



Radcliffe on Trent Parish Council

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

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Grange and Grange Hall Committee Meeting Tuesday 10th January 2023 8pm

Present:

Cllr Sue Clegg (Chair)

Cllr Gillian Dunn

Cllr Jo Spencer

Cllr Irene Dovey

Cllr Anne McLeod

Cllr Lorraine Foster

Cllr Ian Rhodes

Also present: Hayley Gandy (Administrator) and 0 members of the public

Minutes

1. To approve Apologies for Absence

Cllr Harry Curtis, Cllr Phil Thomas (Vice Chair), Cllr Tracy James, and Claire Sutcliffe

Proposed by Cllr Clegg

Seconded by Cllr Dunn

Unanimous

Approved

2. Declarations of Interest – none

3. To approve the minutes of previous Committee Meeting held on the 6th December 2022

Proposed by Cllr Clegg

Seconded by Cllr Foster

Unanimous

Approved

4. Chairman's Announcements - none

5. Clerk's Report – Claire Sutcliffe would like to attend meetings once hours allow.

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 - noted

8. Hall Manager's Report

- There are multiple ongoing maintenance issues in both The Grange and Grange Hall. On replacing the faulty toilet in the caretaker's flat on Monday 9th January, DAE discovered a plumbing issue which caused water to come through the ceiling into the disabled toilet downstairs when the toilet in the PC office was flushed. This was because the pipework had not been secured to a bracket so removing the other toilet destabilised it. They have now repaired

this but had to make a hole in the ceiling to investigate. They then also investigated another drip from the ceiling nearby (it was originally thought the faulty toilet in the flat was causing this) and have discovered this is an entirely separate issue being caused by the heating pipes which are starting to corrode. They can fix the immediate problem, and will provide a quote to do this, but advise leaving this repair until the summer months when the heating is no longer being used as otherwise the whole system will need to be drained first. The drip is minimal so could be controlled in the meantime. However, they strongly recommend that we consider replacing the whole system in due course as he can see the corrosion is widespread so it will only be a matter of time before more issues arise. This now means there are 3 holes in the ceiling in The Grange including the one previously made in the kitchen to investigate the leak there back in November. They advise leaving these to all be patched up and replastered together once all issues have been resolved. There is also still a leak in the men's toilets in Grange Hall which needs further investigation. It is believed this may be a roofing issue so we will follow up to get this looked at as soon as possible.

- A member of the public was briefly locked in one of the public toilets on Monday 9th January due to a fault with the door handle. The toilet has now been secured and a sign put up advising it is temporarily out of use. Thoresby Joinery have been asked to come and replace the handle again free of charge as they only recently fitted this one when the same thing happened so that repair was not done satisfactorily.
- The whole heating system for both buildings should be reviewed before next Winter. There are major inefficiencies when the building or part of the building is in use less like over the Christmas and New Year period. It has been suggested that having a system like Hive installed so it can be controlled remotely would potentially bring both financial savings and a reduction in our carbon footprint.
- Globesec completed the replacement of all lights in Grange Hall with energy-saving LEDs in December 2022.
- The alarm system in Grange Hall is now controlled by electronic fobs rather than a code which is more secure as each fob is assigned to a specific person, so we know who has opened and secured the building.
- A new sound deck is required for the Main Hall as the current one is only partially functional now. We are managing currently, but it should be replaced in time for the next drama production in February and for our own cinema events to avoid there being an issue when we come to use it which could potentially result in complaints.
- Recruitment – The Events Coordinator position is currently on hold due to the recent changes in staff. This means very little is currently being done to plan the upcoming cinemas and other events for 2023 as the Hall Manager is down 20 hours of work per week since the first week of December.

Ian Carr joined us on Tuesday 3rd January on a trial period for the month as a caretaker. He has fit in very well so far and is being proactive in picking up the role as fast as possible.

- We have unfortunately lost two regular bookings as of January 2023. Yvonne Tompkin has moved her Slimming World group which took place at Grange Hall on Wednesday evenings and Friday mornings to the Methodist Church Hall. She was offered numerous options to encourage her to stay and that she could trial the meetings at the Methodist and come back here in February if it wasn't successful, but she chose not to take up this offer. The other was a dance group that used the hall on Tuesday evenings. They were no longer able to run it in a financially viable way due to a significant decrease in numbers.
- On a positive note, one off bookings, for Grange Hall especially, have seen a major uptick in the last week. I have received a high volume of enquiries for weddings, Mehndi evenings and birthday parties and am working through getting these all booked in.
- We are planning Silver Cinema on 25th January and & 22nd February and Kids Half term Cinema on 15th February. Any help with these would be appreciated.
- The communication regarding the recently agreed cancellation policy and amendments to the Charges Guide which was due to be sent out to all regular hirers before Christmas had to be delayed due to the pressures resulting from the unforeseen reduction in staff so this will now be sent this month and the effective date changed to 01.02.23 to account for this.
- The caretakers have asked what our policy is for opening on bank holidays. As staff we are entitled to request these days off but if we are open for bookings then we obviously need caretaking staff to cover these. We would specifically like to know for the King's Coronation Public Holiday on Monday 8th May. A booking has already been taken for the day of the actual Coronation, Saturday 6th May, so it would be good if we can close on the Monday to give all caretakers a day off.

CLlr Spencer informed the committee that she had made enquiries and was given a quote of £140 plus VAT for a new sound deck.

CLlr Clegg and CLlr Dunn offer to help with the silver cinema, CLlr Spencer offers to help with the kids cinema in half term.

9. Events Working Group Update – not met

10. Pricing Working Group Update – not met

11. Housekeeping Update -inventory has been made

12. Health & Safety Update – A what3words poster has been put up on the Grange Hall doors.

Hayley to organise a box for emergencies for events with hi vis and torches.

13. Correspondence - nonetheless

