

Radcliffe-on-Trent Parish Council
Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on
Monday 21 May 2018 at 7pm

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

Cllr Joe Bailey (Vice Chairman)
Cllr. Graham Budworth
Cllr Gillian Dunn
Cllr. Josephine Spencer (A)
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 Alice Tomlinson Cllr Georgia Moore and Cllr Josephine Spencer – Approved.

2. Declarations of Interest

None received.

3. Minutes of the Previous Meeting held on 12 March 2018 for approval

Cllr Dunn noted an amendment to be made to the minutes at M.4: “the Chairman supported Cllr Dunn’s request” be amended to “the Chairman supported Cllr John Thorn’s request supported by the Cllrs present: Cllr Sue Clegg and Cllr Gillian Dunn” Resolved: “That the minutes subject to this amendment were approved and were signed by the Chairman”.

4. Chairman’s Announcements

- The Fire Training for the Hirers of The Grange and Grange Hall last week was very good, interesting and well attended, however two of the larger groups couldn’t attend on the day. The Silver Cinema may be affected in order to be Fire Compliant. The Fire Doors should be managed to open and close and should not be wedged open. If a Fire Alarm was to sound, the curtains to the Fire Doors would also have to be managed. Cllr Barton also suggested that a small Fire Safety Summary should be available for Cllrs on duty at the Silver Cinema. The Clerk confirmed that at the next Events Working Group meeting, Health & Safety will be on the agenda, so all Cllrs helping at events should ideally attend for a briefing. Replacement door guards are being sourced for the Hall Fire Doors, as they are not working properly. Training sessions for Fire Marshall and Fire Extinguisher Training is also being set up for the Hall Hirers at their own cost.

5. Clerk’s Report on Items from Previous Meeting

M.5: (Prev 18) The Grange Hall driveway lights have been fitted with a new LED type. However upon doing the work, Via found the electrical infrastructure that feeds off these columns to outside sockets to be very poor and not up to current regulations. A report will now be provided from Via regarding the next course of action.

M.20: The Stage Floor has now been tightened up by the PC Caretakers. The Cllr members of the Housekeeping Working Group are confident there is no urgency, and that the floor now be reviewed at a later date. Cllr Spencer suggested there should be a maintenance check for the stage, steps and rails every six months. It was also agreed that the new floor cleaners have improved the stage flooring as the bubbles are now smoothed out.

M.17: The Hall Manager confirmed that there was no response from ‘Tea at Maria’s regarding the sale of tablecloths for the Grange Hall.

M.21: Apart from the Gardening Club, there have been no more comments from customers regarding the price increases for hire of The Grange/ Grange Hall. After a meeting between the Chairman, Hall Manager, Parish Clerk and the Gardening Club, any outstanding issues have now appeared to be resolved.

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 2018 – (Part) May 2018
Noted, discussed and accepted. It was noted the Hall Hire Figures for April 18 were high as invoices raised in the last financial year are carried forward to the new financial year for bookings in this period.
8. Hall Manager Report
Grange Hall Bookings May/Jun/Jul
The Grange Hall bookings are still good for the Hall.
9. Grange Bookings May/Jun/Jul
The Grange bookings are steady, but will take a drop as all the User Groups start finishing in May for the summer months. A large Marketing Campaign has meant a few more bookings for The Grange, and is work in progress.
10. Customer Comments Forms/ Other Feedback
There has been a good customer feedback for the Grange Hall from Shelford Village WI.
11. The Grange Free Bookings: Cherry Tree Residents Association
There is only one Free Grange Booking for the Cherry Tree Residents Associations AGM.
12. Events Review
Notes of W.G meeting 20.03.18 & Financial Analysis April 2018 – (Part May 2018)
The Hall Manager referred to the minutes taken from the Events Review meeting on the 20.03.18:
 - The PA system has now been booked for the Village Show, with a Company named 'Patco', who were recommended by a member of the Carnival Committee. The Company do a lot of work for NCC and the 'Splendour' event at Wollaton Park. The total cost is £430, which is very competitive for the service provided.
 - Cllr Thomson provided an update for the upcoming 'Picnic in the Park' event at Rockley Park. Cllr Thompson previously attended a 'Playdays' meeting, who were very enthusiastic to participate in the theme of celebrating the 100 years of Women's Suffrage. The Playdays group have requested a gazebo for the day in case of rain as they will be arranging activities for the children. Cllr Barton noted that any spare gazebos the Cllrs have should be put up around the back perimeter should it rain on the day. It was also noted that the PC was to put on an exhibition about the Cllrs and how the PC works in the PC gazebo. Time is now limited and there has been no progress to date for this, however the WW1 group has been researching Suffragettes in Radcliffe and have confirmed they could hold a mini display on those people in Radcliffe that links into the Nottingham Campaign for women's suffrage. One of the leading lights in the Radcliffe Suffrage campaign was Mrs Dowson from The Grange. Cllrs agreed this would be an interesting mini display for the PC gazebo. The WW1 Group also have written history of Rockley Park, which can be displayed around the event. It was agreed that another events meeting should be planned for the end of June to discuss. The SNA Band is ok to attend, and the Ice Cream van is also coming. A check list will be worked through, and it is confirmed the Ground Staff Team leader will be on duty.
 - Sally Horn is pricing up a megaphone for events.
 - The Bridgford Singers have been booked for the Village Christmas Light Switch on Event.
 - The PC still needs to pay for the Licence Fee for the Silver Cinema. There have been some good films recently shown at the Grange Hall and for future dates. It was noted that although the sound tested out twice perfectly before the film was screened, there had been some problems last time and the film was late to start. The teas and coffees were therefore served to the audience in advance of the film, instead of at the end and there were no complaints from the customers.

