

# S355 General Community Halls



## Committee Meeting

27 February 2018

## Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

### Present

Cr Robin Bain (Chair)	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Bob Hunt (Wyndham)	Veronica Abbott (Quaama)	Dave Rugendyke (Cobargo)
Sue Horton (Eden)	Rosemary Steele (Tarraganda)	Keith Frew (Wolumla)
Sam Martin (Candelo)	Margaret Harrap (Rocky Hall)	John Trevena (Bemboka)
Ray Tynan (Nethercote)	Michelle Preo (BVSC Property & Facilities Coordinator)	Gary Scott-Holland (BVSC Manager Community & Cultural Assets)
Karen Terwin (BVSC Cemetery & Hall Officer)		

### ADDITIONAL MEMBERS IN ATTENDANCE

David Gattrell, Tony Ovington, Wayne O'Connor, Joy Masterson, Alicia Cowin, Michael Harrap

### Apologies

Annette Evelyn (Kiah), Tony Jarman (Tarraganda), Jackie Grant (BVSC Cemetery & Hall Assistant)

### Absent

Rick Chandler and Jill Bowen (Pambula), Howard Stanley (Murrumbidgee)

## 1. Introductions

Gary Scott-Holland - BVSC Manager Community & Cultural Assets

Chris Duff – BVSC Finance Manager

## 2. Confirmation of minutes

The Minutes of 28 November 2017 General Community Halls Committee meeting were taken as read –

**Moved – Sue Horton    Seconded – Tanya Pearce**

## 3. Finance Questions

Council's Finance Manager, Mr Chris Duff, was present in order to answer any questions the committee had in regards to finance.

Chris thanked all volunteers for their valuable contribution to the community.

Chris provided a brief explanation of the system used by Council. He confirmed that it was an enterprise system used for a number of tasks including planning, animal control, transport work and many more. It

was not specifically designed as a finance system. One of the things we are trying to do as a Council is bring this system into the 21<sup>st</sup> Century and we are currently undertaking a project to ascertain how we can better provide the services we do to the community.

The way the system works in terms of hall deposits, each individual hall has a work order under a cost centre for each of the community halls. When monies are deposited, they are deposited through a debtor number which is then transferred internally to the work order. This process is a little cumbersome at the moment and is one of the main areas we are working on.

Q. There are issues around the statements forwarded to committees, these are not clear and categories are lumped together, where previously each transaction was represented on individual lines. This was a very resource intensive task for staff and given the system doesn't print out a simple report, this work is done manually.

A. This again is one of the issues we will look to address moving forward with any system upgrades.

Q. Can the \$100 delegation for petty cash expenses be increased?

A. There is a possibility for this, it may be best to look at all of the processes. If we can improve all processes then there may not be the need to increase this amount.

Q. Some halls are quite remote and at times need to make purchases for emergencies or organise a clean after hire etc. namely over weekends this delegation restricts them from being able to make those purchases.

A. These issues would be classified as emergencies, therefore committees can make a call on this and get it sorted out and let Council staff know during business hours, or alternatively organise an invoice for the repairs or purchases and forward this to Council for payment.

Q. What Act are the committees governed by in regards to these financial restrictions.

A. Section 355 of the *Local Government Act 1993*. Within Council there are different delegations, from the Councillors to the General Manager and staff on different levels including volunteers. In the next review of these delegations we can look at this holistically. At present the Councillors determine the delegation for the General Manager, and the General Manager then determines the delegation for staff. Karen's delegation sits at \$5000 anything above that is referred to a Coordinator/Manager.

Q. Karen sent an email asking for feedback on the process of depositing fees and charges to Council

A. This email was to ascertain if we could streamline the process of handling deposits. Currently there is some double handling and occasionally deposits are missed. If Council does not receive the deposit form from the committee then the funds do not get dealt with internally. The deposit form ensures all deposits are being dealt with appropriately and a record of who and what the service was for is maintained; this is part of Council's auditing process.

