



## 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, 07 September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Grange and Grange Hall** which will be held on **Tuesday 12 September 2023** commencing at **20.00** 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
GGH24/024	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/025	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
GGH24/026	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.
GGH24/027	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)
GGH24/028	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). <b>Paper A</b> – Grange and Grange Hall Committee meeting 4 July 2023	Local Government Act 1972, Sch 12, p41 (1).
GGH24/029	To <b>note</b> the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. <b>Paper B</b>	
GGH24/030	To <b>note</b> the Hall Managers report. <b>Paper C</b>	
GGH24/031	To <b>note</b> the Clerk's report. <b>Paper D</b>	
GGH24/032	To receive and <b>note</b> updates and feedback from the Village Show. – Verbal report	
GGH24/033	To consider which Working Groups will be required to serve and report back to this committee. <b>Paper E</b>	
GGH24/034	To receive and <b>note</b> correspondence and feedback from hirers (if there was any). <b>Paper F</b>	
GGH24/035	To <b>note</b> 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

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

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

136/23

### **DRAFT** Minutes of the Grange and Grange Hall Committee meeting held on 4<sup>th</sup> July 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 Matt Douglas-Kirk	Cllr Phil Thomas	Cllr Irene Dovey
Cllr Harry Curtis		

#### Members Absent:

Cllr Gillian Dunn	Cllr Tracy James	
-------------------	------------------	--

#### In attendance:-

Belina Boyer (Parish Clerk)	Claire Sutcliffe (Hall Manager)	Hayley Gandy (Administrator)
-----------------------------	---------------------------------	------------------------------

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,	There were 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			
GGH24/013	To note apologies for absence.	Cllr Dunn and Cllr James - accepted		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.	There were none received.		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.	There were none received.		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.	N/A		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
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). <b>Paper A</b> – Grange and Grange Hall Committee meeting 6 June 2023	The committee resolved to sign the minutes as a true record of the meeting held on 6 <sup>th</sup> June 2023	Administrator to publish to website.	Local Government Act 1972, Sch 12, p41 (1).
GGH24/018	To <b>note</b> the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. <b>Paper B</b>	The committee discussed at length and all noted the income and expenditure over the budget and the events revenue budget to date		
GGH24/019	To <b>consider</b> a new pricing structure from 1 <sup>st</sup> August 2023 for approval. <b>Paper C</b>	The committee considered a new pricing structure for the Grange Hall, this was discussed at length. It was resolved to approve the new pricing on the principle that the clerk is to check the legality of a staff discount. Proposed by Cllr Douglas Seconded by Cllr Thomas – 6 for and 1 against - approved	Clerk to check about legality of staff discount being offered.	Local Government Act 1972,s101
GGH24/020	To receive and <b>note</b> the Hall Managers report – verbal update	<ul style="list-style-type: none"> <li>• Our 3<sup>rd</sup> caretaker, Ian Carr, has resigned effective 12<sup>th</sup> August 2023 due to a recent change in personal circumstances. We are</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>looking to replace him as soon as possible as it's impossible for the other two caretakers to take their annual leave if there isn't any cover.</p> <ul style="list-style-type: none"> <li>• We have seen a marked improvement in standards since introducing the new process to control excessive mess left by hirers at the end of their event.</li> <li>• We have secured a monthly booking for the Radcliffe WI in the Trent Room for 3 hours on the third Tuesday of the month, starting from October 2023 through to December 2024. They had previously been using The British Legion.</li> <li>• There was an accident in the hall on Friday 23<sup>rd</sup> June when one of the ladies attending the Glenda Mary</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Dance, fell and caused injuries to her face. This was not due to any negligence on our part. The Clerk and Hall Manager gave first aid, and she did not have to go for any further treatment. An accident report was completed. The lady sent a lovely card to thank us for our efforts in assisting her.</p> <ul style="list-style-type: none"> <li>• Update on the Gazebo &amp; Grange Grounds – The litter and anti-social behaviour by groups of teenagers continued throughout June and, after the decision taken at the Amenities Committee Meeting on 13<sup>th</sup> June to not pay for additional security, the situation escalated significantly on Saturday 24<sup>th</sup> June. Both caretaking staff &amp; hirers were intimidated and verbally abused, there was criminal damage caused as well as the usual broken</li> </ul>		



Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>glass &amp; litter and several people entered the building and caused deliberate mess in the toilets &amp; foyer.</p> <p>This was not only upsetting for everyone involved but resulted in many hours of work for the office staff on Monday in viewing CCTV, reporting to police etc.</p> <ul style="list-style-type: none"> <li>The decision was taken by the Clerk &amp; Hall Manager to pay for additional outdoor security for a large event that took place on Saturday 1<sup>st</sup> July to reassure staff that their safety and wellbeing is a priority. The caretaker reported a noticeable improvement during the evening and that there was little to no rubbish left for clean up the next morning. This was in contrast to Friday evening when no one was here and there was a significant clean up required</li> </ul>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>again the next day. We are going to do the same again this Friday 7<sup>th</sup> July as there is another large event with a lone worker on duty inside. We are also now advising hirers that once all of their guests have arrived; they must have the automatic doors set to exit only to prevent uninvited people entering the building.</p> <ul style="list-style-type: none"> <li>• June's Afternoon Cinema had 70 attendees generating £210 in income and the film was well received.</li> </ul> <p>The committee all noted this report.</p>		
GGH24/021	To receive and <b>note</b> updates from the Village Show working group.	<p>The committee were informed that the village show met on 14<sup>th</sup> June, and that there is still a lot to do but it is moving.</p> <p>The updates were noted by all the committee members</p>	<p>Hivis jackets to get parish council put on.</p> <p>Enquiries to be made about walkie talkies and Cllr Clegg to ask Radfest about their risk assessment</p>	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/022	To receive and <b>note</b> correspondence and feedback from hirers (if there was any).	None received		
GGH24/023	To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 September 2023 at 19.00.	<p>Noted by all. It was also noted the Hall Manager will not be available to attend the meetings due to the change of dates.</p> <p>It was requested that 2 items be added to the next agenda,</p> <ol style="list-style-type: none"> <li>1. Reduction in energy tariffs</li> <li>2. Works for the exterior of the Grange</li> </ol>		

The meeting closed at 8.25pm

Signed as a true record of the Meeting: \_\_\_\_\_ Dated \_\_\_\_\_

Presiding chair of approving meeting

# PAPER B

### Grange and Grange Hall Committee Forecast

as at 4 sept

	apr	may	jun	Quarter 1	jul	aug	sep	Quarter 2	oct	nov	dec	Quarter 3	jan	feb	mar	Quarter 4	2023/24 Forecast	2023/24 budget
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>Income</b>																		
The Grange	1,391	421	499	2,311	322	318	600	1,240	600	600	700	1,900	800	800	800	2,400	7,851	9,300
Grange Hall	12,205	6,268	2,443	20,916	3,648	4,003	3,200	10,851	3,200	6,000	3,200	12,400	3,250	3,250	4,500	11,000	55,168	60,000
<b>TOTAL GRANGE AND GRANGE HALL</b>	<b>13,596</b>	<b>6,689</b>	<b>2,942</b>	<b>23,227</b>	<b>3,970</b>	<b>4,321</b>	<b>3,800</b>	<b>12,091</b>	<b>3,800</b>	<b>6,600</b>	<b>3,900</b>	<b>14,300</b>	<b>4,050</b>	<b>4,050</b>	<b>5,300</b>	<b>13,400</b>	<b>63,018</b>	<b>69,300</b>
Events	90	292	136	518	190	-	2,950	3,140	125	125	1,550	1,800	150	125	125	400	5,858	6,100

