



## 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, 27 June 2024

You are invited to attend a meeting of the **Grange and Grange Hall** which will be held on **Tuesday 2 July 2024** 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 Amelie Pira (Chair), Cllr Kirsty Hyndes (Vice Chair) Cllr Sue Clegg, Cllr Tracie Bere, Cllr Irene Dovey, Cllr Harry Curtis, Cllr Phil Thomas, Cllr Anne McLeod

| 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                                      |
|-----------|---|---|
|           | Chair's Welcome   |   |
| GGH25/001 | To note apologies for absence.  | Local Government Act 1972, s85 (1) & Sch 12, p40.     |
| GGH25/002 | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.   | Localism Act 2011, s31.                               |
| GGH25/003 | 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.                               |
| GGH25/004 | 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.  | Public Bodies (Admissions to Meetings) Act 1960 1 (2) |
| GGH25/005 | 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).<br><b>Paper A</b> – Grange and Grange Hall Committee meeting 16 April 2024 | Local Government Act 1972, Sch 12, p41 (1).           |
| GGH25/006 | To <b>note</b> the Grange and Grange Hall and Events detailed budget reports.   |   |
| GGH25/007 | To <b>note</b> the Hall Manager's report and consider the proposals therein for approval.   |   |
| GGH25/008 | To consider a Free Room Hire Policy for approval.   |   |
| GGH25/009 | To consider inviting EMAS to provide free CPR and defibrillator training at the Grange Hall.  |   |
| GGH25/010 | To <b>agree</b> a meeting date for the Condition Report Working Group. (Current membership Cllr Thomas, Cllr McLeod, Cllr Curtis and Cllr Clegg as well as the Clerk/RFO)   |   |
| GGH25/011 | To <b>consider</b> the formation of a working group to investigate ways of improving the Grange and Grange hall's utilisation and digital presence.   |   |
| GGH25/012 | To <b>consider</b> the purchase of a card machine for events - £69 with a 1.67% fee per transaction   |   |

| Agenda no | Agenda Item title   | Power/Regulation                                 |
|-----------|---|--|
| GGH25/013 | To receive and <b>note</b> correspondence and feedback from hirers (if there was any).  |  |
| GGH25/014 | <b>Events:</b> To <b>receive a verbal update on progress of the various council events..</b>  |  |
| GGH25/015 | To <b>note</b> the planned events run by the Parish Council for remainder of the year:-<br>a) 8 <sup>th</sup> September 2024 – Village Show<br>b) 24 <sup>th</sup> November 2024 – Christmas Fair and Light Switch on<br>c) Monthly afternoon cinema.<br><b>Volunteers to help out with any of these events are always welcome.</b> |  |
| GGH25/016 | To receive and <b>note</b> updates from the other working groups relevant to this committee.<br><b>Verbal updates</b>   |  |
| GGH25/017 | To <b>note</b> any items for consideration at a future meeting.   |  |
| GGH25/018 | To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting will be on Tuesday, 12 <sup>th</sup> November 2024  | Local Government Act 1972,<br>Sch 12, p10 (2)(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

385/23

### **DRAFT** Minutes of the Grange and Grange Hall Committee meeting held on 16<sup>th</sup> April 2024 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

#### Members Present:

|                        |                  |  |
|------------------------|------------------|--|
| Cllr Sue Clegg (Chair) | Cllr Phil Thomas |  |
| Cllr Harry Curtis      | Cllr Anne McLeod |  |

#### Members Absent:

|                               |                  |  |
|-------------------------------|------------------|--|
| Cllr Tracie Bere (Vice Chair) | Cllr Irene Dovey |  |
|-------------------------------|------------------|--|

