

**Radcliffe-on-Trent Parish Council**  
**Grange Hall and The Grange Management Committee Meeting, held in the Radcliffe Room, The Grange on**  
**Monday 27 January 2014, at 7pm**

Cllr. Mrs Penny Astill (Chairman)

Cllr. Mrs Georgia Moore (Vice Chairman)	Cllr. Mrs Melanie McKechnie ( <i>until 8.15pm</i> )
Cllr. Mrs Jean Smith (A)	Cllr. Mrs Josephine Spencer (A)
Cllr. Mrs Pam Thompson	Cllr. John Thorn (A)
Ex-officio: Cllr David Smith (PC Chairman)	Jon Jones (co-opted member) (A)
Ex-officio: Cllr. Roger Upton (PC Vice Chairman)	

**Also present:** Clerk, - Jacki Grice, Hall Administrator - Lisa Simpson, and two members of the public

**1. Apologies Approved**

Cllrs: Mrs Jean Smith, John Thorn, Mrs Josephine Spencer and Jon Jones

**2. Declarations of Interest**

None received.

**3. Minutes of the Previous meeting held on 25 November 2013. It was**

**Resolved:** "That the minutes are approved as an accurate record and signed by the Chairman.

**Chairman's Announcements**

4. The review meeting with the Bar Operators has been cancelled. The Clerk would re-arrange another date.
5. Correspondence would be put on future Agendas, it was noted that letters had been received from Hall users about the bar prices.

**Clerk's Report on Items from Previous Meeting**

**M.6 Building Management**

6. Fire Safety Training has been arranged for all staff on March 5<sup>th</sup>. First Aid Training has been provisionally booked for March 10<sup>th</sup>. Groundstaff, Hall Administrator and the Caretaker would attend.

**M. 22 Events Staffing**

7. There is now a bank of 3 Pot Washers and 3 Duty Officers. Job advertisements are still on the notice boards.

**M. 31 Booking Forms**

8. 500 triplicate copies would be ordered at £142.50 +VAT. It was noted that Phonographic Performance Ltd (PPL) are charging for recorded music for commercial dance classes and parties. At present the cost is being absorbed by the Hall hire fees. It was agreed to continue with this arrangement and Agenda a review relevant new bookings.

**M. 34 Written Bonds**

9. Users continue to complete the written bonds.

**M. 35 Hall Floor Cleaner**

10. The machine has been delivered and is working well. Training was also provided.

**M. 37 Gents Flooring**

11. The installation of the new part flooring is complete.

**Open Session for members of the public to raise relevant matters, limited to 15 minutes**

*There were no comments.*

**Grange Hall Finance**

12. The following report was noted.

	(£) April – 20.01.2014	(£) Budget 2013/14	(£) Diff
Enhancements and Maintenance	15,265	17,000	1,735 *
<b>NB: Grange Hall Improvements: £1,000 contributions from Drama &amp; Panto to add to balance*</b>			

**The Grange Finance**

13. The following report was noted.

	(£) April – 20.01.2014	(£) Budget 2013/14	(£) Diff
Maintenance & Supplies	4,358	5,900	1,542

**Booking Clerk's Report**

14. a)
- Grange Hall Bookings – Noted**

(£) April – 20.01.14	(£) Budget 2013/14	(£) Diff
42,579	40,000	2,579

15. b)
- The Grange Bookings - Noted**

(£) April – 20.01.14	(£) Budget 2013/14	(£) Diff
8,497	7,500	997

**c) Grange Hall Bookings Feb/Mar/Apr**

16. Bookings continue to be very good. A Sunday Farmer's Market is a welcome new booking with the first one starting at the end of March and then monthly until October.

**d) Customer Comments**

17. Two positive feedback comments have recently been received.

**e) The Grange Free Bookings**

18. ROT Pre School Committee & Radcliffe Bowls Club – Annual Meetings (noted).

**f) Marketing / Leaflets / Website**

19. As bookings are good at the moment, there has been no additional marketing required.

20. Cllr Mrs G. Moore left the meeting for 2 minutes.

21. The Clerk read out an email from Jon Jones regarding both websites. It was

**Resolved:** "To investigate alternative contractors for an easier content management system and review again at the next Finance and General Purposes Meeting".

**g) Events Update & To Consider Policy on Ticket Selling**

22. It was
- Resolved:**
- "The service of ticket selling by the Booking Clerk would not be offered for any group whether commercial or charity. A local business would be approached to see if they are interested in selling tickets on behalf of event organisers." Current arrangements for events would be honoured for this year only."

