



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

Thursday, 29 June 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Grange and Grange Hall** which will be held on **Tuesday 4 July 2023** commencing at **19.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

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.

Belina Boyer
Parish Clerk/RFO

Committee Members: Cllr Sue Clegg (Chair), Cllr Tracie Bere (Vice Chair), Cllr Irene Dovey, Cllr Harry Curtis, Cllr Gillian Dunn, Cllr Phil Thomas, Tracy James, Cllr Anne McLeod, and Cllr Matt Douglas

Agenda no	Agenda Item title	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
	Chairs Welcome	

Agenda no	Agenda Item title	Power/Regulation
GGH24/013	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/014	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
GGH24/015	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
GGH24/016	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
GGH24/017	To receive the minutes of the previous Radcliffe-on-Trent Parish Grange and Grange Hall Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Grange and Grange Hall Committee meeting 6 June 2023	Local Government Act 1972, Sch 12, p41 (1).
GGH24/018	To note the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. Paper B	
GGH24/019	To consider a new pricing structure from 1 st August 2023 for approval. Paper C	
GGH24/020	To receive and note the Hall Managers report – verbal update	
GGH24/021	To receive and note updates from the Village Show working group.	
GGH24/022	To receive and note correspondence and feedback from hirers (if there was any).	
GGH24/023	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 September 2023 at 19.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

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DRAFT Minutes of the Grange and Grange Hall Committee meeting held on 6th June 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Sue Clegg (Chair)	Cllr Tracie Bere (Vice Chair)	Cllr Anne McLeod
Cllr Gillian Dunn	Cllr Phil Thomas	Cllr Irene Dovey
Cllr Harry Curtis		

Members Absent:

Cllr Matt Douglas-Kirk	Cllr Tracy James	
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In attendance:-

Claire Sutcliffe (Hall Manager)	Hayley Gandy (Administrator)	
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Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes,	None present		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Chairs Welcome	Cllr Clegg welcome to all members of the committee and welcome to Cllr T Bere as the Vice Chair		
GGH24/001	To note apologies for absence.	Cllr Matt Douglas-Kirk and Cllr Tracy James accepted.		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/002	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
GGH24/003	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
GGH24/004	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/005	<p>To receive the minutes of the previous Radcliffe-on-Trent Parish Grange and Grange Hall Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Grange and Grange Hall Committee meeting 4 April 2023</p>	<p>Proposed to sign by Cllr McLeod Seconded by Cllr Dunn Unanimous approved</p>		<p>Local Government Act 1972, Sch 12, p41 (1).</p>
GGH24/006	<p>To note the Grange and Grange Hall and Events Revenue Budget for 2023/2024</p> <p>Paper B</p>	<p>Discussed at length. Documents shown were the budget not the ongoing forecast information. It was noted that the events had different amounts in.</p>	<p>To clarify with accounts clerk</p>	
GGH24/007	<p>To consider amendments a draft Terms of Reference document for recommendation to Full Council in June.</p> <p>Paper C</p>	<p>It was considered to change the power to spend the designated reserves for the Grange and Grange Hall refurbishment for instance. The current power of spend contradicts financial reserves policy. It was stated that there is a wish to move more quickly on a project and not be delayed by committee. It is the committee responsibility to oversee the work by staff, not set the work or micro manage. Grounds come under the amenities umbrella. Marketing and pricing working</p>		<p>Local Government Act 1972,s101</p>

