



## 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, 09 November 2023

Dear councillor,

You are hereby summoned to attend a meeting of the **Grange and Grange Hall** which will be held on **Tuesday 14 November 2023** commencing at **20.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

**Please note:** whilst every effort will be made to start the meeting on time, the start may be slightly delayed if the preceding meeting overruns.

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 Phil Thomas, Tracy James, Cllr Anne McLeod, and Cllr Linda Lyn-Cook

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

Agenda no	Agenda Item title	Power/Regulation
	Chairs Welcome	
GGH24/053	To note apologies for absence.	Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/054	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
GGH24/055	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.
GGH24/056	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)
GGH24/057	To receive the minutes of the previous Radcliffe-on-Trent Parish Council 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 10 October 2023	Local Government Act 1972, Sch 12, p41 (1).
GGH24/058	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 – to follow</b>	
GGH24/059	To <b>note</b> the Hall Manager’s report and consider the proposals therein for approval. <b>Paper C</b>	
GGH24/060	To <b>consider</b> authorising the expenditure to obtain a building condition survey and valuation for the Grange Hall and The Grange. <b>Paper D</b>	Local Government (Miscellaneous Provisions) Act 1976 s.19
GGH24/061	To <b>consider</b> the expenditure for removing the defunct safe in the Grange Hall office and consider purchasing a replacement. <b>Verbal report</b>	Local Government (Miscellaneous Provisions) Act 1976 s.19

Agenda no	Agenda Item title	Power/Regulation
GGH24/062	To <b>consider</b> quotations received to remove the paint from the Grange Hall exterior, repointing and application of waterproof impregnator to the entire elevation and <b>consider authorising</b> the expenditure. <b>Paper E – to be tabled</b>	Local Government (Miscellaneous Provisions) Act 1976 s.19
GGH24/063	To receive and note a report from the Venue Fees Working Group and consider how to proceed with setting the fees from January. (GGH24/043) <b>Verbal report</b>	
GGH24/064	To receive a reply from the council's insurance and <b>consider</b> a draft key holder policy for adoption. (GGH24/044) <b>Paper F</b>	Local Government (Miscellaneous Provisions) Act 1976 s.19
GGH24/065	To <b>consider</b> a draft budget report and consider any projects for the 2024/25 financial year ready to be submitted to the November F&GP meeting. <b>Paper G – to be tabled</b>	
GGH24/066	To receive and <b>note</b> updates from the other working groups relevant to this committee. <b>Verbal updates</b>	
GGH24/067	To receive and <b>note</b> correspondence and feedback from hirers (if there was any).	
GGH24/068	To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 December 2023 at 19.45.	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

231/23

### **DRAFT** Minutes of the Grange and Grange Hall Committee meeting held on 10<sup>th</sup> October 2023 at 8.10pm in the Radcliffe Room, The Grange Radcliffe on Trent

#### Members Present:

Clr Sue Clegg (Chair)	Clr Tracy James	Clr Linda Lyn-Cook
Clr Gillian Dunn	Clr Irene Dovey	
Clr Harry Curtis	Clr Anne McLeod	

#### Members Absent:

Clr Tracie Bere (Vice Chair)	Clr Phil Thomas	
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Non- voting members: - Clr Matt Douglas

#### In attendance:-

Belina Boyer (Parish Clerk)	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	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	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.			Government Bodies Regulations 2014, s3
	Chairs Welcome	The Chair welcomed those present.		
GGH24/036	To note apologies for absence.	The committee noted that Cllrs Thomas and T Bere had sent their apologies.		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/037	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
GGH24/038	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.
GGH24/039	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.	There were no members of public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/040	To receive the minutes of the previous Radcliffe-on-Trent Parish Council 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 12 September 2023	The committee unanimously <b>resolved</b> to <b>sign</b> the minutes of the meeting held on 12 <sup>th</sup> September 2023 as a true record of that meeting.	Administrator to publish to website.	Local Government Act 1972, Sch 12, p41 (1).
GGH24/041	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 noted the Grange and Grange Hall income/expenditure over budget and events revenue for 2023/2024 to date. It was suggested to improve the Grange and Grange Hall venue presence in Google Maps and look into other ways of publicising the venue.	Hall Manager to gather data and analyse which factors are contributing to lower income from venue hire now than before Covid 19 and to report to next meeting.	
GGH24/042	To <b>note</b> the Hall Managers report. <b>Paper C</b>	The committee noted the Hall Managers report.		Local Government Act 1972,s101
GGH24/043	To <b>consider</b> a new pricing structure to come into effect 01 January 2024. <b>Paper D</b>	The committee discussed at length. The clerk had pointed out that the proposed duty officer rate was unlikely to cover cost after backdated pay	Hall Manager to define usage – 3 categories – and present to next meeting.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>increases and would need to be reviewed.</p> <p>The committee noted that the different levels of kitchen use would require definition and the introduction of a large group light use category or similar.</p> <p>The committee <b>resolved to adopt</b> the payment structure as proposed for regular and resident users except for the duty manager costs.</p> <p>The Standard Rate would need more work and research into current market prices.</p> <p>The committee <b>resolved</b> to convene a working group that would research venue costs for similar venues to inform further adjustments to the pricing structure. Members of the working group would be Cllrs Dovey, McLeod, Curtis and Lyn-Cook</p>	<p>Accounts Clerk to cost duty manager rates and present to next meeting.</p> <p>Clerk to draft Terms of Reference for working group.</p>	
GGH24/044	<p>To <b>consider</b> a draft keyholder policy for regular users. <b>Paper E - to be tabled</b></p>	<p>The committee unanimously resolved to allow regular users to be keyholders subject to the approval of the insurance company. A keyholder policy to be drafted taking insurance advice into account.</p>	<p>Clerk to check with insurance.</p> <p>Hall manager to write procedure for third party key holders.</p>	



Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
			Clerk to draft policy.	
GGH24/045	To <b>consider events for the 2024/25 financial year Paper F – to be tabled</b>	The committee unanimously resolved to approve the events calendar for 2024/2025		
GGH24/046	To <b>consider</b> a first draft budget report and consider any projects for the 2024/25 financial year. <b>Paper G</b>	The committee considered the first draft budget report. Further work would need to be undertaken before presenting it to F+GP committee in November.	Committee members and hall manager to consider potential projects and events as well as any cost implication.	
GGH24/047	<b>Paper G – to be tabled</b>	See above. Formatting error.		
GGH24/048	To consider authorising expenditure for some temporary repairs to the exposed Grange gable to increase weather protection. <b>to be tabled</b>	The committee unanimously <b>resolved</b> to <b>authorise</b> the expenditure for some temporary repairs to the exposed Grange gable to increase weather protection and delegate the decision to the clerk.	Clerk to obtain quotes and commission the work.	
GGH24/049	To receive and <b>note</b> updates Events working group	The committee noted that there would be an events and village show meeting on 16 <sup>th</sup> October and a Christmas Fair meeting on 17 <sup>th</sup> October at 6.30pm		
GGH24/050	To <b>consider</b> authorising the expenditure for Christmas Illuminations.	The committee unanimously <b>resolved</b> to <b>authorise</b> the expenditure for Christmas Illuminations at a total of	Clerk to commission the work.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	<b>Paper H</b>	£10,413 and review arrangement for the 2024/25 season in Spring 2024.		
GGH24/051	To receive and <b>note</b> correspondence and feedback from hirers (if there was any). <b>To be tabled</b>	Cllr Cle stated that the ladies who attended her function were very impressed with the hall, facilities and toilets as a whole.		
GGH24/052	To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 14 November 2023 at 19.45.	The committee <b>noted</b> the date and time of the next scheduled meeting on Tuesday 14 <sup>th</sup> November 2023.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.32pm

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

Presiding chair of approving meeting

# PAPER C

## Hall Manager's Report – November 2023

- Jive Addiction have cancelled all future bookings citing 'A few reasons to be fair. Ongoing viability being one of them'. This is approx. £2500 per year in lost income.
- Have gained some additional business from Caterpillar Music on Monday mornings for 7 weeks due to flooding at their usual venue in Edwalton. Would've also been a Thursday morning as well but can't accommodate this session due to Tumble Tots who use the Trent Room as well as the Hall on a Thursday.
- Price increases discussed at last month's meeting – the reason the % increase of the standards rates appeared a lot lower than the other rates was largely because there had already been an increase in the standard rates from 1<sup>st</sup> August 2023 whereas the others have stayed the same for some time now.

The Hall Manager agrees that we should go ahead with the Resident, Regular and The Grange rate increases proposed at the last G&GH meeting effective 1<sup>st</sup> January 2024 but delay another Standard rate increase until 1<sup>st</sup> April 2024 to allow more research to be done on the best course of action for this.

We do need to bear in mind that there is a rather unique set up here compared to other businesses so directly comparing prices is not necessarily straightforward.

- The Hall Manager proposes increasing the price of the Wednesday Afternoon Cinema in Grange Hall from £3pp to £4 pp from January 2024 to make it more viable to continue. We also need more volunteers to help with this.
- Cleaning and Fireproofing of the Stage and Main Hall curtains has been scheduled for Thursday 21<sup>st</sup> December 2023.
- We are having new carpet tiles fitted to the Trent Room and Foyer in Grange Hall on Wednesday 22<sup>nd</sup> November 2023.
- The company who was given the go ahead to fit the automatic locks to the public toilets, did a site visit and subsequently their quote increased significantly as they said they'd not fully understood what was required. As a result, we've now contacted the other company who provided a quote, Danfo, and asked them to do a site visit which is taking place on Tuesday 14<sup>th</sup> November so update to follow on this.

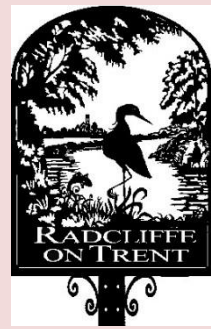
# PAPER D

## Officer Report to

Grange and Grange Hall Committee

Report Author: Belina Boyer

Report Date: 09/11/2023



## GGH24/060 Building condition survey

### Introduction

The Grange Hall is nearing its 20<sup>th</sup> anniversary. The Grange Hall is obviously significantly older.