Members present, non-voting: Cllr Nikki Farnsworth

#### In attendance:-

|                                 |                              |  |
|---------------------------------|------------------------------|--|
| Claire Sutcliffe (Hall Manager) | Hayley Gandy (Admin Officer) |  |
|---------------------------------|------------------------------|--|

| 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, with a maximum of 15 minutes in total. | 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                                      |
|-----------|--|--|--------|---|
|           | Please see the Standing Orders 3 d-n for details.  |  |        |   |
|           | Chair's Welcome  | The Chair welcomed the committee. The Chair requested that item GGH24/096 be brought forward for discussion which was agreed by all. |        |   |
| GGH24/089 | To note apologies for absence.   | The committee accepted the apology given from Cllr Dovey.<br><br>Apologies for absence not received from Cllr T Bere.                |        | Local Government Act 1972, s85 (1) & Sch 12, p40.     |
| GGH24/090 | To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.  | There were none received.  |        | Localism Act 2011, s31.                               |
| GGH24/091 | 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.                               |
| GGH24/092 | 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                            |
|-----------|---|---|--|---|
| GGH24/093 | <p>To consider the following urgent planning matters:</p> <p>a) <a href="#">24/00102/FUL   Replacement of front door and side panel and erection of canopy over the new door and side panels. Ramped access to door.   20A Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FS</a></p> <p>b) <a href="#">24/00312/FUL   Change of use of outbuilding from home office to residential accommodation for holiday lettings (Retrospective)   76 Grantham Road Radcliffe On Trent Nottinghamshire NG12 2HY</a></p> <p>c) <a href="#">24/00356/REM   Application for approval of reserved matters for access, layout, scale, appearance and landscaping of outline permission ref. 13/O2329/OUT for 28 Dwellings (Phase 4) and</a></p> | <p>The committee considered the urgent planning matters and resolved as follows:-</p> <p>a) The committee unanimously <b>resolved not to object</b> to application 24/00102/FUL</p> <p>b) The committee unanimously <b>resolved not to object</b> to application 24/00312/FUL</p> <p>c) The committee unanimously <b>resolved not to object</b> to application 24/00356/REM</p> <p>d) The committee unanimously <b>resolved not to object</b> to the application 24/00160/FUL</p> <p>e) The committee <b>resolved to object</b> to application 24/00386/TPO on the grounds of excessive quantity of trees to be removed and request that there be a bat and bird assessment – carried</p> <p>f) The committee unanimously <b>resolved not to object</b> to the application 24/00308/FUL</p> <p>g) The committee unanimously <b>resolved not to object</b> to the application 24/00476/FUL</p> | Admin Officer to send comments to RBC planning | Local Government Act 1972, Sch 12, p41 (1). |

| Agenda no | Agenda Item title  | Resolution  | Action | Power/Regulation |
|-----------|--|---|--------|------------------|
|           | <p><a href="#">amended landscaping proposals to form an area of Public Open Space and Attenuation Basin.   Land Off Shelford Road (Princes's Place) Radcliffe On Trent Nottinghamshire NG12 1BA</a></p> <p>d) <a href="#">24/00160/FUL   Erection of new single-storey dwelling   26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</a></p> <p>e) <a href="#">24/00386/TPO- Assorted Tree Work 22A Cliff Drive Radcliffe On Trent Nottinghamshire NG12 1AX</a></p> <p>f) <a href="#">24/00308/FUL   Construction of raised patio to rear includes rear glass balustrade and timber privacy screen fence to side.   21 Thomas Avenue Radcliffe On Trent Nottinghamshire NG12 2HT</a></p> <p>g) <a href="#">24/00476/FUL   Proposed Change of use from C3 dwelling to C2 childrens</a></p> | <p>h) The committee unanimously <b>resolved not to object</b> to the application 24/00453/FUL</p> <p>i) The committee unanimously <b>resolved not to object</b> to the application 24/00499/FUL</p> <p>j) The committee unanimously <b>resolved to object</b> to the application 24/00401/FUL on the grounds of too noisy and too close to neighbouring property.</p> |        |                  |

| Agenda no | Agenda Item title   | Resolution | Action | Power/Regulation |
|-----------|---|------------|--------|------------------|
|           | <p><a href="#">residential care home   14 Barry Close Radcliffe On Trent Nottinghamshire NG12 1DY</a></p> <p>h) <a href="#">24/00453/FUL   Replacement of all timber communal main entrance doors with new steel communal main entrance doors.   44-66 Queens Road Radcliffe On Trent Nottinghamshire NG12 1DJ</a></p> <p>i) <a href="#">24/00499/FUL   Proposed loft conversion with box dormer to the rear elevation, take off existing hips and build up roof to form gables, Juliet Balcony, velux roof lights to front elevation   97 Shelford Road Radcliffe On Trent Nottinghamshire NG12 1AU</a></p> <p>j) <a href="#">24/00401/FUL   Installation of domestic air source heat pump to the rear   10 Dowson</a></p> |            |        |                  |



