

Radcliffe-on-Trent Parish Council  
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on  
Monday 13 November 2017 at 7pm

Cllr. David Barton	Cllr Joe Bailey (Vice Chairman)
Cllr. Penny Astill	Cllr. Graham Budworth
Cllr. Martin Culshaw	Cllr Gillian Dunn
Cllr. Jean Robinson (A)	Cllr. Josephine Spencer
Cllr. Pam Thompson	Cllr. Alice Tomlinson
Cllr Georgia Moore	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, Admin Assistant - Jacquie Earp and one member of the public – (Cllr K. Agar)

1. To Approve Apologies for Absence  
Cllr Jean Robinson – Approved.
2. Declarations of Interest  
None received.
3. Minutes of the Previous Meetings held on 25 September 2017 for approval  
Resolved: "That the minutes were approved and were signed by the Chairman".
4. Chairman's Announcements  
There will be a free Defibrillator Training session for new staff at The Grange at 6pm, on Thursday 23<sup>rd</sup> November however anyone is welcome if they pre-book a place with the Hall Manager.
5. Clerk's Report on Items from Previous Meeting  
M.8 The Hall Manager is currently looking into new Social Media courses to attend.  
M.12 The sub totals on the Events Financial Analysis reports should now be clearer to understand.  
M.17 The Health and Safety aspect of 2018/19 budget requirements will come under the Finance and General Purposes Committee.
6. Open Session for members of the public to raise relevant matters, limited to 15 minutes  
There were no comments made.
7. Grange & Grange Hall Finance April – October 2017  
Noted discussed and accepted. The Clerk discussed potential savings for Grange Hall but confirmed a large amount had been spent on maintenance, stage lighting, Tmv's (isolation valves), and floor cleaning equipment.
8. Budget 2018/19 To Consider Suggestions and Prioritise/To Consider Any Potential Savings in Budget Head Allocations  
Resolved "That the following items would be put forward to the Budget Working Group to incorporate into the 2018/19 Budget."  
  - Replacement/Repair Stage Flooring
  - Storage Rack and 2 new Rectangle Tables
  - Hall External Back Doors repairs x3
  - TV Screen (with security) for Trent Room
  - Civil Ceremonies 3 Year Licence

- Additional Events of Picnic in the Park and Armistice Day Centenary Commemorations (liaise with British Legion and WW1 Group)
- New Internal Christmas Decorations (phased over 2 years.)

Resolved" The following items would not be put forward to the 2018/19 Budget Working Group Committee, however it is suggested that the W.G do consider earmarking funds for a rolling maintenance programme for future years. Certain items may attract outside funding.

- Additional CCTV
- Grange Hall Lighting Box
- Decoration of Hall Ceiling & Scaffold
- Refurbishment of Changing Room 1
- Chairs County Room
- Grange Radiator Valve System
- Trent Room Up/Down Lighting
- Grange Ramp
- Grange Painting
- Grange Hall Lighting Box
- Hall Chairs

It was noted that the external Christmas Lights around the Grange, Hall and Village will be considered by the Amenities Committee.

9. Hall Manager Report

Grange Hall & Grange Bookings Nov/Dec/Jan

With the re-introduction of the resident's discount, it was noted that more local residents are booking the Hall again. It was also noted that there was a booking for an end of term Christmas party for the local School children at the Hall, and all party tickets had been sold.

10. Grange Bookings

The Grange has recently held parties for baby showers, and the users are also booking local caterers such as the Humble Cat and Platform 29.

11. Customer Comments Forms/ Other Feedback

One 'Thank you' email had been received, and another 'Thank you' card to all staff of the Grange Hall had been received this morning. This was read out to Cllrs.

12. The Grange Free Bookings

The Hall Manager will attend two free courses next year which looks at how to target new Grange Hall customers via Social Media. It was noted that Facebook/Social Media is being used by more and more people as an advertising platform for their businesses.