Whilst some money has been spent in recent years to upgrade both buildings no structured planned maintenance has taken place, to my knowledge.

Public buildings should be regularly maintained to ensure the health and safety of all users and ensure that the buildings can be used and managed effectively. Both The Grange and the Grange Hall are fantastic assets, but both are beginning to show their age.

### Proposal

Both buildings should have a thorough condition survey done – similar to the one just completed for the football pavilion. The survey will highlight any problems with the building and will also provide us with a realistic valuation for both the insurance value and the assets register.

The survey should help prioritise work and help putting a cost to the medium term refurbishment of both buildings.

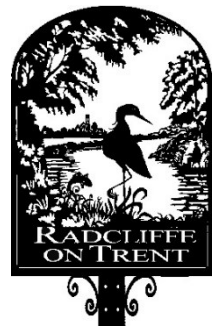
### Cost

Commercially sensitive information removed for publication.

### Recommendation

To commission building condition surveys and valuations for both The Grange and the Grange Hall at the earliest opportunity.

# PAPER F



## Officer Report to

Grange and Grange Hall Committee

Report Author: Belina Boyer

Report Date: 09/11/2023

## GGH24/064 Key Holder Policy

### Introduction

At its last meeting this committee unanimously resolved to allow regular users to be keyholders subject to the approval of the insurance company.

We received the following advice from the insurance company:

*Providing that you still risk assess the use of the building and maintain a level of control/maintenance (for example checking the hall after a certain number of uses to make sure it is being kept clean/safe) then we have no issues with you doing this.*

*The main issue to be aware of is that there is no cover in place for walk in/walk out theft. This means that if someone was to forget to lock the door, or they just let themselves in and take something, then without proof of forced entry or exit, a claim will likely be denied.*

The Hall manager is working on a risk assessment. The attached sample policy has successfully been used by other councils and should clarify the responsibilities of the temporary key holders. It is likely that the policy will need refining with experience of the practice.

### Proposal

To adopt the policy procedure as presented and review six months giving time to gain experience and monitor the success of the scheme. Please note, the key safe would only be used at times when the hall office is likely to be closed. The keys could then be removed by the resident caretaker at the next opportunity, thus keeping the risk of unauthorised access to a minimum..

### Cost

There will be a small cost for the provision of a key safe. A quality key safe with push buttons for better accessibility will cost anywhere between £80 to 100 plus installation if required.

### Recommendation

To continue to allow regular users to be keyholders and continue to monitor the scheme's success.



# Parish Office and Community Access and Key Holder Policy and Procedure

Adopted

## 1. **PURPOSE**

1.1 The purpose of this policy and procedure is to set out how Radcliffe on Trent Parish Council regulates the access to meeting spaces within the Grange and Grange Hall. These are spaces directly controlled by the Parish Council.

1.2 The policy should, however, work in conjunction with the Foxes' Den Letting Policy.

## 2. **SCOPE**

2.1 This policy covers access to the The Grange and Grange Hall rooms that are for hire, but not any of the council offices on the same premises.

## 3. **OBJECTIVES**

3.1 To enable community usage of Grange and Grange Hall facilities whilst maintaining security and safety of the facility when no staff are available on site.

## 4. **GENERAL RULES**

4.1 All fire safety, health and safety and smoke free regulations must be followed at all times when using the Grange and Grange Hall facilities.

4.2 No access will be given to members of the public, groups or organisations to the main working office without parish office staff being present.

4.3 Any equipment used in the building must be in a good condition and have a current PAT check.

4.4 No equipment can be stored at either building without the prior approval of the Hall Manager.

4.5 No keys or access codes should be passed from the individual who signed for these to others, even within the organisation, without the express permission of the Hall Manager (or other officer in their absence).

4.6 Any activity taking place at the Grange and Grange Hall facilities must not cause loss, damage, injury, nuisance or inconvenience to the Parish Council, its employees or tenants.

4.7 Access to the Grange and Grange Hall facilities will be as follows:-  
See paragraph 2.1 and specify what usage/access is included in each booking

## **5. PROCESS**

5.1 Residents or groups (community organisations or charities) who wish to use the Grange and Grange Hall facilities must have completed a booking form. This will be available online at [The Grange and Grange Hall – Radcliffe Nottingham – An ideal venue for every occasion \(radcliffe-grangehall.co.uk\)](http://The Grange and Grange Hall – Radcliffe Nottingham – An ideal venue for every occasion (radcliffe-grangehall.co.uk)) or from the Grange Hall Office.

5.2 The booking form will request details of who will be responsible for collection of the keys. Keys must be collected in person from the Grange Hall office during its stated opening hours – other times may be arranged with the Grange Hall office, if convenient to the working practices of the employees.

5.3 Keys must be returned within 24 hours of usage. If the parish office is closed a secure storage option will be available on the exterior of the building.

## **6. DATA PROTECTION**

Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given and in accordance with the Council's Information and Data Protection Policy and Data Retention Transfer and Disposal Policy.

## **7. REVIEW**

The policy will be monitored and reviewed by the Hall Manager and considered for adoption by the Council or the relevant committee annually.