

PAPER A

DRAFT Minutes of the Grange and Grange Hall Committee meeting held on 14th November 2023 at 8.10pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

CLlr Sue Clegg (Chair)	CLlr Phil Thomas	
CLlr Linda Lyn-Cook	CLlr Irene Dovey	
CLlr Harry Curtis	CLlr Anne McLeod	

Members Absent:

CLlr Tracie Bere (Vice Chair)	CLlr Tracy James	
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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 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	The Chair welcomed those present and noted Gillian Dunn's resignation, whose valued support was appreciated.		
GGH24/053	To note apologies for absence.	The committee noted that Cllrs James and T Bere had sent their apologies.		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.	There were none received.		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.	There were none received.		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.	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
GGH24/057	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). Paper A – Grange and Grange Hall Committee meeting 10 October 2023	The committee unanimously resolved to sign the minutes of the meeting held on 10 th October 2023 as a true record of that meeting.	Administrator to publish to website.	Local Government Act 1972, Sch 12, p41 (1).
GGH24/058	To note the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date. Paper B – to follow	Papers were not received in time for meeting.		
GGH24/059	To note the Hall Manager's report and consider the proposals therein for approval. Paper C	The committee noted the Hall Managers report and thanked the Hall Manager for her comprehensive report. The verbal update to items in the Hall Managers report stated that the carpets are now being fitted in December due to the Christmas Fair and the contractors for the toilets are coming next week. The Hall Managers proposal to increase the cinema ticket price to £4		Local Government Act 1972,s101

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		was unanimously resolved by the committee.		
GGH24/060	To consider authorising the expenditure to obtain a building condition survey and valuation for the Grange Hall and The Grange. Paper D	The committee resolved unanimously to obtain a condition report and valuation for the Grange and Grange Hall for £4200 to come from the professional and legal fees budget. It was suggested that the surveyor be informed that a proper assessment was made of the roof recently.	Clerk to instruct surveyor to supply condition report and valuations.	
GGH24/061	To consider the expenditure for removing the defunct safe in the Grange Hall office and consider purchasing a replacement. Verbal report	The committee discussed the removal of the defunct safe in the Grange Hall office and requested that we look into opening the safe prior to removal.		
GGH24/062	To consider quotations received to remove the paint from the Grange exterior, repointing and application of waterproof impregnator to the entire elevation and consider authorising the expenditure. Paper E – to be tabled	The committee discussed at length and suggested that a representative see the work that company B have completed, if they are happy to go ahead with a test patch on the park side. Checks to be made to ensure that their method statement and health and safety checks are in order for use with a scaffold tower and to ensure they have sufficient insurance. Thank you to clerk to for input.	Clerk to arrange a representative to look at Company Bs work and check credentials.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
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) Verbal report	Notes to be circulated once written up		
GGH24/064	To receive a reply from the council's insurance and consider a draft key holder policy for adoption. (GGH24/044) Paper F	The committee discussed at length what should be included in the draft key holder policy – review after 6 months, add a lost key charge. It was suggested that the Clerk look into fob entry.	Clerk to update draft key holder policy	
GGH24/065	To consider a draft budget report and consider any projects for the 2024/25 financial year ready to be submitted to the November F&GP meeting. Paper G – to be tabled	The committee resolved to accept the draft budget for the 2024/2025 financial year ready for submission to the November F&GP meeting. <i>Cllr Dovey left meeting</i>		
GGH24/066	To receive and note updates from the other working groups relevant to this committee. Verbal updates	Events		
GGH24/067	To receive and note correspondence and feedback from hirers (if there was any).	None received		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/068	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 December 2023 at 19.45.	The committee noted the date and time of the next scheduled meeting on Tuesday 12 th December 2023.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.35pm

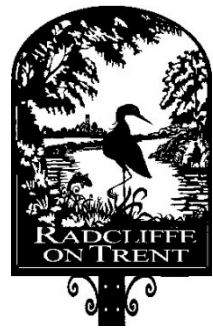
Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER B

PAPER C

Officer Report to
Grange and Grange Hall Committee
Report Author: Belina Boyer
Report Date: 08/01/2024



Clerk's Report – Christmas Grotto

Introduction

Rushcliffe Borough Council offered parish councils £1000 in direct commissioning under the UKSPF councils to support the enhancement of your Christmas events in 2023.