| Agenda no | Agenda Item title  | Resolution   | Action                               | Power/Regulation                            |
|-----------|--|--|--------------------------------------|---|
|           | <a href="#">Close Radcliffe On Trent Nottinghamshire NG12 2PR</a>  |  |                                      |   |
| GGH24/094 | 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).<br><b>Paper A</b> – Grange and Grange Hall Committee meeting 06 February 2024 | The committee unanimously resolved to sign the minutes of the meeting held on 6th February 2023 as a true record of that meeting.  | Administrator to publish to website. | Local Government Act 1972, Sch 12, p41 (1). |
| GGH24/095 | To <b>note</b> the preliminary Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 with adjustments for accruals and payments in advance outstanding.   | The Committee <b>noted</b> the Grange and Grange Hall income/expenditure and events revenue budget for 2023/2024 to date.  |                                      | Local Government Act 1972,s101              |
| GGH24/096 | To <b>note</b> the Hall Manager's report and consider the proposals therein for approval.  | <ul style="list-style-type: none"> <li>• Excellent, positive feedback received from The Art Society Trent Valley after their lectures on 6<sup>th</sup> March 2024 and 3<sup>rd</sup> April 2024.</li> <li>• The long-standing franchisee for Caterpillar Music finished her classes on 19<sup>th</sup> March 2024 after 18</li> </ul> |                                      |   |

| Agenda no | Agenda Item title | Resolution  | Action | Power/Regulation |
|-----------|-------------------|---|--------|------------------|
|           |                   | <p>years here at Grange Hall. However, a temporary class leader has started running the sessions from 16<sup>th</sup> April 2024 while they look for a permanent replacement. This is currently until May half term.</p> <p>The booking will now be 2 hours per week rather than 2.5 hours as before and the first new class was poorly attended so it may take some time to reestablish a customer base.</p> <ul style="list-style-type: none"> <li>• ROT Drama Group have unfortunately cancelled their booking for May 2024. This is not due to poor ticket sales or any reflection on us but down to the fact that they need more volunteers to help with the productions as the same small group of people are doing everything each time and which is very time consuming.</li> </ul> |        |                  |

| Agenda no | Agenda Item title | Resolution  | Action | Power/Regulation |
|-----------|-------------------|---|--------|------------------|
|           |                   | <p>They have kept one day's booking in May to have an open day to promote the group attract more member so that hopefully they won't need to cancel again in the future. This will be approx. £2300 in lost income though.</p> <ul style="list-style-type: none"> <li>• A new booking for a fitness class has been secured for a weekly Tuesday morning slot in the Hall 10.30-11.30am and a Trent Room slot on the second Thursday of every month which will equate to approx. £1300 in income per year if successful.</li> <li>• A new booking for a weekly Zumba Class on Wednesdays evenings 5.30pm-6.30pm is also due to start on a trial basis from July 2024. This would equate to approx. £1000 in</li> </ul> |        |                  |

| Agenda no | Agenda Item title | Resolution   | Action | Power/Regulation |
|-----------|-------------------|--|--------|------------------|
|           |                   | <p>income if successful.</p> <ul style="list-style-type: none"> <li>The Hall Manager attended a RCAN (Rural Community Action Nottinghamshire) organised Rushcliffe Cluster Group Meeting at Barnstone Village Hall on 27<sup>th</sup> February and a Network Event at Bingham Arena on 27<sup>th</sup> March. At both, there were some useful contacts and information shared on various topics around managing village/community halls. An Environment Team Manager from Rushcliffe Borough Council was present and did a presentation on ways of helping to decarbonise your community buildings. This is something that we need to consider by drawing a line under what has been done previously and starting a new project from scratch.</li> </ul> |        |                  |