### Expenditure

The Grange maintenance	231	0	338	569	82	0	1,500	1,582	300	350	400	1,050	500	400	165	1,065	4,266	4,200
Flat maintenance	0	0	85	85	0	416	84	500	0	0	250	250	0	20	0	20	855	500
Rates	172	173	173	518	173	173	173	519	173	173	173	519	173	0	0	173	1,729	1,729
Utilities	273	255	-243	285	160	327	400	887	800	900	1,500	3,200	700	450	400	1,550	5,921	7,000
<b>Total Grange</b>	<b>676</b>	<b>428</b>	<b>353</b>	<b>1,456</b>	<b>414</b>	<b>916</b>	<b>2,157</b>	<b>3,487</b>	<b>1,273</b>	<b>1,423</b>	<b>2,323</b>	<b>5,019</b>	<b>1,373</b>	<b>870</b>	<b>565</b>	<b>2,808</b>	<b>12,771</b>	<b>13,429</b>
Enhancements and maintenance	745	1,062	1,945	3,752	1,866	367	1,500	3,733	1,800	1,600	1,400	4,800	1,750	1,400	1,050	4,200	16,485	16,500
Insurance	282	282	282	846	334	334	334	1,002	334	334	334	1,002	334	334	334	1,002	3,852	3,664
Licences - Music, TV, premises, wedding	0	0	0	0	422	180	30	632	600	0	185	785	0	0	0	0	1,417	1,525
Publicity	0	0	0	0	0	0	0	0	300	0	0	300	500	0	0	500	800	800
PWL Capital and interest	2,116	2,116	2,116	6,348	2,116	2,116	1,861	6,093	1,861	1,861	1,825	5,547	1,825	1,825	1,825	5,474	23,462	22,260
Rates	945	947	947	2,839	947	947	947	2,841	947	947	947	2,841	947	0	0	947	9,468	9,468
Trade Waste	0	0	484	484	0	484	0	484	0	490	0	490	0	490	0	490	1,948	1,960
Utilities	712	897	741	2,350	369	58	1,000	1,427	2,750	1,000	2,200	5,950	2,100	850	2,000	4,950	14,677	17,000
<b>Total Grange Hall</b>	<b>4,800</b>	<b>5,304</b>	<b>6,515</b>	<b>16,619</b>	<b>6,054</b>	<b>4,486</b>	<b>5,672</b>	<b>16,212</b>	<b>8,592</b>	<b>6,232</b>	<b>6,891</b>	<b>21,715</b>	<b>7,456</b>	<b>4,899</b>	<b>5,209</b>	<b>17,563</b>	<b>72,109</b>	<b>73,177</b>
<b>TOTAL GRANGE AND GRANGE HALL</b>	<b>5,476</b>	<b>5,732</b>	<b>6,868</b>	<b>18,075</b>	<b>6,468</b>	<b>5,402</b>	<b>7,829</b>	<b>19,699</b>	<b>9,865</b>	<b>7,655</b>	<b>9,214</b>	<b>26,734</b>	<b>8,829</b>	<b>5,769</b>	<b>5,774</b>	<b>20,371</b>	<b>84,880</b>	<b>86,606</b>
Events	63	827	17	907	164	0	2,750	2,914	125	125	2,200	2,450	150	100	200	450	6,721	4,785

### Designated Reserves

Building Maintenance	9,950
Grange/Grange Hall refurbishment	30,000

### NETT

The Grange	715	-7	146	854	-92	-598	-1,557	-2,247	-673	-823	-1,623	-3,119	-573	-70	235	-408	-4,920	-4,129
Grange Hall	7,405	964	-4,072	4,297	-2,406	-483	-2,472	-5,361	-5,392	-232	-3,691	-9,315	-4,206	-1,649	-709	-6,563	-16,942	-13,177
<b>TOTAL GRANGE AND GRANGE HALL</b>	<b>8,120</b>	<b>957</b>	<b>-3,926</b>	<b>5,151</b>	<b>-2,498</b>	<b>-1,081</b>	<b>-4,029</b>	<b>-7,608</b>	<b>-6,065</b>	<b>-1,055</b>	<b>-5,314</b>	<b>-12,434</b>	<b>-4,779</b>	<b>-1,719</b>	<b>-474</b>	<b>-6,971</b>	<b>-21,862</b>	<b>-17,306</b>
Events	27	-535	119	-389	26	0	200	226	0	0	-650	-650	0	25	-75	-50	-863	1,315
	8,147	422	-3,807	4,762	-2,472	-1,081	-3,829	-7,382	-6,065	-1,055	-5,964	-13,084	-4,779	-1,694	-549	-7,021	-22,725	-15,991
	8,147	422	(3,807)	4,762	(2,472)	(1,081)	(3,829)	(7,382)	(6,065)	(1,055)	(5,964)	(13,084)	(4,779)	(1,694)	(549)	(7,021)	(22,725)	(15,991)
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