13. Housekeeping and Maintenance – Notes of the W.G meeting 20.03.18

- The Grange Dowson Room has now been painted by the Caretakers.
- A small Hot Water Urn has been ordered for The Grange kitchen.
- The Grange ladies toilet seat has been purchased and fixed.
- The painting will commence in the Grange Hall once the regular daytime bookings reduce for the summer.
- New cork has been fitted in the gap near the Hall kitchen door, this type of material was advised as this expands and shrinks.
- Thorseby have quoted for tiebacks for the curtains. The Chairman also confirmed that John Lewis had quoted £15 each for the tiebacks.

14. Social Media Courses: Update

The Hall Manager reported the Social Media Courses were going really well, and has started the campaign for emails and Mail Chimp. 900 have been collated on the PC data base, however the GDPR verification process has meant restarting the data base process. On the Silver Cinema days GDPR verification forms for email addresses will be available for contacts to complete.

15. PA System: Update

The PA system Contractor has been agreed, as per bullet point one of item (12).

The Grange and Grange Hall

16. Venue Postcode and Directions – To Consider Brown (Tourist Signs)

A Radcliffe resident has complained that when large events are held at the Grange Hall, some car Satellite Navigation systems are regularly directing drivers to the other side of the bollards near to their house on Vicarage Lane. As The Grange and Grange Hall have the same Post Code, this is causing an issue for residents on Vicarage Lane. Cllrs discussed the options of purchasing brown 'tourist' signs to direct visitors to the Hall, however all directions would have to be covered, so may prove costly. A new postcode for the Hall was also discussed, however this may create a lot of work to change Office stationery, signs in PC Play Areas and the Cemetery. It was eventually agreed that this issue should be discussed further at the next Signage meeting, and for the Chairman to return with a report for the next Grange Hall meeting, and recommendations (if the postcode changes, is the preferred option) from this committee to then be put at the next Full Council meeting thereafter.

17. Health & Safety

Fire Risk Assessment Update

The Clerk confirmed a lot of Health & Safety work had now been carried from the PC's own risk assessment apart from the door guards, which are being completed mid-June. All the TMV's have also been installed, however it did create additional plumbing repair work, which cost £600. The Health & Safety Budget now needs reviewing to account for any additional costs. The Hall Manager then provided a report for the requirements of the Hall Users:

- In light of the Fire Risk Assessments, the Fire Brigade have been working really close with the PC Office. A package of forms for Users, has been put together by the Hall Manager as the Fire Brigade and Insurers have instructed that all Users of the Hall should now complete forms for Booking, Pat Testing, a Plan of Room Layout is discussed and should be completed with specific clear lines of markings on the floor plan for seating arrangements and to where Fire Exits are.
- A Fire Risk Assessment must be completed by all Users. Three different templates for the Fire Risk Assessment has been created for different Users and their requirements.
- Evidence of Public Liability
- Temporary Events Notice (if required)
- Health & Hygiene Certificates – if food is being prepared
- A tour of the Hall with the Hall Manager for every Private Hirer will be carried out, for Fire Exit and Fire Extinguisher, Fire Alarm and the Evacuation Notice location's.
- As instructed by the Fire Brigade and Insurers, every Customer will receive this pack, which will take time to complete. Cllrs are welcome to view this pack, for their information.
- The Booking Form has also been amended to comply with the Data Protection Regulations, and the terms of reference are also being addressed