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		groups required. Terms of reference need further reviewing.		
GGH24/008	To consider future ambitions for the inclusion in a 4-year plan – to follow	Visions for the hall and Grange for the future was considered. The Clerk and Cllr Douglas- Kirk plan to hold a ideas session with staff to get aspirational ideas. A common obligation is to increase facilities usage.		
GGH24/009	To receive and note the Hall Managers report – verbal update.	<p>Hall Managers report:</p> <ul style="list-style-type: none"> • Our 3rd caretaker, Ian Carr, has signed a 6-month contract until 12th October 2023 for 12 hours per week. This will be reviewed and hopefully extended in due course. • A meeting with all 3 caretakers, the Hall Manager and the Chair of The Grange & Grange Hall Committee, Cllr Clegg, took place on 23rd May. This was used as a forum to discuss various things affecting the smooth running of events and to document maintenance requirements and suggestions for improvements which will 	<p>Review of Terms and conditions required. Review of pricing.</p> <p>To go to amenities to consider options for tidying the grange grounds at weekends.</p> <p>Have the representative for school groups speak to the schools about the vandalism and litter.</p>	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>feed into a new 4-year plan.</p> <ul style="list-style-type: none"> • There were a couple of events at the end of April which resulted in an unacceptable level of cleaning left for the caretakers after the hirers had left. This then led to lengthy discussions between the Hall Manager and the hirers over how much of their bond it was acceptable to retain. We have now put in place several processes to hopefully prevent or at least mitigate the impact of this in the future. • Gazebo – images taken on the morning of Sunday 4th June by Dave Bunce and emailed to the Hall Manager show destruction of planters, a lot of litter and broken glass. This is an ongoing issue that creates a lot of work for the caretakers who are not officially responsible for The Grange grounds and means they are not available for the 		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>caretaking work in the buildings that they have been put on shift to do.</p> <ul style="list-style-type: none"> • May saw another successful ROT Drama Group production at Grange Hall bringing in £2500 of income. • The Silver Cinema in May had 50 attendees which was fewer than the last few months. This may be because it was school holidays, and more people were away or with family. This is one of the issues with always holding it on the last Wednesday of the month. Whilst it is good from a consistency point of view, this could have potentially been more successful the week before on 24th May when we also had no other events on whereas on 31st May the caretakers had to turn the Hall round straight after the cinema ready for a big event in the 		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		evening with very little time to spare. <i>Cllr Dovey left the meeting at 8.30pm</i>		
GGH24/010	To receive and note the Events Working group update – to follow	Noted that events met for the Christmas Fair meeting on 31 st May, there is a village show meeting on 14 th June. Feedback from the picnic in the park was to have possible themed picnic in the park for coming years. Thanks to Cllr Clegg for all the work for the coronation and picnic in the park.		
GGH24/011	To receive and note correspondence and feedback from hirers.	Noted. Committee presented with positive comments from residents regarding the Picnic in the park event from social media.		
GGH24/012	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 4 July 2023 at 19.00.	Noted.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 8.50pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B

Grange and Grange Hall Committee Forecast

To 26 June

	apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	2023/24	2023/24
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	Forecast	budget
Income																		
The Grange	1,391	421	498	2,310	500	400	600	1,500	600	600	700	1,900	800	800	800	2,400	8,110	9,300
Grange Hall	12,205	6,268	2,279	20,752	3,000	3,000	3,000	9,000	3,000	6,000	3,000	12,000	2,500	2,500	4,500	9,500	51,252	60,000
TOTAL GRANGE AND GRANGE HALL	13,596	6,689	2,777	23,062	3,500	3,400	3,600	10,500	3,600	6,600	3,700	13,900	3,300	3,300	5,300	11,900	59,362	69,300
Events	90	292	136	518	125	200	3,200	3,525	125	125	1,550	1,800	150	125	125	400	6,243	6,100