| Agenda no | Agenda Item title | Resolution  | Action | Power/Regulation |
|-----------|-------------------|---|--------|------------------|
|           |                   | <ul style="list-style-type: none"> <li>• The Hall Manager has registered The Grange and Grange Hall on Hallsforhire.com free of charge to give extra exposure when people search online for available venues.</li> <li>• A new dishwasher was installed in the Grange Hall kitchen in March as the previous one had come to the end of its life and wasn't cleaning properly anymore.</li> <li>• The new booking and accounting software, Scribe, is now live as of April 2024. It has been a steep learning curve as there was a lot to learn in a very short space of time, but the capabilities of system look promising, and things should get easier and quicker over the coming months. Invoicing for regular hirers was delayed</li> </ul> |        |                  |

| Agenda no | Agenda Item title | Resolution   | Action | Power/Regulation |
|-----------|-------------------|--|--------|------------------|
|           |                   | <p>compared to normal but should not have any repercussions.</p> <ul style="list-style-type: none"> <li>• The keys to the large metal safe in the Hall Manager's office have been found. This means this can now be used again for safe keeping of cash payments by hirers and for the cinema takings when this can't be banked at the Post Office on the same day for any reason.</li> <li>• One of the caretakers requested a reduction in weekly contracted hours from 20 to 16 over 4 days instead of 5. This was approved by the HR committee as well as an increase in the resident caretaker's hours from 25 to 30 per week to bridge this short fall. The changes will be effective from 1<sup>st</sup> May 2024. We are going to see</li> </ul> |        |                  |

| Agenda no | Agenda Item title  | Resolution  | Action | Power/Regulation |
|-----------|--|---|--------|------------------|
|           |  | <p>how this works alongside the casual duty officer hours before deciding on whether a third caretaker is needed in the longer term.</p> <ul style="list-style-type: none"> <li>• The February and March afternoon cinema takings were £152 and £208 respectively.</li> <li>• A sign indicating that there is now a CCTV camera in the Grange Hall foyer was put up on 13.02.24.</li> </ul> |        |                  |
| GGH24/097 | To <b>consider</b> the Condition Report Working Group's terms of reference and appoint members to the group. | The Committee resolved to adopt the Condition Report working group's terms of reference and appoint the following Councillors – Cllr Thomas, Cllr McLeod, Cllr Curtis and Cllr Clegg.   |        |                  |
| GGH24/098 | To receive and <b>note</b> correspondence and feedback from hirers (if there was any).                       | Noted.  |        |                  |

| Agenda no | Agenda Item title   | Resolution  | Action   | Power/Regulation                              |
|-----------|---|---|--|---|
| GGH24/099 | <b>Events: To receive a verbal update on progress of the various council events.</b>  | All event planning is ongoing. Volunteers always welcome.   | Events to carry on question to go to Full Council. |   |
| GGH24/100 | To <b>note</b> the planned events run by the Parish Council for the year:-<br>a) 2 <sup>nd</sup> June 2024 – D-Day Picnic in the Park<br>b) 8 <sup>th</sup> September 2024 – Village Show<br>c) 24 <sup>th</sup> November 2024 – Christmas Fair and Light Switch on<br>d) Monthly afternoon cinema.<br><b>Volunteers to help out with any of these events are always welcome.</b> | Noted by all.   |  |   |
| GGH24/101 | To receive and <b>note</b> updates from the other working groups relevant to this committee.<br><b>Verbal updates</b>   | None received.  |  |   |
| GGH24/089 | To <b>note</b> any items for consideration at a future meeting.   | Free room policy for AGMs and Police priority setting group |  |   |
| GGH24/090 | To <b>note</b> the date and time of the next scheduled Grange and Grange Hall Committee meeting will be determined at the Annual Parish Council meeting 14 May.   | 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

DRAFT

Radcliffe on Trent Parish Council

26 June 2024 (2024 - 2025)

Detailed Budget Summary  
Cost Centre 6 (Between 01/04/2024 and 31/03/2025)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Current Year 2024 - 2025 to 25/06/2025