There will soon be a Jeffrey Dole Grange Free Booking, Cllrs to be present.

Events Review

13. Financial Analysis April – October 2017

Noted and discussed. The Clerk confirmed although the 'Picnic in the Park' comes under Amenities, it is referred to in the Events Budget. As it receives no income other Events would subsidise the expenses unless donations and sponsorship can be obtained. A provisional date of the 24<sup>th</sup> June 2018 has been set however Radfest is set for the 23<sup>rd</sup> June so it was agreed for the Events Working Group to look at the calendar with a view to changing the 'Picnic in the Park' date. Other events discussed included 'Last Night at the Proms.' It was agreed this was

better held inside the Hall and that more Cllr volunteers were needed next year as the Village Show is the next day.

The Hall Manager also confirmed that £500 was secured from Jeffrey Dole last week for the OAP Christmas Party.

14. Staff at Events: To consider and Finalise a Decision

Members could not reach a decision with regard to the Village Show so have referred this back to the Events Working Group to consider options and to make recommendations.

15. To Consider and Approve the Recommendations of the Working Group Meeting Held 17 October 2017

The minutes of the Events W.G Meeting of 17<sup>th</sup> October 2017 were accepted and noted. It was Resolved that:

- Sally Horn (Accounts Clerk) man the office plug at the Christmas Lights Switch
- Pot washers attend the Cllr Coffee morning. It was noted the pot washers also set out/serve and clean up, allowing more time for Cllrs to interact with all local groups/ individuals who are invited.
- Cllrs check out the power supply arrangements in good time for next year's 'Picnic in the Park' event as a neighbour of Rockley Park had helped out previously.

16. To Note Feedback Notes from the Village Show Committee Meeting Held 20 September 2017

Noted... The Hall Manager also confirmed that a Certificate had been received by the Notts Air Ambulance stating that £240.97 had been raised via the auctioning off of exhibits and prize monies not collected at the Village Show.

17. Grange Hall

At the request of three Cllrs: Moore, Clegg and Barton, proposed to review recent pricing decisions for Feb 2018

Cllrs, the Hall Manager and the Clerk had met with some Hall User Representatives and had listened to their comments on the recent Pricing review and decisions. Cllr Barton confirmed this had been a useful meeting and had made progress. It was agreed that the Pricing Working Group would reconvene before the next G. Hall meeting to consider the comments further.

18. Pricing Chart Feb 2018 - To Receive Feedback from Large User Groups

The Clerk had received a list of questions from four User Groups and had responded in full (a copy of the response would be emailed to all Cllrs.) The main concerns raised was the price rises in terms of % increase not necessarily the actual monetary value. Users would prefer more consultation and notice and ideally a phased implementation when price rises are enforced.

19. To Consider the Setting Up of a Grange Hall User Committee / Meeting

Following a discussion, it was agreed it would be useful for the setting up a Grange Hall User Group meeting, as only good can come from communication. It was noted that although Hall users were able to attend and speak at PC meetings, they didn't attend when pricing was being discussed.

Resolved: "That the Office organise an annual User Group Meeting (open invitation for all Users) with Cllrs and staff attendance also."

20. The Grange

Nothing to report.

21. Correspondence

There was no correspondence

22. Councillors Reports

- Cllr Thompson noted that one of the radiators in the Dowson Room was faulty and asked that this be looked at in-house.
- Cllr Moore confirmed a number of Cllrs had attended the recent Parish Forum at the Arena which had been most informative.
- Cllr Dunn noted that the PC at Kingston on Soar only held PC meetings every other month only, and only had five Cllrs in the village.
- Cllr Bailey was concerned the PC was not addressed at the Remembrance Day Parade on Sunday and was only referred to as 'anybody else' at the end of the parade. He wanted this resolving for next year.

23. Date of Next Meeting

Monday 15 January 2018

There being no further business the meeting ended at 8.29pm.

All recordings of the meeting to cease.

Signed: Chairman .....

Date .....

Draft Unapproved