Expenditure

The Grange maintenance	231	0	0	231	60	1,200	500	1,760	300	350	400	1,050	300	400	165	865	3,906	4,200
Flat maintenance	0	0	0	0	0		84	84	-		250	250		20		20	354	500
Rates	172	173	173	518	173	173	173	519	173	173	173	519	173	-	-	173	1,729	1,729
Utilities	273	255	90	618	475	300	200	975	800	900	1,500	3,200	700	450	300	1,450	6,243	7,000
Total Grange	676	428	263	1,367	708	1,673	957	3,338	1,273	1,423	2,323	5,019	1,173	870	465	2,508	12,232	13,429
Enhancements and maintenance	745	1,062	67	1,874	1,000	1,100	1,500	3,600	1,800	1,600	1,400	4,800	1,750	1,150	900	3,800	14,074	16,500
Insurance	282	282	282	846	310	310	310	930	310	310	310	930	310	310	310	930	3,636	3,664
Licences - Music, TV, premises, wedding	0	0	0	0	30	180	30	240	600		185	785				0	1,025	1,525
Publicity	0	0	0	0				0	300			300		-		0	300	800
PWL Capital and interest	2,116	2,116	2,116	6,348	1,861	1,861	1,861	5,583	1,861	1,861	1,825	5,547	1,825	1,825	1,825	5,474	22,952	22,260
Rates	945	947	947	2,839	947	947	947	2,841	947	947	947	2,841	947			947	9,468	9,468
Trade Waste	0	0	484	484	0	0	490	490	-		490	490	-		490	490	1,954	1,960
Utilities	712	897	322	1,931	750	2,000	1,000	3,750	2,750	1,000	2,200	5,950	2,100	850	1,450	4,400	16,031	17,000
Total Grange Hall	4,800	5,304	4,218	14,322	4,898	6,398	6,138	17,434	8,568	5,718	7,357	21,643	6,932	4,135	4,975	16,041	69,440	73,177
TOTAL GRANGE AND GRANGE HALL	5,476	5,732	4,481	15,689	5,606	8,071	7,095	20,772	9,841	7,141	9,680	26,662	8,105	5,005	5,440	18,549	81,672	86,606
Events	63	827	8	898	850	200	3,000	4,050	200	250	2,200	2,650	150	200	200	550	8,148	4,785

Designated Reserves

Building Maintenance	11,900
Grange/Grange Hall refurbishment	30,000

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The Grange	715	-7	235	943	-208	-1,273	-357	-1,838	-673	-823	-1,623	-3,119	-373	-70	335	-108	-4,122	-4,129
Grange Hall	7,405	964	-1,939	6,430	-1,898	-3,398	-3,138	-8,434	-5,568	282	-4,357	-9,643	-4,432	-1,635	-475	-6,541	-18,189	-13,177
TOTAL GRANGE AND GRANGE HALL	8,120	957	-1,704	7,373	-2,106	-4,671	-3,495	-10,272	-6,241	-541	-5,980	-12,762	-4,805	-1,705	-140	-6,649	-22,311	-17,306
Events	27	-535	128	-380	-725	0	200	-525	-75	-125	-650	-850	0	-75	-75	-150	-1,905	1,315
	8,147	422	-1,576	6,992	-2,831	-4,671	-3,295	-10,797	-6,316	-666	-6,630	-13,612	-4,805	-1,780	-215	-6,799	-24,216	-15,991
	8,147	422	(1,576)	6,992	(2,831)	(4,671)	(3,295)	(10,797)	(6,316)	(666)	(6,630)	(13,612)	(4,805)	(1,780)	(215)	(6,799)	(24,216)	(15,991)
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Radcliffe on Trent Parish Council Forecast for 2023/2024

Results to date and budget for Events 2023/24						
	Actual/Budget 2023/24			Budget 2023/2024		
	Income	Costs	Net	Income	Costs	Net
	£	£	£	£	£	£
<i>Village Show</i>	<i>433</i>	<i>246</i>	<i>187</i>	<i>3,000</i>	<i>3,000</i>	<i>-</i>
<i>Picnic in the Park</i>	<i>42</i>	<i>840</i>	<i>(798)</i>	<i>-</i>	<i>630</i>	<i>(630)</i>
Lights switch on and Fair	950	1,550	(600)	950	1,550	(600)
Christmas Concert	400	450	(50)	400	450	(50)
Christmas Events	1,350	2,000	(650)	1,350	2,000	(650)
Cinema Silver, Evening, Children (12+6+6= 24)	226	8	218	1,750	470	1,280
Coronation		336	(336)	-	1,000	(1,000)
Purchases		133	(133)	-	500	(500)
Total	£2,051	£3,563	-£1,512	£6,100	£7,600	-£1,500
Note	Without any donations/sponsorship/external funding					
All events are net of VAT	Figures in italics are actual and will change over time.					