18. First Aider Requirements and Wheelchair Use – To Consider
 Following a previous incident at a Silver Cinema Event whereby a Customer had fell ill, the Clerk had contacted various First Aid Organisations for advice. The RBC Licencing Department suggested that First Aiders should attend larger Concert type events of a 100 plus people, but not smaller events. The Clerk advised that where a First Aider was not present, there should be an appointed person responsible for First Aid in attendance. There is an 'Appointed Persons' course, whereby training is given for learning what to do in an Emergency, but not specifically First Aid. It is thought this would suffice for Silver Cinema events, and at larger events First Aiders would attend. This issue would be raised at the next Events Working Group Agenda and the course is available to do online. The Wheelchair Use would be based on common sense and assessment on the day. It was also noted that as long as a reason is provided for an action and all is documented, that would satisfy the risk assessment requirements. The Chairman confirmed that she had completed incident reports prior to the First Aid incident in the Hall and the Clerk confirmed that a Risk Assessment should be completed for users of the Hall at the next OAP Christmas party, if wheelchairs are used for transporting and dropping off people and being kept with that person for the duration of the party. It was noted this issue should be discussed with the Care Homes in Radcliffe as soon as possible. The School will also need to be informed of the First Aider requirements for the OAP Christmas Party.
19. Events W.G: To Undertake to Review Bookings and Events Risk Assessments
 This issue is on the agenda for the next Events Working Group
20. Policy Reviews – Fireworks/Chinese Lanterns and Helium Balloons & E Cigarettes to Consider
 There had been an incident recently at a party at Grange Hall whereby although permission had been refused by the Hall Manager to set off fireworks in the Grange Grounds, the Hirer had instead set them off at the bottom of the drive in Vicarage Lane. The PC was investigated by the Fire Brigade, but will take no further action. The Police have viewed CCTV and have spoken to the Hirers, however there will be no prosecution. The Clerk confirmed there was a policy in place from four years ago to allow fireworks by a Professional Contractor in the Grange Grounds, however fireworks have not been used within this time and it is suggested there should be a 'blanket policy' in place not to allow fireworks at all due to the central residential location of The Grange and Grange Hall. It was Resolved: " Fireworks to be banned from the Grange Grounds, subject to the agreement of the Amenities Committee, and the policy to ban all Chinese Lanterns and Helium Balloons from the Grange Grounds remains the same."
 The policy regarding E Cigarettes was discussed and it was noted that the Hall Drama Groups may stage a play whereby E Cigarettes may be used, although Cllrs could not remember a time when they were used and the Fire Brigade had also advised against their use. It was Resolved: "That the use of E Cigarettes, cigarettes or cigars are not permitted either inside The Grange or Grange Hall."
 It was also noted there is a smoking area outside the Grange Hall front door, which was not ideal. Cllrs agreed that the outside smoking area should be at the back of the Grange Hall and signage to this effect will be sourced.
21. Booking Forms and Terms and Conditions: To Note under Review To Include Reference to Above Policies
 Noted and discussed. Within the Terms and Conditions, items included are a Bond Price Increase, Hall Capacity, Temporary Events Notices, 'No Naked Lights' i.e. tea lights, and 'No Smoking'. The amended 'No Fireworks' Policy and 'No E Cigarettes' Policy should also now be included.
22. Correspondence
 There was no correspondence

23. Councillors Reports

- Due to illness, Cllr Thompson did not receive the latest copy of 'Academy Focus' magazine. However, the School has now passed on copies of the March edition for all Cllrs to Cllr Thompson, who has brought them to tonight's meeting. A list for the new Chair of Governors is also available, and it was noted that a Cllr from Cotgrave Borough is on the list.
- Cllr Bailey reported that the work on the SNA Sports Hall should have started and should be completed by October half term. When this new facility is in place it should be a positive impact for the village.
- Cllr Budworth asked if additional CCTV could be considered as a future agenda item for the 'blind spot' areas of The Grange & Grange Hall.

24. Date of Next Meeting

Monday 09 July 2018

There being no further business the meeting ended at 8.10pm.

All recordings of the meeting to cease.

Signed: Chairman

Date