

Radcliffe-on-Trent Parish Council

**Minutes of the Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room
The Grange, on Monday 09 July 2018 at 7pm** *(The meeting started at 7.05pm)*

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
CLlr Gillian Dunn (A)
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, and no members of the public.

1. **To Approve Apologies for Absence**
CLlrs Dunn and Tomlinson – Approved.
2. **Declarations of Interest**
None received.
3. **Minutes of the previous meeting held on the 21 May 2018 for approval**
Resolved: "That the minutes are approved and signed by the Chairman."
4. **Chairman's Announcements**
A resident has shown interest to book the Hall to show the England game if they reach the Final.
5. **Clerk's report on items from Previous Meeting**
M.5 The Clerk has again requested the report from VIA to support their quote for the Grange Grounds outdoor electrical infrastructure. Unfortunately it is delayed due to the holiday season.
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**
Noted, there were no areas of concern to highlight.
8. **Hall Manager Report**
8. **Grange Hall Bookings**
The Hall Manager has been very busy with various viewings recently and income is on target.
9. **Grange Bookings**
Slowed down due to the summer season when regular groups take their breaks.
10. **Customer Comments Forms/Other Feedback**
An excellent review has been received from a lady that held her Wedding at the Grange Hall in June. Event Planning Businesses are starting to use the Hall regularly as it is an ideal blank canvas for bespoke Wedding events.
11. **The Grange Free Bookings**
None to report.

12. Events Review: Notes of W.G Meeting 28.06.18, Notes of Village Show Meeting 28.6.18, Tour of Britain – To Consider Budget & Financial Analysis

- Cllr Thompson clarified the funding options available via Tesco and the Coop.
- Three Billboards is the chosen film for the first evening Radcliffe Cinema on 6th September which is more appropriate to show 'grittier' films than those screened at Silver Cinema. All advertising will show the certificate rating. It was noted that it is not cost efficient to run a hire service for the DVD's after they have been shown, but they can be borrowed, after three months will be given away to local resource groups such as the Libraries.
- Cllr Barton reported that the Picnic in the Park was again a great success and hopes it will remain an annual feature in the Village Calendar. Thanks go to all involved including Cllrs, Playdays and the WW1 Group. Cllr Thompson confirmed that Playdays would also attend the Village Show.
- Letters regarding a meeting on 19 July to discuss plans for the Tour of Britain Cycle event in September have gone out to Community Organisations and Local Businesses. A small budget is needed to support promotion of the event.
- The SkatePark Committee is organising a SkateJam to be held on the same day 8 September.
- The Events Financial Analysis was reviewed, the Clerk advised that a new Licence has been sourced for the showing of films – MPLC at approx £360 per annum to cover most screenings. This has made a significant cost saving on the Events budget as Filmbank were charging at least £83 per film + VAT.

Resolved "To accept the notes of the Working Group meetings and to approve a budget of £200 for the Tour of Britain vired from the Events Silver Cinema budget."

13. Social Media Courses: Update

The last two courses were cancelled, therefore no updates to report.

The Grange and Grange Hall

14. Music Licence – to Note

PRS and PPL Ltd has merged to launch the new Music Licence. Allowing venues to legally play music for employees or customers in business through the radio, TV and other digital devices and live performances.

It was noted that if individual performers hold their own licence then the event would not be charged again by Grange Hall.

Health and Safety

15. Public Liability Insurance and Hirers: To Consider

Resolved "Where appropriate, evidence of Public Liability Insurance must be provided to the Hall Manager prior to the booking taking place. It is up to the Hirer to organise their own Public Liability and this is not a service that the Council offers"

16. To Note Hirers and Events Risk Assessments Under Review by Events W.G

The Events Working Group will provide a report and any future recommendations to the next meeting.

17. Revised Booking Forms and Terms and Conditions: To Approve

The Booking Forms have been reformatted to enable confidential information to be removed by a perforated strip. The Terms and Conditions have been tweaked slightly to include new references to the bar arrangements and outdoor activities.

Resolved "To accept the new booking forms and terms and conditions with the inclusion of 'If your event requires Public Liability' at the front of number 12."

18. Fire Marshal Training, Cllrs/Staff/Hirers

Postponed until September. Noted.

19. To Consider Report & Quotation from Globesec – Intruder and Fire Systems – Grange Hall

Following on from the recent Fire Risk Assessment and Annual Servicing, the following was considered:

Sounder Strobes in the Main Hall, Disabled Toilet and Male and Female Toilets to give a visual warning when the fire alarm sounds. It was agreed to defer this item for further consideration.

Installation of an Interface Module to integrate with the Automatic Door – to enable the doors to open in the event of a power cut (fire exit).

Resolved “To place the order with Globesec at £292 + VAT.”

Replacement Intruder Alarm Panel – to ensure that Redcare signalling is operating, current model is obsolete and no longer supported by the manufacturer.

Resolved “To place the order with Globesec at £893 + VAT.”

Replacement lamp unit for emergency light in G. Hall office

Resolved “To place the order with Globesec at £23 + VAT.”

20. Correspondence

None received.

21. Councillors’ Reports

There appears to be category omissions in the Summer Newsletter, this will be fed back to the Village Show Committee.

22. Date of Next Meeting

Monday 24 September 2018

There being no further business, the meeting closed at 8.17pm

Signed: ChairmanDate