**h) Newsletter Policy**

23. It was
- Resolved:**
- "To approve the recommended policy from the working group."

Grange Halla) To Review Inventory

24. The Housekeeping Working Group were provided with a full copy of the Inventory. It was:  
**Resolved:** "To order additional crockery and cutlery to ensure that there is a full set of at least 200 of each item."

b) To Consider Square Table Options

25. The Clerk will continue to source the original supplier of the robust square tables for a quotation.

c) To Consider Stage Curtain Override System

26. It was noted that when the electronic system on the stage curtains was installed a manual override system was not provided as an option. The original contractor has now quoted a further £1,600 to remedy the situation. The Clerk would source alternative quotations.

d) To Consider Drama Group Projector Purchase

27. It was **Resolved:** "Not to undertake the offer to purchase of the Drama Groups projector and to source prices for a new model with WIFI compatibility."

e) To Consider Installation of Bollards Adjacent Bay Window

28. **It was Resolved:** "Not to undertake installation of bollards adjacent to the bay window. The Clerk would agenda the siting of bollards at the back of the building for the next meeting."

f) To Consider Investigation of the Cost for an Inner Door Automated System

29. The Clerk would seek prices for consideration in the new financial year.

g) To Consider Investigation of a Master Key System

30. The Clerk would seek prices for consideration in the new financial year.

h) To Consider Stage Lighting/Sound System Manning Procedures

31. **It was Resolved:** " To ask John Spray to train up the new Caretaker and a Duty Officer, so that the service can be provided to interested hirers in the future. Hourly technician rates will be same as the Duty Officers." The price lists and booking forms will be updated.
32. Cllr Mrs M. Mckechnie left the meeting.

The Grangea) To Review Inventory

33. The Housekeeping Working Group were provided with a full copy of the Inventory. It was:  
**Resolved:** "To order additional crockery and cutlery to ensure that there is a full set of at least 50 of each item."

b) To Consider Quotations for Recommended Fire Doors

34. Two quotations were received for 5 vision panel doors and 2 steel doors. **It was Resolved** "To contract Thoresby Joiners to undertake replacement of the reception to kitchen door only." The other doors would be considered on a periodic basis.

c) To Consider Quotations for Electromagnetic Door Closer

35. It was **Resolved:** "To contract FSE to install the door closer to the reception/kitchen door after the new fire door is installed."

d) To Review Chimney Stack Repair/Removal

36. As the matter is presently considered low risk, it would be monitored and reviewed again in the summer months.

**e) To Consider Outside Clock – Time Change Issues**

- 37. There are health and safety issues when changing the times of the clock as it does not have a remote facility and staff are having difficulty accessing it. The Clerk would contact the Male Voice Choir who gifted the clock for their input on relocation or an automated upgrade.

**To Note New Caretaker Appointment**

- 38. Mr T.Gowing starts on the 7<sup>th</sup> February 2014. There will be an opportunity to meet him at the current Caretakers leaving presentation on 17<sup>th</sup> February 2014.

**To Consider Additional Signage**

**39. a) Disabled Parking Bay Sign on Wall**

It was **Resolved** "To install additional disabled parking signs on the wall in front of the relevant bays."

**40. b) Driveway Speed Signage**

It was **Resolved** "To erect speed signage and no parking discs on the driveway fence posts." Small windscreen flyers would be posted on all cars advising that parking is only permitted in designated parking bays."

**Fire and Water Management Review**

- 41. Most of the original highlighted issues have now been addressed. The new Caretaker will receive an induction inclusive of fire and water building management. The thermostatic mixing valve in the Grange disabled toilet needs checking and the Clerk awaits advice from N.C.C regarding new legislation on Legionella control. Both buildings would now be considered low risk with regard to Fire and Water hazards.

**Date of Next Meeting**

- 42. **31 March 2014**

There being no further business the meeting closed at 8.52pm.

Signed: Chairman .....

Date .....

Distribution:

- |                           |   |                             |
|---------------------------|---|-----------------------------|
| 1. All Parish Councillors | 2. Office File                              | 3. The Library              |
| 4. The Press              | 5. Police                                   | 6. County Coun. Mrs K Cutts |
| 7. Residents Association  | 8. Rushcliffe Borough Councillors for R-o-T |                             |

Cllrs. Mrs Penny Astill (Chairman), Mrs Georgia Moore (Vice Chairman), Mrs Melanie McKechnie, Mrs Jean Smith, Mrs Josephine Spencer, Mrs Pam Thompson, John Thorn and *Ex-officio* Cllr Roger Upton & *Cllr. David Smith (Chairman).*  
*Co-opted member: Jon Jones*

**Committee remit:** All matters involving the running of The Grange and Grange Hall, booking and pricing policies, organisation of council social events, PR and marketing.