050 The Grange and Grange Hall

Receipts

Payments

| Code    | Title                               | Budget    | Actual    | Forecast | Total     | Budget    | Actual    | Forecast | Total     |
|---------|-------------------------------------|-----------|-----------|----------|-----------|-----------|-----------|----------|-----------|
| 1050    | Hire Fees - The Grange              | 9,000.00  | 1,900.66  |          | 1,900.66  |           |           |          |           |
| 1051    | The Grange FOC Community Groups     |           |           |          |           |           |           |          |           |
| 1500    | GH Fees Budget Total                | 60,000.00 |           |          |           |           |           |          |           |
| 1501    | Hire fees - GH Standard Tariff      |           | 2,855.64  |          | 2,855.64  |           |           |          |           |
| 1502    | GH Fees Regular User Tariff         |           | 8,870.22  |          | 8,870.22  |           |           |          |           |
| 1503    | GH Fees Resident Tariff             |           | 1,061.68  |          | 1,061.68  |           |           |          |           |
| 5051    | Grange Building Maintenance         |           |           |          |           | 9,950.00  | 278.00    |          | 278.00    |
| 5052    | Maintenance and Supplies GGH        |           |           |          |           | 4,300.00  | 728.84    |          | 728.84    |
| 5053    | Business Rates - Grange             |           |           |          |           | 1,900.00  | 547.35    |          | 547.35    |
| 5054    | Utilities - Grange                  |           |           |          |           | 7,000.00  | 1,888.69  |          | 1,888.69  |
| 5055    | Grange Hall Upgrade and Maintenance |           |           |          |           | 17,600.00 | 1,572.94  |          | 1,572.94  |
| 5056    | Insurance - Grange Hall             |           |           |          |           | 3,800.00  |           |          |           |
| 5057    | Licences - Grange Hall              |           |           |          |           | 1,700.00  |           |          |           |
| 5058    | Publicity - Grange Hall             |           |           |          |           | 500.00    |           |          |           |
| 5059    | Business Rates - Grange Hall        |           |           |          |           | 10,000.00 | 3,547.66  |          | 3,547.66  |
| 5060    | Trade waste - Grange Hall           |           |           |          |           | 2,200.00  | 572.00    |          | 572.00    |
| 5061    | Utilities - Grange Hall             |           |           |          |           | 20,000.00 | 1,331.62  |          | 1,331.62  |
| 5062    | Consumables                         |           |           |          |           |           | 192.03    |          | 192.03    |
| 5063    | Window Cleaning                     |           |           |          |           |           | 90.00     |          | 90.00     |
| 5064    | Bond                                |           |           |          |           |           |           |          |           |
| 5065    | Deposit                             |           | -108.50   |          | -108.50   |           |           |          |           |
| 9095    | Cinema                              |           | 132.00    |          | 132.00    |           |           |          |           |
|         |                                     |           |           |          |           |           |           |          |           |
|         | SUB TOTAL                           | 69,000.00 | 14,711.70 |          | 14,711.70 | 78,950.00 | 10,749.13 |          | 10,749.13 |
|         |                                     |           |           |          |           |           |           |          |           |
|         |                                     |           |           |          |           |           |           |          |           |
| Summary |                                     |           |           |          |           |           |           |          |           |
|         |                                     |           |           |          |           |           |           |          |           |
| TOTAL   |                                     | 69,000.00 | 14,711.70 |          | 14,711.70 | 78,950.00 | 10,749.13 |          | 10,749.13 |
|         |                                     |           |           |          | 21%       |           |           |          | 14%       |

Radcliffe on Trent Parish Council

26 June 2024 (2024 - 2025)

Detailed Budget Summary  
Cost Centre 7 (Between 01/06/2024 and 31/03/2025) to 25 June 2024

