so many members were on holiday at this time, this will not be going ahead. The large PC Gazebo will be used to sell plants grown by Jenny. The Hall Manager asked how many tickets are required for the Memorial Park Event and Exhibition in October and it was confirmed that 200 'free' tickets will be created to monitor numbers. The WI will do the catering, and Cllr Astill will present the Cutler Albums. It was also confirmed the Children's Cinema has changed from the 9<sup>th</sup> to the 16<sup>th</sup> August It was Resolved: "That the Grange Hall and Grange Management Committee approve the recommendations from the Events Working Group meeting held on the 2<sup>nd</sup> May 17".

18. Financial Analysis Year End 31 March 2017  
Noted and discussed. The Clerk noted a profit of £1,242, after budgeting £1,340  
It was Resolved: "To note and approve the Accounts."

19. Cllr Bailey left the meeting at 8pm.

20. Financial Analysis April 2017  
Noted and discussed.  
It was Resolved: "To note and approve the Accounts."

#### Grange Hall

21. To Consider Floor & Tiles Cleaning Machines  
Noted and options for five new cleaning machines and trade ins for existing machines were discussed. Cllr Spencer noted that the floor was being 'wet cleaned' by the Karcher far too often. The Clerk confirmed that since the floor had been re-sealed the Karcher had not been used and had just been spot cleaned. It was now necessary to do a full clean, the Karcher however eventually takes off the top layer of seal from the floor meaning that a further re-seal would be necessary in January at another cost up to £2,000. The Clerk explained the five new cleaning machines would eliminate the need for a reseal, therefore paying back any investment made in the machines within two years. It was Resolved: "That The Grange and Grange Hall Management Committee approve the purchase five of Candor Cleaning machines and ancillary items at a total cost of £1,751.87 plus VAT after £840 trade in for existing Karcher Cleaner and 'George' vacuum."
22. To Consider Replacement of Stage Ceiling Lighting  
Noted and discussed. Two emergency lights are not working (a Health and Safety issue) and only two stage lights are working out of the existing eight. The Clerk read out an Electricians report to all Cllrs explaining the reasons why all eight lights need to be replaced, and explained the parts costings supplied by two suppliers and labour costs from the preferred Electrician (including scaffold). The Contractor would also replace two lights that have failed in the kitchen. It was Resolved: "That The Grange and Grange Hall Management Committee approve the replacement of the Stage Ceiling Lighting and two kitchen lights from the Grange Hall Maintenance Budget at a total cost of £2,415, also using the balance of funds from the floor sealing budget of £248.13"
23. The Grange  
Nothing to report
24. Correspondence  
A complaint was received today regarding the Rockley Park Memorial Event music. It was explained to the resident that a traditional band would play on the day, totally in keeping with the 90<sup>th</sup> Anniversary Celebrations and the event was a 'one off'.
25. Councillors Reports
- Cllr Budworth provided an update on the new boiler and heating works currently being carried out at the Hall. The work in the sluice room and toilets is now done and working well. The water is obtaining 60 degrees at source, not previously achieved. The kitchen is almost complete apart from getting the gas through. The contractors are slightly behind, however works will be completed in time for an event this Friday. An interim payment that is a third of the total cost was paid after the work in the sluice room, toilets and kitchen (aside from commissioning of the gas). Existing defects in the system have been found, one being the poor location of the 2<sup>nd</sup> thermostat behind the stage. This was not part of the contract, so an extra cost to correct this defect is required. Another variation to the original drawings is the addition of two isolation valves to make it easier for servicing. It was noted that the back stage toilet sink hot water is not working correctly (done by another Contractor). The Clerk is aware of this issue and it is noted the original contractors have put in writing the water

is sixty degrees before it reaches the mixing valve. Cllr Budworth requested that this be proved to him, as his previous attempts to reach sixty degrees has failed.

- Cllr Spencer met briefly with Jon Jones from the Drama Group to discuss a lighting box for the Hall. Jon will now provide drawings for PC consideration.

26. Date of Next Meeting  
Monday 10 July 2017

There being no further business the meeting ended at 8.25pm.

All recordings of the meeting to cease.

Signed: Chairman .....

Date .....