Radcliffe on Trent Parish Council Forecast for 2023/2024

	Actual to 26 June	Indicator 25%			
	jun	Year Todate	2023/24	Comments	
	£	Quarter 1	budget		
	£	£	£	£	
Income					
The Grange	498	2,310	2,310	25%	9,300
Grange Hall	2,279	20,752	20,752	35%	60,000
		-	-		
TOTAL GRANGE AND GRANGE HALL	2,777	23,062	23,062	33%	69,300
Events	136	518	518	8%	6,100
					Singnificant events later in year
Expenditure					
The Grange maintenance	0	231	231	6%	4,200
Flat maintenance	0	-	-	0%	500
Rates	173	518	518	30%	1,729
Utilities	90	618	618	9%	7,000
Total Grange	263	1,367	1,367	10%	13,429
Enhancements and maintenance	67	1,874	1,874	11%	16,500
Insurance	282	846	846	23%	3,664
Licences - Music, TV, premises, wedding	0	-	-	0%	1,525
Publicity	0	-	-	0%	800
PWL Capital and interest	2,116	6,348	6,348	29%	22,260
Rates	947	2,839	2,839	30%	9,468
Trade Waste	484	484	484	25%	1,960
Utilities	322	1,931	1,931	11%	17,000
Total Grange Hall	4,218	14,322	14,322	20%	73,177
		-	-		
TOTAL GRANGE AND GRANGE HALL	4,481	15,689	15,689	18%	86,606
Events	8	898	898	19%	4,785
					Major events later in year
Designated Reserves					
Building Maintenance		11,900	11,900		Gable work from reserves.
Grange/Grange Hall refurbishment		30,000	30,000		Gutter clearance at high level + repairs
		-	-		
		-	-		
The Grange	235	943	943	-23%	-4,129
Grange Hall	-1,939	6,430	6,430	-49%	-13,177
		-	-		
TOTAL GRANGE AND GRANGE HALL	-1,704	7,373	7,373	-43%	-17,306
Events	128	(380)	(380)	-29%	1,315
		-	-		
	-1,576	6,992	6,992	-44%	-15,991
	(1,576)	6,992	6,992	-44%	(15,991)
		-	-		

PAPER C

Hall Pricing

Suggestion for Rate Chart from 1st August 2023

	Standard	Resident	Regular
	Current + 20%	Current	Current
Main Hall			
Week Daytime	33.00	19.25	22.00
Weekend Daytime	42.00	24.50	28.00
Week Evening	42.00	24.50	28.00
Weekend Evening	54.00	31.50	36.00
Trent Room			
Week	20.00	11.55	13.20
Weekend	25.00	14.70	16.80
Duty Officer	20.00	11.20	12.80
Kitchen			
Full	60.00	50.00	50.00
Light	12.00	10.00	10.00
Support Costs			
Under 50	-	-	-
Small	60.00	50.00	50.00
Large	120.00	100.00	100.00

Pricing Structure Proposed Changes

- Proposed Pricing Structure From 1st August 2023: -

Standard Rates

Resident Rates

Regular Hirer Rates

- Standard Rates to increase from 1st August 2023 – see attached
- The published Charges Guide will only show our Standard Rates and indicate that discounts are available for residents and regular hirers
- This will allow us to report on the income from the 3 different categories of hirer which will give us a clearer picture of where the business is coming from and potential effects of any future price changes
- Resident and Regular Hirer Rates and The Grange Room Rates proposed to increase from 1st January 2024 as we committed to this when we made the previous price changes which were effective from 1st February 2023
- Only full hours will be offered in The Grange Rooms and a minimum charge of 2 hours from 1st August 2023
- We will introduce a Staff discount rate of 50% from 1st August 2023
- We will start charging weekend rates on Bank Holidays from 1st August 2023