# PAPER C

## **Hall Manager's Report – September 2023**

- At an event held in the Hall on Friday 7<sup>th</sup> July, fireworks were set off just outside The Grange grounds on Vicarage Lane at 10.45pm despite the hirer having signed the Terms & Conditions which state these are prohibited. As it is also a criminal offence to set off fireworks in a public place, the Hall Manager reported the incident to the police on Monday 10<sup>th</sup> July (report attached) however, she was advised there is nothing the police can do retrospectively and incidents like this need to be reported to the police by the public when they are happening.
- We all received very positive feedback from Danny Brennan and the Carnival Committee for our help to ensure the event went so well (email attached).
- The Hall Manager and the caretaking staff received more positive feedback from the hirers for a wedding on 28<sup>th</sup> July and a funeral on 10<sup>th</sup> August (emails attached).
- The new pricing structure, approved at the previous G&GH meeting in July, was successfully introduced on 1<sup>st</sup> August 2023.
- As a result of the new pricing taking effect, we started the new accounting detail in August which will allow us to identify the different revenue streams we have for The Grange and Grange Hall more effectively. This will also help to inform the proposed future price increases which we hope will take effect on 1<sup>st</sup> January 2024. These proposals will be presented for approval at an upcoming meeting.
- We have devised new, simplified, and separate booking forms for The Grange and Grange Hall – see attached. These will allow us to capture the initial customer data we require to do a written quote and will then be followed up with the required forms to be signed by the hirer once the quote is accepted.
- We will also now work on updating and improving the T&Cs as these have been proven to be lacking by various recent incidents including the fireworks previously mentioned. These will also be brought to an upcoming meeting for approval.
- The IT support is scheduled to meet with the Hall Manager on Thursday 14<sup>th</sup> September to update the G&GH website pages with the new booking forms

and pricing and improve the layout and photos as this has not been done for many years.

- One of our regular bookings, Your Health, Your Way, has unfortunately finished their weekly Tuesday evening slot as of 29<sup>th</sup> August. When asked why, they said 'due to the Public Health Strategy'.
- On Wednesday 16<sup>th</sup> August 2023 there was a large event at Grange Hall which should have finished by 11pm. Unfortunately, because the hirer's caterers and other suppliers were running behind, they decided themselves to extend the party despite being told this was not possible on more than one occasion. As a result, the Parish Council received noise complaints from a couple of local residents as the music was still playing at 11.20pm and this was on a weeknight.  
The Hall Manager has instructed the caretakers and duty officer to physically 'pull the plug' if this were to happen again as we cannot take responsibility for short comings by external providers so this is something the hirer would need to take up with them after the event. This will now be another item that is included in the Pre-Event email – see attached for the one sent for this event.  
The Hall Manager has also now taken the decision to restrict these types of events to a 10pm finish/vacate by 11pm rather than 11pm/12am on weeknights to limit the chance of this happening again.
- The third caretaker left on 12<sup>th</sup> August as planned. As August is a typically quiet month for bookings, we have managed well with two caretakers for a few weeks however, now that we are in September and things are busy again, it is a challenge and both caretakers have several weeks of annual leave left to take between now and the end of 2023. We did have one application for the position, but he was not successful at interview. We are hoping to interview a second candidate w/c 11<sup>th</sup> September. We are looking at other options to support in the interim like having a cleaning company maintain the public toilets.