Radcliffe-on Trent's Parish Council took this opportunity to provide a grotto for the annual Christmas event. The event has featured a "roaming Santa" for several years, but Santa never had a grotto.

The Project

A member of the events committee sourced a company that could design and print high quality custom made vinyl panels to be fitted on the council's existing wooden gazebo in the council's grounds. The panels would enclose the gazebo sufficiently to keep out some of the cold for Santa waiting for children to visit whilst keeping the grotto open enough for all to see in.

The grotto could be assembled and disassembled on the day of the event thus minimising the risk of wanton damage.

Cost

The custom made panels came to £880.00 plus VAT. The council also purchased lights and other decorations specifically for the grotto. These came to £202.00 excl. VAT. In total, the council spent £1,082 plus VAT, £1,298.40. £1,000 will be reclaimed from the UKSPF funding.

The event

Radcliffe on Trent Parish Council has an annual Christmas Lights event aimed at families and children. The events usually attracts approximately 1500 people throughout the day from 12.00 to 17.00. Many of these are children.

Our Facebook posts of the event reached 744 people and the scheduled event posts reached 147 and generated 115 responses.

The event is not ticketed, so actual attendance is difficult to monitor. Attendance also fluctuates throughout the day. No data has been raised in previous years on attendance.

Stall holders were happy with their takings, all areas appeared to be busy most of the time without feeling overcrowded.

Success

The Christmas light event took place 26 November 2023.

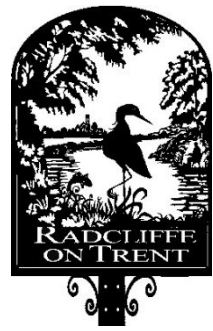
The grotto proved a big hit with children. There were queues throughout the day of young children wanting to see Santa. Parents and grand parents stood in line waiting to take photos.

The grotto itself looked lovely, enhancing the “christmassy” feel of the grounds, not just for the children.

The vinyl panels will be reused for many years to come and the grotto will feature in hundreds of Christmas photos making memories for local children.

PAPER D

Officer Report to
Grange and Grange Hall Committee
Report Author: Belina Boyer
Report Date: 01/02/2024



Clerk's Report – Mobility Scooter in Grange Hall

While venues in the UK have a legal duty to provide access for individuals using invalid carriages, namely wheelchairs and mobility scooters under the Equality Act 2010, they also have a responsibility to ensure the health and safety of all users. If a mobility scooter poses a genuine health and safety risk to others, the venue may need to assess the situation on a case-by-case basis.

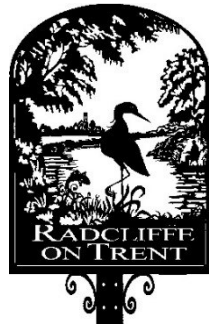
In such cases, venues may need to consider alternative measures to accommodate individuals with mobility scooters without compromising the safety of others. This could include implementing specific routes, designating areas, or providing assistance to scooter users to mitigate potential risks. The goal is to find a balance that ensures accessibility while maintaining a safe environment for everyone.

Recommendation

A thorough risk assessment should be undertaken to establish how any potential risk could be mitigated.

PAPER E

Officer Report to
Grange and Grange Hall Committee
Report Author: Belina Boyer
Report Date: 01/02/2024



Clerk's Report – Car Park Line marking

Introduction

The line markings on the car park at the Grange Hall are faded and worn. Parts of the car park has uneven surfaces that may want filling in to achieve an overall more aesthetically pleasing effect.

The Project

VIA East Midlands have visited the site earlier this month to provide estimates for the required work. They have been asked to provide estimates for three options:

- A. Full resurfacing of car park & the lining works
- B. Slurry Seal/Micro Asphalt of car park & lining works
- C. Just the lining works, with a patch fix on the larger pothole in the middle of car park near the manhole cover.

To date such a quotation has not been received.

It is suggested to apply line marking that conforms with current regulations as of 2016 and recommendations for disabled parking bays.

During the visit it was established that the existing lay out could be optimised to potentially increase the spaces available.