It has been suggested committees hold Fees and Charges in a Friends of account, this would allow a monthly cheque being forwarded to Council. We do not want the committees to be at risk therefore we would need to investigate the process and potential issues this may bring as well as the legalities where bank accounts are not in Council's name.

Q. Is there another option where the hirer is responsible for paying Council, omitting the responsibility from the committees?

A. This could be an option. Staff currently raises invoices for some halls, though it is a time consuming task.

Q. Could it be automated, with an online form that is completed and submitted directly to be processed?

A. This is another area that has come up a number of times; A booking system like this would be an advantage for halls, as it would for a number of areas across Council. This system will be investigated as part of a review of Council processes.

## 4. Action Items from the previous meeting

**ACTION** – Committees to provide feedback to Council regarding changes to current mowing arrangements.

The feedback from the majority of the committees was that they do not want to change the current arrangements. Any hall that wants to change to a contractor in the future please advise Karen or Jackie and this can be organised.. Candelo Hall has nominated to go with a contractor.

**ACTION** – BVSC to seek clarification on Non-Domestic vs Commercial grade kitchens.

Documentation was handed to committees regarding these definitions.

**ACTION** – BVSC to look into supplying committees with electricity accounts.

Electricity accounts are now being emailed to committees as we receive them.

**ACTION** – BVSC to set a date to have Financial Statements issued to committees each quarter.

BVSC will endeavour to get statements to committees within 2 weeks of the last day of the quarter.

**ACTION** – Committees to forward information for APRA licencing. BVSC to forward form to Tanja Hall Committee.

APRA invoices have been received by Council; staff will email these to committees for checking prior to paying.

## 5. Standing Business

### 5.1. Risk Management and Workplace Health & Safety for Committees

Signage for Towamba Hall

Tank lid for Towamba Hall

**ACTION** – BVSC to follow up with staff regarding signage and lid.

### 5.2 Policy & Procedure

Q. For any bookings made between now and the new Financial Year, do committees charge the current rate or the new rate?

A. New fees and Charges start on 1 July 2018. Any bookings prior to this date will be charged at the current rate, with any bookings after this date charged at the new rate.

## 6. Business Arising

### 6.1 Project Updates 2017/18

**Candelo Hall** – Ongoing, quote received. Note that any works are in-line with aesthetic of the rest of the hall

**Quaama Hall** – Internal Stairs - COMPLETE

**Wandella Hall** – Re-stumping - COMPLETE

**Brogo Hall** – Removal of trees - COMPLETE

**Murrah Hall** – Driveway repairs - COMPLETE

**Bemboka Hall** – Work awarded

**Wolumla Hall** – New quote underway

**Tanja Hall** – Work awarded

## 6.2 Fees and Charges 2018/19

The draft Fees and Charges were sent to committees via email, these need to be finalised by mid-March. They will be put on public exhibition in May/June then endorsed by Council in June.

Q. Do any halls have a separate charge for electricity?

A. Yes some do, others incorporate these extra costs into their hire fees.

## 7. New Business

### 7.1 Maintenance Projects 2018/19

Update Facility Management Plans have been emailed to committees with updated information from the Building Condition Assessments that were carried out last year.

We will endeavour to come and meet with committees in the next couple of months to discuss projects.

In the meantime committees have been asked to start thinking about any projects they would like to nominate for the 2018/19 funding.

### 7.2 PRMF Funding

There are a number of halls that are eligible for this Public Reserve Management Funding from Crown Lands; they include Candelo, Wandella, Tarraganda, Murrah and Wyndham.

Currently Wandella Hall has nominated some work to external stairs and entrances. Tarraganda has nominated external termite damage repair and painting.

Candelo would like to nominate to have some funding for the drainage works, as they feel the current funded amount will not cover these works.

## 8. Meeting close –

6:15pm

## 9. Next meeting

29 May 2018