

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 15 January 2018 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 (A)
 Cllr Gillian Dunn
 Cllr. Josephine Spencer
 Cllr. Alice Tomlinson
 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 six members of the public

1. To Approve Apologies for Absence

Cllr Graham Budworth – Approved.

2. Declarations of Interest

None received.

3. Minutes of the Previous Meeting held on 13 November 2017 for approval

Resolved: "That the minutes were approved and were signed by the Chairman".

4. Chairman's Announcements

- It was confirmed the date for the 'Picnic in the Park' is the 8th July 2018.
- The first Village Show Committee meeting for this year will be held next Thursday 25th January 2018.

5. Clerk's Report on Items from Previous Meeting

M.8: Items were forwarded to the Budget Working Group and there will be a meeting at the end of this week. This will be finalised in detail and will then be considered by the Finance and General Purposes Committee.

M.19: The annual Grange Hall User Group meeting has still not been set up, however the Clerk suggested that perhaps summertime would be a good time to meet up.

M.22: Cllr Thompson had mentioned there was a fault with a radiator in the Dowson Room. It was confirmed that two radiators had a thermostat and the other one hadn't. So for now, the one without the thermostat had been turned off as there was enough heat emanating from the others.

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

Standing Orders were suspended at 7.04pm

- A member of the public spoke on behalf of the Users (including the Drama Group) of Grange Hall. It was confirmed that all 6 members of the public were attending tonight's meeting as they were interested in the revision of fees for the Grange Hall. It was not possible to make any comment at the moment as the public open session is prior to the report of the Pricing Working Group.

Standing Orders resumed at 7.05pm

7. Grange & Grange Hall Finance April – December 2017

Noted, discussed and accepted. The Clerk confirmed there were larger figures for the Grange and Grange Hall in November 17, due to the Fire, Intruder, Emergency Lighting and CCTV Inspections & Servicing that took place. It was also noted that the PC were not expected to reach budget for room hire, due to the loss of a regular User this year.

8. Hall Manager Report

Grange Hall Bookings Dec/Jan/Feb

The Grange Hall bookings are still getting better, due to the good residents discount.

9. Grange Bookings Dec/Jan/Feb

The Grange bookings are the same as previous, still steady in school term time, however marketing is required for all other times.

10. Customer Comments Forms/ Other Feedback

There has been quite a few customer comment forms back, plus emails and thankyou letters. A lady from 'Shipstones Jazz' came into the office to thank the staff personally for the Concert yesterday. At the same time a Grandmother who was very pleased to attend a children's party at the Hall the week before came in to say how nice the venue was.

11. The Grange Free Bookings – Jeffrey Dole Charity and Friends of Radcliffe Train Station

There are two Grange Free Bookings for the Jeffrey Dole Charity and Friends of Radcliffe Train Station, who will be having a room in the next couple of months.

12. Events Review

Financial Analysis April – December 2017

Noted, discussed and accepted. It was noted that the figure of £2,080 net profit was due to £3,057 in donations and sponsorship received which cannot be budgeted for or predicted. It was also noted that if these donations and sponsorships hadn't been forthcoming the Events budget would not have broken even.

13. To Consider and Approve the Recommendations of the Events Working Group Meeting Held 10 January 2018

At the Working Group meeting, held on the 10th January 2018, it was decided not to go ahead with the Fun Day and Last Night at the Proms events for this year, as both are not financially viable at the moment. Children would still be catered for at the Picnic in the Park Event and activity ideas are being considered. These decisions have altered next year's forecasted budget, however there may be savings to be made via PPL, which is listed later in the Agenda. There was also a recommendation put forward by the Working Party regarding staff at events. Cllr Barton confirmed that a wide range of events are run during the year, which depends on two things. The first one is Cllr's volunteering at these events, for instance the Children's and Silver Cinema could not run without them. At the same time some events require Staff presence, for example the collection of money from tickets, safety issues or particular resourcing. The decisions on staffing is the responsibility of the Clerk, and any support needed will be done in consultation with the Events Working Group. If Staff are needed at events, this will be carried out wherever possible via flexi time, as the norm, overtime will not be paid to keep the budget under control. It was also noted and suggested that the Picnic in the Park event include a theme of '100 years since the Women's Vote' and also agreed the amended Volunteers List would be re-circulated via Cllr Dunn. It was **Resolved:** "To approve the recommendations of the Working Group meeting held on 10th January 2018."

14. PA System for Events

Following the recent Events meeting, the Hall Manager asked the Cllrs if they had a response from their contacts in relation to the Events PA system. The Hall Manager has contacted the Carnival Committee on this subject, but has not yet received a response. The Clerk confirmed that the person who normally does the PA system at the Village Show is retiring. He charged this service at a good community rate, so the PC are now looking for a similar local person with expertise, knowledge and equipment who would be able to help. Cllr Spencer asked her contact before Christmas, so she will now chase this up.

Cllr Spencer also suggested a change of format may be needed in how the 2018 PA system is operated to save costs. Cllr Moore has spoken to her contact who lives in London, who is happy to look at the PA system next time he is in Radcliffe. In the meantime, Simon Taylor was suggested to help and the Hall Manager would contact him. Cllr Thompson confirmed that the person who sorts out the PA system for the Fireworks event doesn't have a 'roving microphone', has his own PA equipment, but is not as good as Simon Taylor's. It was noted that the Omega Jazz Band would be using their own PA system for the 'Picnic in the Park' event.

