



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 7th February 2023 7pm

Present:

Cllr Sue Clegg (Chair)

Cllr Phil Thomas

Cllr Ian Rhodes

Cllr Irene Dovey

Cllr Anne McLeod

Cllr Harry Curtis

Also present: Claire Sutcliffe (Hall Manager), Hayley Gandy (Administrator) and 0 members of the public

Minutes

1. To approve Apologies for Absence

Cllr Gillian Dunn, Cllr Jo Spencer, Cllr Tracy James and RBC & NCC Cllr Roger Upton

Proposed by Cllr Clegg

Seconded by Cllr McLeod

Unanimous

Approved

Apologies not received: - Cllr Lorraine Foster

2. Declarations of Interest – none

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

Proposed by Cllr McLeod

Seconded by Cllr Rhodes

Unanimous

Approved

4. Chairman's Announcements - none

5. Clerk's Report – Health and safety box for events has been made including Hi vis and torches have been ordered and will be added.

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

7. The Grange and Grange Hall Finance – There are a few significantly costly items for the Grange and Grange hall which will need to be taken into account, firstly, utility charges are an issue, new meter required, see item 16. Secondly, the Vice chair requested that an update is needed for the

purpose work for the roof – Hayley to look for this. Thirdly, there is damp in the caretakers flat, it has been confirmed that the damp is due to the far wall being saturated with water, the works on the roof will help, the company looking into this will provide ideas for dealing with the damp. There is a need to review the building maintenance, the Grange especially.

8. Hall Manager's Report

- A meeting took place on 20th January with all 3 caretakers and the Hall Manager and an up to date required maintenance list was put together. A number of the smaller items on this have already been resolved but there are a number of larger tasks like carpet/curtain cleaning and indoor painting that need to be considered and prioritised. Request to hold a housekeeping meeting as soon as possible to discuss this.
- The caretakers feel a new dishwasher would be beneficial for the Grange Hall kitchen as the current one no longer does a particularly good job.
- The Regular Hirer Communication (delayed from the original planned share date of December 2022) was sent out on 27th January 2023 advising of the changes to the available discounts, reduction of time allowed either side of the paid booking for set up/clear up and the newly introduced cancellation policy with effect from 1st February 2023. This was generally well received and has resulted in several positive conversations with hirers and an increase in income from February's invoicing.
- Parking for regular hirers. Is it safe to park at the side of the building if fire exits and emergency vehicle access is not prevented? Need an official steer on this as one particular hirer does this every week.

Request has also been made by another weekly hirer that a space is reserved for the person hiring so they have ease of access when carrying equipment from their car to the building. The Hall Manager feels this is a reasonable request and we should look to accommodate this.

- Teenage Parties in the hall – an example of what can happen is the party which took place on Friday 3rd February. There was a lack of adult supervision, and the kitchen was used when it shouldn't have been which resulted in excess mess and required caretaker hours. How do we want to manage these in the future? A bond of £100? A duty officer present at all times? The Hall Manager is keen to reduce the risk these present whilst also doing what we can to accommodate them.
- When should we operate the gazebo lights. If they are on too late and when no one is in the hall it encourages people to congregate very late into the night so should they be timed to go off at say 10pm as a compromise? – this item is to be placed on the next Grange and Grange hall agenda on the 7th March

- The Hall Manager took the accredited 'Award for Personal License Holders Level II' course on Friday 3rd February and will sit the exam on Thursday 9th February. Once this certificate is obtained, she will apply to Rushcliffe Borough Council to obtain her Personal Licence.
- A new, more advanced sound deck was purchased and installed giving a better overall experience for hirers.
- Dave has replaced the faulty cable that caused issues with the DVD at January's cinema and has tested this so we shouldn't have issues at the two upcoming February cinemas.

9. Events Working Group Update – the group met on 25th January to discuss the coronation of King Charles, the coronation will be on Saturday 6th May with Sunday 7th May being advertised as the Big Lunch and street parties. The group has made the decision to bring the picnic in the park event (usually later in the year) forward. The event will be between 12-5 and a jazz band is available. Enquiries are being made for bunting and flags and the Royal Oak pub has been approached regarding bunting on the street.

10. Pricing Working Group Update – not met, a meeting to be planned.

11. Housekeeping Update – not met, a meeting to be planned.

12. Health & Safety Update – a box for events has been created, holding hi vis jackets and torches.

13. Proposal to approve the quote for supply and installation of a Hive remote thermostat in The Grange – the central heating thermostat in the Grange is not easily accessible, the principle to install a Hive thermostat is that there will be a better control on when the heating is turned on and off and at what temperature, which will eventually result in lower energy bills.

Proposed by Cllr Rhodes

Seconded by Cllr Dovey

Unanimous

Approved

14. Proposal to approve the quote for repairs to the leaking pipework in the ceiling in The Grange – item deferred and request an informal status report on pipework in the Grange and obtain second local opinion.

15. Proposal to turn flood lights off on the Grange at 10pm – the floodlights light up the drive, car park and the grounds. For health and safety reasons the drive and car park lights are required to be on especially for events. This is deferred to find out if each light has its own timer switch.

16. Proposal to replace current CT half hour electricity meter in Hall with a standard meter. The committee discussed the situation with the electricity meters, which are old and result in a higher standing charge and lower kwh for power. A new meter will result in a more competitive rate in the future and reducing energy in the Grange Hall.

Proposal to agree to replace the CT half hour meter in hall for £1200

Proposed by Cllr Clegg

Seconded by Cllr Thomas

Unanimous

Approved