## Radcliffe on Trent Parish Council

Tel: 0115 933 5808 Ext 1    Email: [bookings@rotpc.com](mailto:bookings@rotpc.com)    Web: [www.radcliffe-grangehall.co.uk](http://www.radcliffe-grangehall.co.uk)

# Grange Hall Booking Form

<b>Name</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Address</b>		
<b>Event</b>		
<b>Attendees</b>		
<b>Date(s)</b>		
	<b>Start time</b>	<b>End time</b>
<b>Main Hall</b>		
<b>Trent Room</b>		
<b>Kitchen</b> Light use		
<b>Kitchen</b> Full use		
<b>Bar Area</b>		
<b>Duty Officer</b>		
	<b>Yes</b>	<b>No</b>
<b>Civil Ceremony</b>		
<b>Stage</b>		
<b>Changing Rooms</b>		
<b>Lectern</b>		
<b>Microphone</b>		
<b>Screen</b>		
<b>Sound System</b>		
<b>Projector</b>		

The Grange and Grange Hall uses personal data for the purposes of managing hall bookings, emergencies, finances, events, and publicity. Please tick here that you agree for The Grange and Grange Hall to retain your personal data for these purposes.

## Radcliffe on Trent Parish Council

Tel: 0115 933 5808 Ext 1 Email: [bookings@rotpc.com](mailto:bookings@rotpc.com) Web: [www.radcliffe-grangehall.co.uk](http://www.radcliffe-grangehall.co.uk)

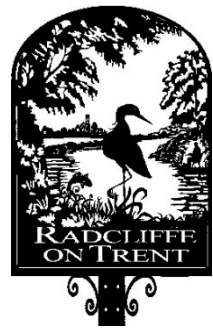
# The Grange Booking Form

<b>Name</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Address</b>		
<b>Event</b>		
<b>Attendees</b>		
<b>Date(s)</b>		
	<b>Start time</b>	<b>End time</b>
<b>Radcliffe Room</b>		
<b>Dowson Room</b>		
<b>Reception Area</b>		
<b>Kitchen</b> Light Use		
<b>Kitchen</b> Full use		

The Grange and Grange Hall uses personal data for the purposes of managing hall bookings, emergencies, finances, events, and publicity. Please tick here that you agree for The Grange and Grange Hall to retain your personal data for these purposes.

# PAPER D

Officer Report to  
Grange and Grange Hall Committee  
**Report Author:** Belina Boyer  
**Report Date:** 25/08/2023



## Clerk's Report

### Fees

Under GGH24/019 this committee agreed new fees and a staff discount subject to the Clerk checking the legality of a staff discount.

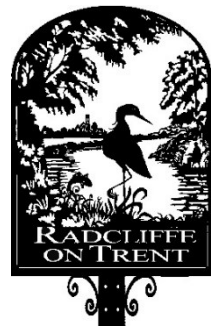
The Clerk obtained advice from SLCC. The society's National Employment Advisor wrote the following:

*I am only able to answer the question from an employment angle but perhaps that strays into legal as well. As it currently stands it is possible that the non-resident staff can claim the policy is discriminatory against them. You treat the residents (and staff who are residents) differently from the staff who don't live there by virtue of charging them less than what you charge non-residents. If this were to be brought up to an Employment Tribunal, it may be embarrassing for the Council.*

He later reported back from the National Legal Advisor that there is "is nothing illegal or unlawful in offering these discounts."

# PAPER E

Officer Report to  
Grange and Grange Hall Committee  
**Report Author:** Belina Boyer  
**Report Date:** 25/08/2023



## Clerk's Report

### Background

Working Groups have their advantages and disadvantages over formal committees. They tend to be more flexible, do not require the legal 3 days notice to members of the public nor are they open to the public. They do not require formal agendas, reports and minutes and are therefore “easier” on staff time. They work best as “task and finish” groups for a particular purpose.

One of their disadvantages is that they are not meant to have formal officer support, yet this is nonetheless frequently required. The burden to call the meeting and report to committee falls to a member of the group. The Working Group cannot have any delegated powers and may only recommend. The committee or full council do not have to accept its recommendations.

It may not always be the most time and cost effective way to discuss issues at Working Group level only for them to be discussed again at committee level with input from the relevant officers. They come into their own where “feet on the ground” are required.

Care needs to be taken not to overburden members who give their time for free with excessive demands on their time with multiple working groups.

The council employs capable officers to manage its affairs. They will be able to produce detailed reports to present to Committee for imminent decisionmaking.