Any works would need to be carefully planned as to minimise the disruption to services.

Cost

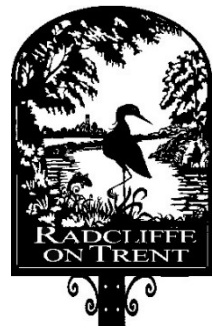
No estimate received yet. Weekend work would be significantly more expensive.

Recommendation

If estimates received in time for meeting, The committee could choose one of the options. Further quotes could then be obtained if required.

PAPER F

Officer Report to
Grange and Grange Hall Committee
Report Author: Belina Boyer
Report Date: 01/02/2024



Clerk's Report – Unauthorised parking

Introduction

Some hall users have been observed to be parking in areas where they should not. Some are parking on the grass and others in front of the hall where they are potentially blocking emergency services.

Possible Action

Hall users are frequently reminded not to park in certain areas and where to park instead. See Hall managers report.

Sanctions

Terms and conditions could be updated, incorporating the option for bond retention. Legal advice should be sought prior to any changes. Any such action must be proven with CCTV footage.

Line Marking

Linemarking of the affected areas, for instance with hatched or double yellow lines might be more effective than the signage, or not.

Barriers or removable bollards

Lifting barriers or drop bollards could be installed. The council should consult with the emergency services as to the best solutions for them to ensure unhindered with access in an emergency.

Staffing

Increase staffing levels for types of events known to be problematic. This could be combined

Cost

Cost will vary considerably.

Recommendation

Consider whether the risk of significantly enough severity to justify the potentially extensive cost.

24 Jan 2024

To Parish Clerk
From Radcliffe Resident.

I noticed (this last weekend) a number
"large" vehicles being parked as shown
below, during " [redacted] "

at the grange hall.

If there is CCTV coverage please check.

This practice will damage the grass and
parkland areas that are maintained
by Parish.

I wonder if concrete bollards should be placed
to curtail this (or an alternative)
such as fencing

The festivities are "large events." People will park anywhere
they want for space.



PAPER H

Martyn's Law overview and what you need to know

ProtectUK publication date

08/11/2023

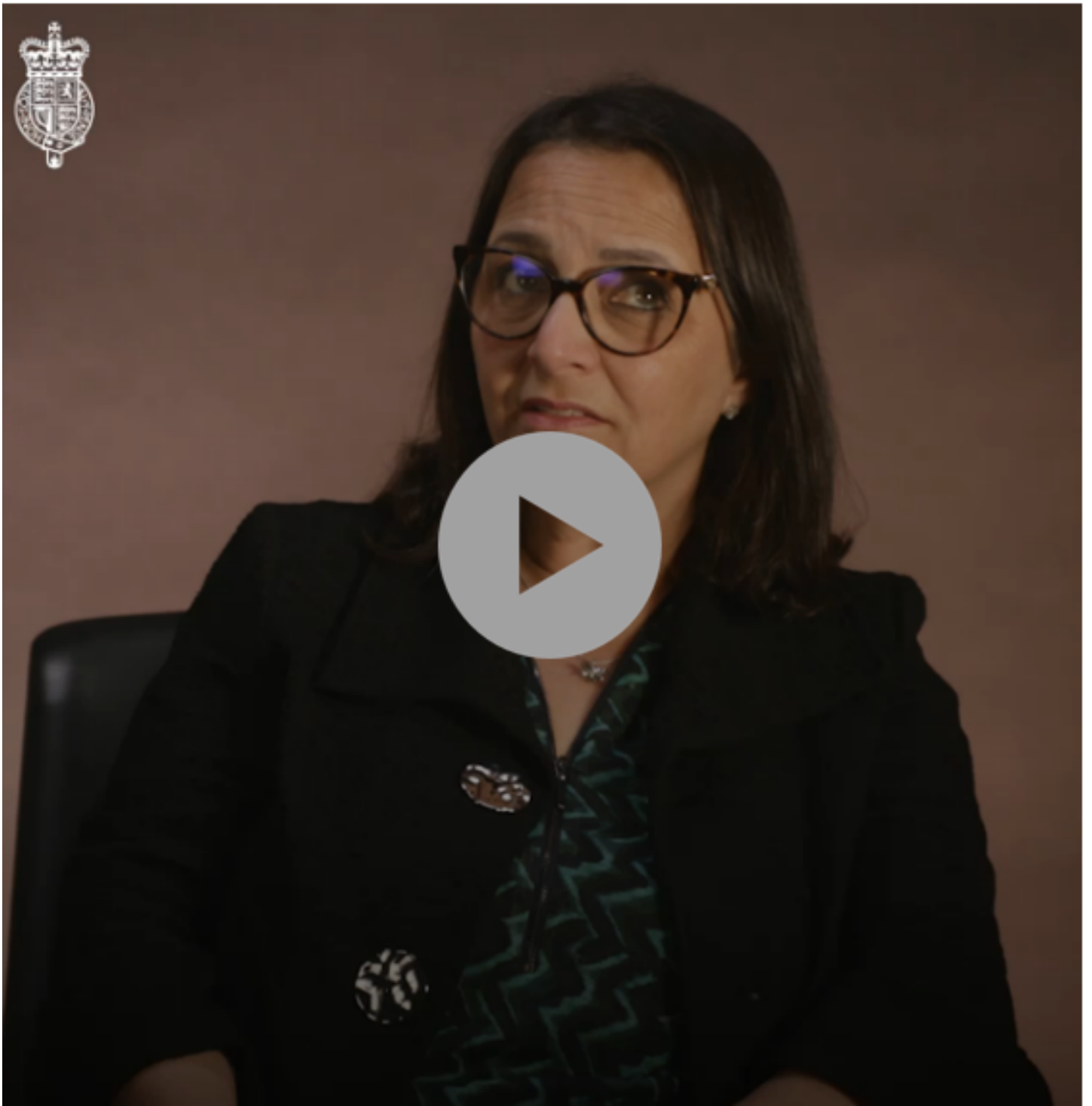
Martyn's Law will improve protective security and organisational preparedness across the UK by mandating, for the first time, those responsible for certain premises and events to consider the terrorist risk and how they would respond to an attack.

