

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 12 March 2018 at 7pm

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

Cllr Joe Bailey (Vice Chairman)
Cllr. Graham Budworth (A)
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, Admin Assistant - Jacquie Earp and no members of the public

1. To Approve Apologies for Absence

Cllr Pam Thompson, Cllr Alice Tomlinson and Cllr Graham Budworth – Approved.

2. Declarations of Interest

None received.

3. Minutes of the Previous Meeting held on 15 January 2018 for approval

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

4. Chairman's Announcements

- After a 2nd incident at the Silver Cinema whereby a customer had felt unwell, the Chairman supported Cllr Dunn's request to purchase a foldable wheelchair with removable arms to assist staff in removing the unwell person from the Hall. Some Cllrs were concerned and uncomfortable that non-qualified staff were assisting unwell customers, however it was confirmed the wheel chair would only be used when the customer was conscious and able to leave the Hall of their own free will, and that the patient would not be moved if immediate medical attention was required in the first instance. It was agreed however this issue should be on the Agenda for the next Grange & Grange Hall meeting, with more background information to discuss the best way forward. Cllr Barton noted there is a Health & Safety Working Group meeting this Wednesday 14th March, and suggested this issue and use of the wheelchair should also be raised at this time.

5. Clerk's Report on Items from Previous Meeting

M.17: There was a query about the PPL at the previous meeting, in which it was understood the PC may be classed as a Charity and pay 1% of the relevant event income, however it was confirmed that PC's are not eligible. However PPL & PRS are now set to merge, so there will be more changes. The Clerk is now awaiting an outcome of this merge.

M.18: There has been a delay with the new Grange Hall Driveway lights, as standard street lighting had been quoted for and the Grange Hall lighting is a different type and more costly than standard. The correct lighting has now been ordered.

M.20: The Stage Floor has now been tightened up by the PC Caretakers. The Clerk suggested that at the end of the meeting the Housekeeping Working Group make arrangements to convene and walk round the buildings. Cllr Spencer suggested there should be a maintenance check for the stage, steps and rails every six months.

6. Open Session for members of the public to raise relevant matters, limited to 15 minutes
There were no members of the public in attendance.
7. Grange & Grange Hall Finance April – Part February 2018
Noted, discussed and accepted. It was noted the income column now forecasted 100% for year end, as there are more new customers using the Hall. Cllrs thanked the Hall Manager for all her hard work and agree the new Grange Hall Image now used for all emails looked amazing.
8. Hall Manager Report
Grange Hall Bookings Feb/Mar/April
The Grange Hall bookings had increased due the new social media advertising campaign. A new Yoga Group had also started in the Trent Room, and the Hall Manager confirmed she had worked the last two Saturdays showing new people around the Hall for potential bookings.
9. Grange Bookings Feb/Mar/April
The Grange bookings had also increased, but more work is needed to maintain the increase.
10. Customer Comments Forms/ Other Feedback
There had been one good feedback report from a customer.
11. The Grange Free Bookings
There are currently no free Grange bookings.
12. Events Review
Financial Analysis April 2017 – February 2018
Noted, discussed and accepted. The Clerk noted there was an increase against budget of £2,300 and that the donations and sponsors will still be shown. Cllr Barton provided an update on the 'Picnic in the Park' event and the Armistice Day arrangements. It was noted that an Events Working Group meeting will be set up at the end of tonight's meeting.
- Picnic in the Park:
- The Omega Jazz Band and the SNA Swing Band will be playing
 - Children's Activities will take place partly to compensate for not running the 'Fun Day' at the Grange
 - Discussions has taken place with 'Radcliffe Family Playdays' who are very enthusiastic to get involved with the event
 - The theme of the 100 years Commemoration of Women's Suffrage has been discussed, and the possibility of children dressing up and walking up to Rockley Park.
 - A check list to discuss the above will be set up at a future Events Working Group meeting
- Armistice Day Commemorations:
- Armistice Day for this year falls on Sunday 11th November.
 - Discussions for the arrangements on the day have taken place with St Mary's Church Vicar, Mark Tanner, the WW1 Group and the PC .
 - The usual Armistice Day March will go ahead, laying of the wreaths and the 2 minutes silence.
 - The Church Service itself will be enhanced via WW1 Group Readings and a Mini Exhibition at the back of the Church about Radcliffe at the time of the Armistice in 1918.
 - It is exciting that the St Marys Church Bell Ringers will re-enact what happened simultaneously through the country when peace was declared on November 11th. They will do this 'Court Appeal' at the end of the church Service, which will be wonderful.
 - There will be a Concert on Thursday 8th November in St Marys Church by Radcliffe Male Voice Choir and the Bridge Singers, the WW1 Group will also make an input
 - On Thursday 1st November there will be two talks by the WW1 Group on Radcliffe and the Armistice. They will attend the U3a monthly meeting in the afternoon, and the same talk in the evening at the Grange Hall for the general public.
 - On Sunday the 11th November the Radcliffe Ladies Choir will give a performance of the 4a Requiem
 - There will also be wreaths placed around Radcliffe, identifying the sites where those who died – lived. This will be put on by the WW1 Group

- Readings at St Mary's in the past have been made by non-residents of the village, and it has now been suggested that the PC make a reading at the Service for this year.
- The Vicar will speak to the British Legion regarding their own arrangements for the day
- It was confirmed the PC will be mentioned as a group in the parade at the Church Service.

The Hall Manager also confirmed there was no Fun Day at the Grange this year, however the Village Show is still going ahead, and there will be a Village Show meeting this Thursday evening at 6pm, Cllrs welcome.