15. Stage and Disabled Access

A regular hirer had asked the Hall Manager about stage access for disabled people, as three wheel chair users in their group cannot access the stage. This may be something that needs to be looked at in the future and for future budget consideration. A ramp is not an option as the stage is far too high, so the only other option would be a platform/lift. Cllr Barton confirmed this issue must be researched and costed. It was also suggested that the Clerk looks into disability grants/fundin. Issues with Health and Safety were considered; access to the fire exits and changing rooms and whether the stage access would be a permanent or non-permanent option. The Clerk would also make enquiries regarding the Disability Discrimination Act.

16. Grange Hall

Pricing Chart February 2018 – To Consider Report from the Working Group (Implementation of Phased Discount)

At a previous PC meeting, representation was made from some Hall User Groups (U3A, Drama, Gardening Club and NADFAS) regarding concerns about the changes to the Hall Pricing Chart. Subsequently the Pricing Working Group reconvened. However, it has now come to the attention of the Chairman that there had been misunderstandings regarding the increases with the U3A and now clarified, their Treasurer was comfortable with the pricing.

The Chairman stated that none of the price increases make the Grange Hall a profit making facility and is still being subsidised by the PC, and that no complaints have been received from other Users who are affected by the increases. The PC and the Price Working Group have maintained an open and transparent policy throughout the long and extensive period of discussions regarding the new prices and discounts and the Price Working Group have continuously looked at this decision from all sides, as all residents (as well as non-residents) have the opportunity to hire the fantastic Grange Hall facilities.

The Pricing Working Group have listened to the comments of the Users (in that they are not opposed to an increase but would prefer a phased implementation) and propose the following recommendation:

"User Groups that have been invoiced 40% discount during 2017, shall receive a 30% discount during 2018 and come in-line with all, at 20% discount in 2019."

The Clerk advised on the implications on any decision made, in that five User Groups would be eligible for the above proposal equating to approx £1,500 p/a (equivalent to 50p precept or the shortfall met from reserves). Alternatively if all User Groups that were eligible for 40% discount during 2017 also benefitted from the phased discount this could potentially equate to £3,000 p/a (equivalent to £1 precept or again the shortfall met from reserves).

Cllr Bailey proposed an amendment to the motion, seconded by Cllr Thompson. It was

Resolved: " All User Groups that qualified for 40% discount during 2017, shall receive a 30% discount during 2018 and 20% discount in 2019."

(Cllr Barton asked for it to be recorded that he refrained from making any comments and also abstained from voting on this matter)."

Cllr Robinson then thanked the Price Working Group for all their extensive hard work.

17. PPL/PRS Cost Implications Report: To Note

Noted. PPL stands for 'Phonographic Performance Licence' and PRS stands for 'Performing Rights Society' The Clerk confirmed that £1800 is paid to PRS per year and that the PC have been underpaying PPL which should be £600 per year. Subsequently the events budget looks worse for 2018/19 year because of this underpayment. The Office have looked into this and have found 'The Motion Picture Licensing Company' who charge a flat fee of £365 per annum and will cover the Cinema Licences which are up to £100 per film (x 20 films per year =£2000). Further clarification is needed from this Company, and it may be that massive savings are to

be made. All films would be covered with the exclusion of Warner and Sony. If there is one film that is a Warner or Sony production that is potentially very popular, then the PC may still consider paying £100 for the Cinema Licence as a 'one off'. There is no problem if User Groups have their own PPL, however if absent, it becomes the responsibility of the PC. It was suggested the Pricing Working Group could look at this issue later on in the year. The PC does now charge for PRS at £25, It was noted that all licencing companies are competing for business, so further research is required. Cllr Culshaw confirmed he had also made online research and had also contacted 'Live and Local'. Following these enquires he is not convinced these amounts are required to be paid as Grange Hall is a classed as a Community Facility and therefore requested the Office make further enquiries to clarify this. The Clerk confirmed she was happy to provide further clarification and it was noted that Sally Horn had already spent a large amount of time and research into this subject.

18. The Grange

To Note Driveway Lamp Columns Faulty – To Be Considered by Amenities Committee next Meeting

Noted. The three lamp columns in the Grange Grounds do not work, and the office is sourcing a quote for the lamps to be replaced with LED lighting.

19. Correspondence

There was no correspondence

20. Councillors Reports

- Cllr Clegg will attend and represent the PC at a Police Setting Group meeting in the Dowson Room this Thursday 18th January 2018.
- Cllr Culshaw referred to a copy of the East Leake Parish Council Press Release, on local TV news this evening, and that the RBC should take note of all Neighbourhood Plans.
- Cllr Dunn confirmed there is a Litter Pick arranged in the village for Saturday 3rd March 18, then at the Lily Ponds for the 4th March, both sessions at 10am – 12 noon.
- Cllr Spencer requested that somebody tighten the stage floor up, as it is wobbling.
- Cllr Thompson attended the RBC Planning meeting on the 11th January 18 and will report back to the Planning & Environment Committee.
- Cllr Tomlinson feels strongly that the PC should commemorate the 100 year anniversary of the women's vote via the Picnic in the Park event.
- Cllr Barton noted that if 'Women's Suffrage' was to be the theme for Picnic in the Park, then the schools should be contacted to confirm their plans and perhaps tie in their activities for this commemoration with this event. Both the Omega Jazz Band and South Notts Academy Swing Band are keen to be involved in this event again. Also referring to the 100 year Armistice commemorations, the first meeting discussions have taken place and initial thoughts are for further input to be at the Remembrance Day this year, for example reading out names at the Service. It was also noted that the PC had received a £125,000 grant for Radcliffe Skatepark from Rushcliffe Borough Council.

21. Date of Next Meeting

Monday 12 March 2018

There being no further business the meeting ended at 8pm.

All recordings of the meeting to cease.

Signed: Chairman

Date