### Recommendation

To consider building an Event Working Group which will concentrate on the organisation of the Council run events.

To trust officers to compile relevant reports on hire fees, T+Cs, maintenance and more and take these to committee.

# XXX Working Group

## Terms of Reference

### Introduction

A Parish Council may delegate decision making to either a committee, sub-committee or an officer of the authority. It cannot delegate any of its functions to a member of the Council or a working group. (LGA 1972 101 (1) (a))

### Working Group membership and quorum

Membership will be a minimum of three Members of the Parish Council and a maximum of five Members of the Parish Council.

The working group shall have express authority to increase its membership to nine but the additional members must be third party community members with an interest in the project or able to act as a subject matter expert.

The quorum of the meeting shall be a minimum of three members present, two of which must be Members of the Parish Council or one third of the membership of the working group.

A chairperson will be appointed by the working group at its first meeting. At subsequent meetings if the Chair is not in attendance an interim chair will be appointed from the members who are present.

### Report structure

The Model Working Group shall report to either the XXX relevant Committee or Full Council – whichever is the sooner so decisions can be obtained without significant delay.

Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda and papers.

### Meeting frequency

The working group shall meet as often as is deemed necessary. All members of the working group must be invited to all meetings for openness and transparency. Meeting invitations should be delivered either by email or in writing at least 48 hours before the planned meeting.

### Principle meeting officer

The working group will have no officer support. The group will produce its own agendas and minute notes for each meeting and any reports to go to committee or council.

The Administrator will provide administrative and project support - such as but not limited to marketing of the event - in agreement with their line manager.

### Principle objective

*A clear principle objective must be defined. See below for an example for an event working group.*

Consider if a Model event will be held by the Council at a **given time**, having due regard to other events being held by other authorities and organisations, the venue, financial budgets and constraints, availability of staff resources to organise and deliver the event both on and before the event itself.

## **Budgetary matters**

The working group will prepare a detailed budget proposal for the Model for recommendation to the XXX relevant Committee as necessary. Reports to either committee or Council must be with the principle meeting officer for that meeting at least seven clear days before the meeting so an item can be included in the agenda.

The Parish Clerk/RFO and **Other named officer** will have delegated powers to spend within the agreed budget.

## **Decisions**

Decisions of the working group shall be by majority vote of those working group members present and any third parties who have been formally invited to attend the meeting. Uninvited attendees shall not be entitled to vote. The Chair of the meeting shall have a casting vote.

## **Delegated roles and functions**

The working group is to organise **all** aspects of delivery of a Model event and support delivery of the event on the day including risk assessments, highways applications etc as appropriate to the event in question. Relevant information must be obtained from Rushcliffe Borough Council.



# PAPER F

# Grange and Grange all Correspondence and Feedback from hirers

## After wedding feedback:

*Hi Claire,*

*I hope you're well!*

*Thank you so much for letting us use The Grange Hall on Friday night. The event went really well and everyone absolutely loved the venue as well! Thank you and your team for being so helpful and accommodating.*

*Just wanted to also check, I think we might have left our blue cooler box behind the bar. Is this still there? If so, I can come collect it tomorrow at some point?*

*Many thanks*

## After a wake in the hall

*Hi Claire,*

*Many thanks for the invoice – I paid this yesterday.*

*Please also thank the two Daves who did an excellent job in setting up and removing the furniture.*

*I hope you've had a wonderful holiday.*

## After carnival

*Hi, Claire,*

*Hope you're well.*

*First of all, my huge thanks to you all, especially Dave and Tania, who were brilliant, especially with the pretty tough challenge of dealing with the Carnival as the meat in the sandwich between Friday night and Saturday night bookings. Dave IS a Carnival hero!*

*Thanks to the Parish Council as a whole, too, for all the things you provide that underpin the whole Carnival; we simply couldn't do it without your support. Please pass this sentiment on (we'll make sure we underline this in post Carnival comms too).*

*On a practical matter, I promised Dave photos of the locations of the flares we found in the grounds on Saturday morning – a real worry with lots of kids due later in the day, especially as one of them had clearly misfired and may well still have been hazardous (the red one).*