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

|            |                     | Current Year 2024 - 2025 |        |          |          |           |        |          |          |
|------------|---------------------|--------------------------|--------|----------|----------|-----------|--------|----------|----------|
|            |                     | Receipts                 |        |          |          | Payments  |        |          |          |
| 060 Events |                     |                          |        |          |          |           |        |          |          |
| Code       | Title               | Budget                   | Actual | Forecast | Total    | Budget    | Actual | Forecast | Total    |
| 1060       | Events              | 6,200.00                 | 679.16 | 3,395.80 | 4,074.96 |           |        |          |          |
| 1061       | Christmas Donations | 1,925.00                 |        |          |          |           |        |          |          |
| 6061       | Events              |                          |        |          |          | 7,250.00  | 508.32 | 2,541.60 | 3,049.92 |
| 6062       | Christmas Lights    |                          |        |          |          | 14,500.00 |        |          |          |
|            |                     |                          |        |          |          |           |        |          |          |
|            | SUB TOTAL           | 8,125.00                 | 679.16 | 3,395.80 | 4,074.96 | 21,750.00 | 508.32 | 2,541.60 | 3,049.92 |
|            |                     |                          |        |          |          |           |        |          |          |
|            |                     |                          |        |          |          |           |        |          |          |
| Summary    |                     |                          |        |          |          |           |        |          |          |
|            |                     |                          |        |          |          |           |        |          |          |
| TOTAL      |                     | 8,125.00                 | 679.16 | 3,395.80 | 4,074.96 | 21,750.00 | 508.32 | 2,541.60 | 3,049.92 |

8%

2%

## **Hall Manager's Report – April, May & June 2024**

- Smart heating solutions for The Grange & Grange Hall – it would be good to establish a Working Group to gain some momentum on this as we never make progress past initial discussions. Current ideas are to assess Infrared heating panels which can be bought from the likes of Amazon for around £100 and test these in the Grange Hall office before deciding if these could also be used elsewhere in the buildings. Although it is currently summer, we need to get ahead with this, so we don't have another uncomfortable and expensive winter with the current solutions.
- The Grange boiler has broken down again on multiple occasions in recent weeks. We have now had several costly repairs done over the last 6 months which have only served to buy us time so we are now in the process of obtaining quotes to replace it and will take this to a future F&GP meeting for approval in due course.
- The boxes of damp confidential waste that were in The Grange cellar have now been cleared out, collected, and securely disposed of so there is no longer an increased fire risk in there. We are now in the process of contacting some companies to come and do an up-to-date fire risk assessment of the buildings.
- The caretakers have removed all the old, dilapidated, and faded signs from around the grounds and we have ordered new ones plus new posts to fix them to so these should be on display in the next couple of weeks.
- We have taken on several new regular bookings recently which has been a direct result of the British Legion deciding it will no longer hire out its rooms after July 2024.  
On Tuesday evenings we will now have Radcliffe Brownies in the Trent Room for 1.5 hours per week in term time and on Wednesday evenings Radcliffe Guides will be in the Hall for 3 hours & Radcliffe Rangers in the Trent Room for 1.5 hours again in term time. This equates to approximately £4500-5000 of extra income per year.
- We have recently registered with Blue Arrow recruitment agency to reduce the risk of us being left without caretaking (or any other staff) if someone were to go off sick at short notice as happened earlier this year. This would prove more costly in the short term but would give us time to source a longer-term solution and mean hirers were not negatively impacted by this.
- The cinema takings for April were £208, May £232 & June £216 so three decent and consistent months.  
There will be no cinema in July as we have a wedding booking on the last Wednesday of the month and it's likely lots of people will be away. We are then going to try

something new by showing the family film Wonka on Wednesday 28<sup>th</sup> August and allow children to come for free with paying parents and grandparents as it will still be school summer holidays. If this is successful, we could look to do it in other school holidays when we would typically get lower numbers.

# Radcliffe on Trent Parish Council

## Free Room Hire to Community Groups

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### Document History

Adopted by

## Introduction

Radcliffe-on-Trent Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. In an effort to support community groups in their governance, the council has over the years offered these groups the free of charge use of their meeting rooms. This policy aims to formalise this arrangement.

### 1. What is a community group?

A community group may or may not be a charity. In order to be considered a community group, it must have a constitution or similar document that sets out its governance, membership and meeting requirements. The organisation must be a "not-for-profit" organisation. For the purposes of this policy, the group must be based and operating in Radcliffe-on-Trent.