What you need to know about Martyn's Law:

The Bill will require certain venues to fulfil necessary but proportionate steps according to their capacity to mitigate the impact of a terrorist attack and reduce harm. The duties that premises will have will depend on the size of the venue. Premises and events with a capacity of 800 or above will be in the enhanced tier, while premises with a capacity of 100 to 799 will be in the standard tier.

Through Martyn's Law, premises will be better prepared and ready to respond in the event of a terrorist attack. Simple steps save lives.

We remain committed to introducing this important piece of legislation to Parliament, as was reaffirmed by the Bill's announcement in the King's Speech on 7 November. Nevertheless, the pre-legislative scrutiny process provided us with important feedback which we have been carefully considering, particularly in relation to the requirements within the standard tier. In advance of the Bill's introduction, the Government has decided to launch a further public consultation on a revised approach to the standard tier. This will give the public, as well as our stakeholders ample opportunity to express their views and will ensure we strike the right balance between enhancing public safety and not overburdening organisations. Once the consultation has concluded we will introduce the Bill as soon as parliamentary time allows.



Martyn's Law Q&A

Will all venues have to implement expensive protective security measures?

- The Government is carefully considering the scope of the requirements, including the impact on premises captured. We want to ensure requirements do not place undue burden on the parties responsible for these public places.
- It is reasonable that many locations should take appropriate, reasonably practicable measures to protect their staff and the public from the horrific impacts and effects of terrorism. The requirements are being developed in consideration of other regulatory regimes such as Health and Safety and with proportionality in mind.
- Those responsible for enhanced duty premises and qualifying public events must put in place reasonably practicable security measures. This includes procedures but may also require, at some premises, physical mitigations. This is determined by what is reasonably practicable, a test utilised in other regulatory regimes e.g. Health and Safety.
- Organisations should tailor their approach to the nature of the premises, their activities, and resources. Dedicated guidance and support will be provided to ensure that those in scope are provided with information to understand and meet the new legal requirements.

Will village/community Halls and other volunteer led venues be forced to close due to the burden of the legislation?