13. Social Media Courses: Update

The Hall Manager reported the Social Media Courses she has attended have been brilliant. The four courses attended covered email marketing, and various Social Media platforms. A data base has been created to send out marketing emails and once a week an email will be sent out to either advertise the Hall or Events. The marketing campaign is working as there are more people attending the Silver Cinema. If marketing emails are sent out, a report is returned to the Hall Manager, who can identify the percentage of opened emails, and how many people have unsubscribed. The Hall Manager is also aware and careful not to 'bombard' people with emails, and to remove them from the list once they have unsubscribed. Identification of the user can be made, what time they open an email and where in the world it has been opened. The 'Blogging' course is next week, which will be interesting. The Cllrs also praised and thanked Lisa for her hard work.

14. PA System: Update & Feedback

Simon Taylor will be visiting the Hall Manager tomorrow morning to provide a quote for the PA system for the Village Show. 'Confetti' have confirmed this afternoon they cannot help, however another company namely 'Equinox' will also be providing a quote.

15. Stage and Disabled Access

Although enquiries from a user of the Hall had been made recently regarding the potential of disabled access to the stage, it was confirmed the Grange Hall stage is classed as portable and cannot have anything fixed to it. The Clerk has made enquiries and has received an 'Equality in Village Halls Guidance Document' created by 'ACRE' which advises that accommodating disabilities should be made as long as it is reasonable and practicable.

16. Grange Hall

Lights Vandalism & CCTV / Cages to Consider

During the last half term school holidays, the four outside Grange Hall lights not covered by CCTV was targeted by vandals. The lights were smashed and had to be replaced. Prevention measures to ensure this did not happen again were discussed, and the Clerk confirmed it would cost £662 per additional CCTV camera to extend the existing high quality system to cover the back of the building. This was considered an expensive option, and it was

Resolved: "To assist the PC in the prevention of vandalism, metal cages are now fitted to the four Grange Hall outside lights not covered by CCTV, and monitored for any signs of further damage."

17. To Consider Table Cloth Purchase Offer for Round Tables

Following the recent closure of 'Tea at Marias' on the A52, the owner has offered the Hall Manager fifteen 7x 5 tablecloths to purchase at £8 each. The tablecloths had been previously designed to fit the tables at Grange Hall for events and tea parties laid on by 'Tea at Marias' and were laundered at a cost of £5 each. As customers of the Grange Hall frequently ask for this facility and would expect to pay for tablecloth hire at their events, it was suggested that the PC agree to the purchase and the Hall Manager would maintain a hire and launder system for the tablecloths. It was noted that when the Hall first opened tablecloths were purchased and used at events, but it had been difficult to manage the cleaning and ironing. It was Resolved: "To agree for 'Tea at Marias' to drop off an example tablecloth to discuss and show at the next Housekeeping and Walking Group meeting, and if acceptable to the Group, for the PC to purchase fifteen tablecloths at a total cost of £120.00, and for the Hall Manager to manage the hire, cleaning and ironing of the tablecloths for Grange Hall Users if required."

18. The Grange

To Note Guttering Fixed

The Clerk confirmed that the guttering at the Grange had been fixed at a total cost of £100. There was nothing majorly wrong with the guttering, only that it needed reconnecting and clearing out at four identified areas.

19. Health & Safety: To Note Results of Recent Fire & Legionella Risk Assessments and Action

Grange and Grange Hall Fire Risk Assessment -The Clerk confirmed that following the Fire Risk Assessment remedial action has been taken on the administrative aspects i.e. recording requirements. Action is also required in the Grange with regard to some rooms needing new fire doors, intumescent strips, digilocks and automated door closers. (County Room and Office a priority).

Grange and Grange Hall Legionella Assessment – Flushing and temperature recording continue to take place, but the servicing of some equipment in addition to the normal regime of boilers and cookers was highlighted as a requirement such as the water softener for the dishwasher, water heaters, calorifiers, air handling unit, removal of deadlegs, temperature mixing valves plus installation of two and cemetery tap repairs.

Resolved "To place an order with DAE Mechanical for the required additional servicing at £2,004.75 +VAT."

"To place an order with Globesec for x 5 Wireless Fire Door Retainers at £746 + VAT."

"To place an order with Thoresby Joiners to fit smoke strips in the Office Door, Supply and fit new Fire Door in the County Room with digilock (remove asbestos door) at £920 + VAT."

The above to be funded via accrued funds from year end net budget surplus as approved at Full Council meeting held 12 February 2018.

20. Correspondence

There was no correspondence

21. Councillors Reports

- Cllr Spencer asked if there had been any more comments or concerns from customers regarding the recent price increases. The Clerk confirmed there had been no complaints, however the Gardening Club had asked for a meeting with her. The Hall Manager confirmed there had also been lots of young mums booking children's parties, and at times there had been between 2-3 a day taking place.
- Cllr Dunn confirmed the Litter Pick has been re-arranged for Saturday 7th April 2018, as the original one had been cancelled due to heavy snow. The Radcliffe Conservation Group are arranging their own dates for tidying up the Lily Ponds area.
- Cllr Culshaw confirmed he attended the 'Drop in' event at The Grange regarding the sewerage works at Lee Barns Road. The plans are sensible and the works will bring equipment up to date and worries about pollution should not be a concern.
- Cllr Moore attended the Skate Park Consultation event on Saturday 10th March along with four Cllrs throughout the day, and it went very well.

22. Date of Next Meeting

Monday 21 May 2018

There being no further business the meeting ended at 7.58pm.

All recordings of the meeting to cease.

Signed: Chairman

Date