



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane,
Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808 Email: clerk@rotpc.com Web: www.rotpc.com

Grange and Grange Hall Committee Meeting Tuesday 6th December 2022 7pm

Present:

Cllr Anne McLeod,

Cllr Gillian Dunn

Cllr Phil Thomas (vice chair)

Cllr Irene Dovey

Cllr Harry Curtis

Cllr Tracy James

Also present: Karen Green (Clerk), Hayley Gandy (Administrator) and 0 member of the public

Minutes

1. Proposal to approve Apologies for Absence

Cllr Ian Rhodes, Cllr Sue Clegg, Cllr Matt Douglas-Kirk and Claire Sutcliffe (Hall Manager) and Cllr Spencer to be late

Proposed by Cllr Thomas

Seconded by Cllr Dunn

Unanimous

Approved

Absent but no apologies: - Cllr Oli Bere, and Cllr Alice Tomlinson

2. Declarations of Interest - none

3. Proposal to approve the minutes of previous Committee Meeting held on the 1st November 2022

Proposed by Cllr McLeod Seconded by Cllr Dunn

Unanimous

Approved

4. Chairman's Announcements

Christmas Fair was very successful and a big thank you to staff and volunteers.

5. Clerk's Report - none

6. Open Session for members of the public to raise matters of council business - Limited to 15 Minutes - none

7. The Grange and Grange Hall Finance

a) Proposal to accept the Budget for 2023/24

Budgeting has been made for significant increases in income from hiring facilities back up to 2019 levels. Noted in budget that in April 2023 there is £15,495 income budgeted which includes the pre booked events made this year.

The limitations on the level the precept can be increased next year means we need to maximise the income. There is also a need to balance staffing needs against the amount of events booked in. The predicted level of booking needs to be actively reviewed and it is expected that the Hall Manager will regularly report on how things are going. To assist, it is noted that there is a £800 publicity budget next year.

Following discussion, the events budget is to be deferred back to Sally.

Proposed by Cllr Thomas

Seconded by Cllr Dunn

Unanimous

Approved

8. Hall Manager's Report

- Globesec are replacing all lights in Grange Hall with energy-saving LEDs week commencing 12th December 2022.
- The alarm system in Grange Hall is changing from an entry code to an electronic fob week commencing 12th December 2022 which will be more secure.
- Recruitment - Laura Pidgeon resigned from the Events Coordinator position and her last day was 02.12.22. The position was advertised the same day with a closing date of 16.12.22. The 3rd caretaker position closing date was 18.11.22 and we only received one application. This person was interviewed on 06.12.22 and we have agreed to a trial period in January 2023 to allow both us and him to decide if the position is suitable. We can then look to make him permanent if it is successful but neither party is committed to anything initially.
- The current two caretakers continue to do an average of 5 hours overtime each per week and this is with various other members of staff and some councillors assisting with opening and locking up both the buildings and the public toilets otherwise the overtime would be higher still. They are both in a position where taking any more than a few days off is not possible as we wouldn't have adequate cover. Being solely responsible for opening/closing/cleaning the public toilets adds to this pressure and as it stands weekend opening of the toilets between 8am and 4pm is not always possible.
- Bookings in both the Hall and The Grange remain busy right up until Wednesday 21st December and several regulars are in between 28th December and Sunday 1st January.
- Up to Monday 5th December, we have had 37 people book/reserve tickets for the Christmas Concert in the Hall on Saturday 17th December.
- Once the proposed new cancellation policy for regular hirers has been approved, a communication will be sent out to all those affected to advise of the change and that it will be with effect from 01.01.23.

Following review of this report the committee requested the following from staff:

Greater effort. Including use of social media, should be undertaken to promote the Christmas Concert

All documents and notes relating to the interview and appointment of the Caretaker (referenced above) should be sent to the Personnel Committee.

Cllr Spencer arrived 7.35pm

9. Events Working Group Update

The Events Committee met on 30th November to review the Christmas Fair 2022

It was agreed that on the day the whole Event was a great success and thanks were given to both Tracey Davis, Shaun Moroney and crew for all their efforts prior to the day. Santa and his Elves were a great hit.

Final figures for the event were not yet available. There had been only 2 no-shows from the stall holders. The numbers in the Grounds and Hall after 3.00pm were a good indication of a very popular event.

The stall holders had given very positive feed back and praised the arrangements for their timed arrivals and welcome on site. Liked the space given to each stall.

Thoughts for 2023

- Provide Tea & coffee for stall holders early on
- Bacon Baps or similar available early on
- Better PA inside and between the outside. Raffle draw not heard outside!
- 2 Caretakers needed at the end of the day or Agency Cleaners
- Gazebo needed lighting if used again.
- No Dogs allowed inside the Hall – signage required

For 2023

- Start Planning much earlier in the year – contact stall holders in February
- Site Manager says more stall outside
- Concern was made over the lull between 2-3pm Tracey said this was normal
- To consider more musical acts outside throughout the afternoon. SNA pupils performances
- Swop around the Local Groups stalls
- To consider hiring a stage with awning – look for sponsorship.
- One or two Hot Savoury Food stalls – Roasted Chestnuts? Yorkshire Pudding wraps
- ** VIP Better Emergency access plan and postcode/What 3 Words identity. New Plan to be shared with all hirers of the Grange Hall. Dedicated Ambulance access. Emergency Box HiViz Jackets and high beam torch etc
- If possible, a ride for bigger children – this could be a problem due to size.

To consider

- Light Switch On as more of a Carol Service
- Increase the number of lights.

Comments also made were no microphone for singers.

Following review of these notes the committee requested:

The Hall Manager was asked to review the comment highlighted above regarding the emergency access etc and amend our procedures as necessary for al large events.

10. Pricing Working Group Update

- a) To accept the revised hirer cancellation policy – attached

Proposed by Cllr McLeod
Approved

Seconded by Cllr Dunn

Unanimous