- We are mindful that some premises/events may be solely or largely run by volunteers.
- Recent attacks demonstrate that terrorists may choose to target a broad range of locations. It is therefore right that we bolster the UK's preparedness for and protection from terrorist attacks, through the implementation of requirements proportionate to the overall level of risk.
- It is likely that most halls fall within the standard tier capacity.
- The requirements of the standard tier will be consulted on as announced as part of the King's Speech on 7 November 2023. Further detail on the consultation will be produced in due course, and will be uploaded to ProtectUK to aid understanding for completion.

Will the regulator close/bankrupt businesses?

- The role of the regulator is to support premises through advice and guidance and to act as an educator in the first instance.
- The key principle of Martyn's Law is proportionality. We will work closely with the regulator to develop a fair and transparent enforcement policy.
- Providing a toolkit of sanctions will ensure the regulator is able to tailor any enforcement action according to the nature of the breach which will help to ensure a proportionate response.

Will parties responsible for premises and events be liable for any incidents that occur within the immediate vicinity?

- All premises will be required to consider the types of attack that may occur at or in the immediate vicinity of their premises, and how to reduce harms as a result of such an attack. Enhanced tier premises and qualifying public events will be required to take reasonably practicable measures that might be expected to reduce acts of terrorism and the risk of harm to individuals in the premises or vicinity.

Will owners of individual premises within multiple use premises be unduly punished if another premises within the shared space is at fault?

- Premises will only be drawn into scope where they are a qualifying public premises. As such, premises which fall below the standard duty threshold within a larger qualifying premises would not have any statutory requirement placed upon them – e.g. a small shop within a larger shopping centre. They may, however, have obligations to comply with the shopping centre's security protocols and training requirements placed upon them via their lease and associated contracts.
- The responsible person for qualifying premises containing other qualifying premises should have regard for those premises in fulfilling their requirements, which may entail seeking the cooperation of the other responsible parties at that location.

- The requirement to cooperate with the responsible person of a qualifying premises extends to any other person who may hold some form of control of the premises, such as the owner, freeholder, lessee or sub-lessee.

How have capacity calculations been determined?

- We consider that capacity is the criterion most closely linked to the risk we are aiming to address. We assess its application as a threshold draws in locations where attacks would have the most significant impact.
- The use of capacity as the criterion for determining thresholds will aid in our pursuit of proportionality, due to the capability of different-sized premises being able to take forward security considerations. Capacity is also more tangible and relevant than other options e.g. if we were to use a subjective tool such as risk, we would be unlikely to drive the same universal outcomes across premises.
- The capacity thresholds have been developed through detailed consideration across Government, in particular with our security expert partners, and through consideration with stakeholders and the 2021 consultation.
- Regulations will be published, by which premises can calculate their capacity.

Will seniors in organisations be able to scapegoat volunteers/low paid staff and make them liable for deaths?

- In the event of an attack, the only individual responsible for such horrific harm is the attacker(s). The State, through our security services and counter terrorism police, works to counter and prevent attacks, not those within scope of the Bill.
- An individual who only works or volunteers at premises or an event cannot be liable under the Bill. Responsibility for complying with the Bill's requirements will always remain with the responsible person, with a similar determination to Fire Safety legislation which is premised on the concept of control. This might be an individual in some cases, where they run an event

or premises, but, in most cases, it will be a business or other organisation.

- Further, the Bill provides that claims for damages cannot be brought against a responsible person for breach of statutory duty in failing to fulfil the requirements of the Bill.

Is the purpose of Martyn's Law to stop terrorism

- Martyn's Law is not about preventing terrorist attacks from happening. It is for the Security Service and police to continue thwarting terrorist plots. Martyn's Law will ensure premises in the UK are prepared for and protected against terrorist attacks, therefore reducing their impact.
- The Bill is one part of the Government's wider counter terrorism strategy – CONTEST, building upon the Protect and Prepare pillars.

KEYWORDS

MARTYN'S LAW

PARLIAMENT

BILL

LEGISLATION

ORGANISATION

COUNTER TERRORISM

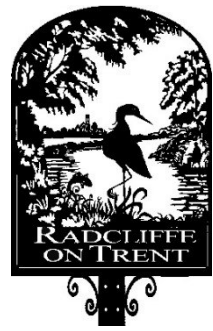
PROTECT

PAGE CATEGORY

MARTYN'S LAW

PAPER I

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Success

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The grotto proved a big hit with children. There were queues throughout the day of young children wanting to see Santa. Parents and grand parents stood in line waiting to take photos.