### 2. Which meetings would be covered?

- a) This policy only seeks to support annual general meetings of the organisation, where the organisation's statutes require such a meeting.
- b) It does not cover more frequent management committee meetings of that organisation.

### 3. What does the council offer to provide?

- a) Under this policy, the council will allow the free use of the **Dowson Room only** at a time and date agreeable to both parties.
- b) This will be available to each qualifying community group once a year.
- c) The community group in question must not have suitable premises of their own.
- d) Room enquiries should be made to the hall manager whose decision will be final.
- e) The council reserves the right to move the free booking for an AGM to another suitable room within the Grange Grounds at short notice.

### 4. What is not covered?

If a community group's AGM is likely to attract more visitors than can safely be accommodated in the Dowson Room, then the group would need to pay to rent another room. Community Groups who have their own suitable meeting premises should be utilising these. Groups who charge to generate profit – irrespective whether such profit is made or not – will be excluded.

### 5. How to apply

A community group should request the hire of the room using the normal booking procedures but give additional details about their organisation at time of booking. Some community groups may be asked to provide an (electronic) copy of their governing document or constitution. The Hall manager will then confirm whether the room will be available free of charge.

The following information is available from the East Midland Ambulance Service's website (<https://www.emas.nhs.uk/>)

## CPR and Defibrillator training

We offer free CPR and Defibrillator training for your community or business.

- Running an event to familiarise the community with what to do in an emergency is an important part of saving lives.
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- There is no age limit for those attending the sessions. We often find that people younger than 20 years old and over 60 years old tend to dominate the audience, so anything you can think of to encourage other ages would be appreciated.
- This session is as much a refresher as it is to learn something new. It is aimed at everyone, experienced or not.
- On the day, the trainer will bring all the equipment needed for the demonstration. They will arrive about 20 minutes prior to the start of the session and may ask for your help with handing out questionnaires and managing the flow of people, depending upon numbers.
- People will be invited to have a go themselves after the main presentation.
- The session takes about one hour.
- The sessions are free, but we do ask if you would consider contributing towards your local Community First Responder groups who are volunteers that attend 999 calls.
- To find out more and to be put in contact with your local [Community Trainer](#) please email [communitytrainer@emas.nhs.uk](mailto:communitytrainer@emas.nhs.uk).
- This session is not a certified course and is purely designed to raise confidence in saving lives



# Condition Report Working Group

## **1. 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 council but no more than five and the Clerk/ RFO. Working Group members need not be members of the Grange and Grange Hall committee.

The quorum of the meeting shall be a minimum of three members present 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 Condition Report Working Group shall report to the Grange and Grange hall Committee. Reports to the committee must be with the principle meeting officer for that committee 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 and when required until all issues named in the condition reports have been addressed when the group will disband. 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 for working group**

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

### **Principle objective**

The working group shall read, interpret and analyse the condition reports for both the Grange and the Grange Hall and investigate possible courses of action. It will report back to the GGH committee with its findings including cost estimates.

### **Budgetary matters**

The Internal Control Working Group will not control any specific budgets.

### **Decisions**

Decisions of the working group shall be by majority vote of those working group members present. The Chair of the meeting shall have a casting vote.

### **Delegated roles and functions**

There are no delegated functions.

# Hall Promotion Working Group

## 1. 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 council but no more than five and the Hall Manager. Working Group members need not be members of the Grange and Grange Hall committee.

The quorum of the meeting shall be a minimum of three members present 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 Hall Promotion Working Group shall report to the Grange and Grange hall Committee. Reports to the committee must be with the principle meeting officer for that committee 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 and when required until all issues named have been addressed when the group will disband. 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 for working group

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

### Principle objective

The working group shall research feasible ways of improving the Grange and Grange Hall's utilisation and digital presence. Once this specific task has been completed, the group will be disbanded.

### Budgetary matters

The Hall Promotion Working Group will not control any specific budgets.

### Decisions

Decisions of the working group shall be by majority vote of those working group members present. The Chair of the meeting shall have a casting vote.

### Delegated roles and functions

There are no delegated functions.

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