



**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

## **The Grange and Grange Hall Committee Meeting**

**Tuesday 1<sup>st</sup> November 2022 at 6pm**

**Present: Cllr Sue Clegg (Chair), Cllr Phil Thomas (Vice Chair), Cllr Gillian Dunn, Cllr Anne McLeod and Cllr Irene Dovey.**

**Also in attendance: Claire Sutcliffe (Hall Manager)**

### **Minutes**

#### **1. Apologies for Absence**

Cllr Tracy James, Cllr Ian Rhodes, Cllr Matt Douglas-Kirk, Cllr Oliver Bere, Cllr Jo Spencer, Cllr Alice Tomlinson

It was determined that the meeting met the requirements to be quorate.

#### **2. Declarations of Interest**

None

#### **3. Proposal to approve the minutes of previous Committee Meeting held on the 27<sup>th</sup> September 2022**

**Proposed** Cllr Mcleod **Seconded** Cllr Dunn **Unanimous**

**APPROVED**

#### **4. Chairman's Announcements**

Cllr Clegg announced that the original conditional offer of employment made for the Residential Caretaker position was rescinded due to issues with the person's background checks. One of the existing caretakers, Tetiana Kryvosshapka, has now accepted the position and will be taking up residence in the caretaker flat soon.

#### **5. Clerk's Report**

Nothing to report.

#### **6. Open Session for members of the public to raise matters of council business - Limited to 15 Minutes**

No members of the public present.

**7. Proposal to accept one of the quotes supplied for the upgrading of the lights in Grange Hall to LED Lights**

The 3 quotes from Globesec, Prime Electrical and DTW Electrical Services Ltd. were discussed at length comparing labour costs, length of guarantee of the lights, whether the companies are VAT registered, disposal of old fittings, availability to carry work out, existing vendor relationship and overall price.

**Cllr Dovey joined the meeting at 6.16pm**

Cllr Dunn proposed that Globesec's quote be accepted as on balance they will give the best value for money in terms of both quality and service.

**Proposed Cllr Dunn   Seconded Cllr Mcleod   Unanimous**

**APPROVED**

**8. Update of the Hall Usage policy**

Agreed to defer this item to the next meeting as further information is required from the Parish Council Clerk.

**9. Proposal to agree the Hirer Cancellation Policy**

Agreed to refer this item to the Pricing Working Group and a meeting be held as soon as possible to propose what the cancellation policy should be as this has not been done yet.

**10. Note a Councillor as the Responsible Person for the Radcliffe Community Firework Fiesta on Sunday 6th November 2022**

Cllr Jo Spencer has agreed to do this, and Radcliffe Community Firework Fiesta have been informed.

**11. To agree what information the Hall Manager's Report should contain going forward**

It was discussed and agreed that the report should contain information such as budgeted vs. actual income for the preceding month, forecasted income for upcoming months, housekeeping and maintenance requirements, any required marketing budget, required caretaker and office staff hours, areas where support is required, health & safety incidents, feedback on events and their viability, current priorities for management and anything else deemed appropriate for the purposes of keeping the Committee informed and up to date. It was accepted that this will be w work in progress over the coming months.

**12. Proposal to agree a Councillor to liaise with the Events Working Group convener**

Cllr Dunn proposed that Cllr Clegg liaise with the Events Working Group convener now that they are no longer a Parish Councillor.

**Proposed** Cllr Dunn **Seconded** Cllr Thomas **Unanimous**  
**APPROVED**

**13. Events Working Group Update**

Cllr Clegg has put together a proposed calendar of Parish Council Events for 2023. This has not been reviewed by the Events Working Group yet so is just a suggestion at this stage. It was discussed that Evening Cinema dates could also be added possibly once per quarter. The Hall Manager will cross reference these proposed dates against what is already booked in for 2023 and advise if there any clashes.

**14. Proposal to accept the recommendations of the Christmas Fair Working Group**

No recommendations were put forward to the Committee.

**15. Housekeeping Working Group Update**

The Housekeeping Working Group have not met recently. Cllr Dunn requested this be reinstated as soon as possible as many recommendations made earlier in the year have not been carried out, so a review is needed.

**16. Pricing Working Group Update**

A request was made to arrange a date for the next Pricing Working Group meeting so that items such as the Cancellation Policy can be agreed and brought back to the Committee for approval. This has been scheduled for 9.30am on 18.11.22

**17. Correspondence**

Only correspondence was the email from the Radcliffe Community Fireworks Fiesta already noted at item 10.

**18. Date of Next Meeting**

Proposal of Tuesday 06.12.22 at 7pm which will be taken to the Full Council meeting on 01.11.22 for approval.

**Meeting Closed at 6.54pm**

**I declare that the above is a true record of the meeting**

**Signed**

**Date**

**Chair The Grange and Grange Hall Committee**