The grotto itself looked lovely, enhancing the “christmassy” feel of the grounds, not just for the children.

The vinyl panels will be reused for many years to come and the grotto will feature in hundreds of Christmas photos making memories for local children.

PAPER J



Radcliffe on Trent Parish Council

Parish Clerk: Belina Boyer
The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: www.rotpc.com

GRANT APPLICATION

Applicant's name	[REDACTED]			
On behalf of	South Notts Men's Choir			
Address				
Post code				
Contact numbers	Mobile		Landline	
Email address				
Bank account	Sort code		Account number	
Account name	To follow			

Your Financial information

Latest Financial Accounts-date	n/a
Latest Accounts Provided	Yes/No
Type of Project	ROT Christmas Fair - Towards PA equipment
Total Cost of Project	£100
Amount requested from Third Parties - with names	£
Your Own Funding	£
Amount requested from PC	£100

The Funding Need

Project Details	<p>The South Notts Men's Choir opened up the Christmas Fair for us.</p> <p>The South Notts Men's choir did not charge us but asked for a donation towards PA equipment.</p>
How will the project benefit the residents of Radcliffe on Trent?	<p>The residents enjoyed the performance.</p>
Period of benefit of funding? e.g. annual insurance (1 year), provision of new kitchen (20 years)	
Any Other relevant information	

Signed _____ Date _____

Name _____

Office Use	
Grant Approved	Yes/No
Applicant informed	
Date	
Accounts informed	
Date	



Radcliffe on Trent Parish Council

Parish Clerk: Belina Boyer
The Grange, Vicarage Lane
Radcliffe on Trent
Nottingham
NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: www.rotpc.com

DONATION APPROVAL FORM

Name	[REDACTED]			
On behalf of	Boys Brigade			
Address				
Post code				
Contact numbers	Mobile		Landline	
Email address				
Bank account	Sort code		Account number	
Account name	To follow			

Your Financial information

Committee requesting donation	Christmas Fair working group
Total donation	£300
Budget	Christmas Fair

Donation

Reason for donation.	Steve Phair the Boys Brigade leader provided lighting for the Christmas Fair, which illuminated the food area on the grass and around the gazebo stage area. Was a massive benefit to the Christmas fair. Steve Phair not only provided the lighting and set them up but also helped out with stall holders with electrical advice. The PC would like to donate this money to the Boys Brigade in recognition for his help.
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Did the residents benefit from the applicant?	The residents were able to see the stage area and the stall holders on the grass were visible once it got dark.

Signed _____ Date _____

Name _____

Office Use	
Donation Approved	Yes/No
Applicant informed	
Date	
Accounts informed	
Date	



Radcliffe on Trent Parish Council

Parish Clerk: Belina Boyer
 The Grange, Vicarage Lane
 Radcliffe on Trent
 Nottingham
 NG12 2FB

Tel: 0115 9335808

Email: clerk@rotpc.com

Web: www.rotpc.com

DONATIONS APPROVAL FORM

Applicant's name			
On behalf of	Signing Choir		
Address			
Post code			
Contact numbers	Mobile		Landline
Email address			
Bank account	Sort code		Account number
Account name	To follow		

Your Financial information

Latest Financial Accounts-date	n/a
Latest Accounts Provided	Yes/No
Type of Project	ROT Christmas Fair
Total Cost of Project	£100
Amount requested from Third Parties - with names	£
Your Own Funding	£
Amount requested from PC	£100

The Funding Need

Project Details	The Signing choir performed at the Christmas Fair for us. They did not charge us.
How will the project benefit the residents of Radcliffe on Trent?	The residents enjoyed the performance.
Period of benefit of funding? e.g. annual insurance (1 year), provision of new kitchen (20 years)	
Any Other relevant information	

Signed _____ Date _____

Name _____

Office Use	
Grant Approved	Yes/No
Applicant informed	
Date	
Accounts informed	
Date	

PAPER K