

S355 General Community Hall

Committee Meeting

21 May 2019



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Cr Robin Bain (Chair)	Margaret & Mike Harrap (Rocky Hall)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
Tanya Pearce (Brogo)	Carol Peachey (Tarraganda)	Daniel Djikic (BVSC Project Development Manager)
Annette Evelyn (Kiah)	Joy Masterson (Wandella)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
Raymond Tynan (Nethercote)	Keith Frew (Wolumla)	
David Karonidis (Quaama)	Vivian Heriot (Wyndham)	

Apologies

Sharon Martin(Candelo), Tony Ovington (Towamba)

Absent Hall representatives

Bemboka, Cobargo, Eden Log Cabin, Murrah and Tanja

1. Introductions

2. Confirmation of minutes

The Minutes of 26 February 2019 General Community Hall Committee meeting were taken as read. All in agreement.

3. Action Items from the previous meeting

Action Items	Status	Update
BVSC to follow up on engineer assessments and reports for Brogo Hall stairs and Nethercote Hall driveway.	Completed	Forwarded Nethercote Hall committee copy of BVSC engineer cost assessment of rear hall car park to assist with quotations. Received quotation for Brogo Hall external stairs repairs. Pegged for 2019 maintenance fund.
BVSC to contact Kane McKill and Origin Energy for any excess mulch that can be delivered to a community hall.	Rolling Action	Made contact but still to confirm. Update to be provided at the next meeting.

Action Items	Status	Update
BVSC to provide feedback to town team that the application of round up has been careless and has killed trees and plants.	Completed	Feedback provided to Urban Maintenance Coordinator. Please advise asap if any further issues.
BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services.	Rolling Action	All non-compliant halls service reports were distributed to the Hall Committees (Candelo, Cobargo, Pambula, Quaama, Wandella, Towamba, Wolumla and Wyndham). Followed up with Bega Fire Safety to complete the required work as a matter of priority. Facilities Officer will be joining Property Services team in the near future and will help to facilitate the ongoing community halls fire safety obligations.
BVSC to send a list of the fire safety equipment listed in Bega Fire Safety reports to the Hall Committees. Hall Committees to advise BVSC if list is incorrect.	Complete	BVSC emailed all Hall Committees a list of Fire Safety Equipment in early March 2019. No Hall Committee reported a discrepancy.
BVSC to investigate electricity bills - Brogo Hall - Towamba Hall	Complete	Forwarded copies of electricity bills to both Hall Committees. Brogo - Origin made error and credited account. Towamba – Solar panels system working to expected rate. Increased slightly from last year.
BVSC to advise Hall Committees of the balances brought forward from last year when finalised by finance.	Complete	All statements have been distributed to the Hall Committees. Format with balances brought forward provided by Finance. Report will be provided to Hall Committees every 3 months. If more detail is required, contact Halls Officer. Some Halls balances brought forward are in arrears and will need to work towards bringing back into balance. In Qtr 4 now will finish 30/6/2019.
BVSC to forward feedback of Towamba Sportsground mowing to Town Team Coordinator	Complete	Advise Halls Officer if continues to be a problem.
Ask Ian Macfarlane, Works Manager to attend S355 General Community Hall meeting to ask any questions regarding mowing and maintenance.	Rolling Action	Will ask to attend next S355 General Community Hall meeting held 27 August 2019.

Action Items	Status	Update
<p>Taken on Notice</p> <p>Cr Bain to investigate the power of the S355 Committee regarding passing a motion not to increase hall hire fees in 2019/20.</p>	Complete	<p>Cr Bain has lodged an operational plan submission to Council regarding the resolution of the hall committee not supporting the increase of hall hire fees in 2019/20.</p> <p>Outcome of submission should be known by 26 June 2019.</p>
<p>Nethercote Hall – BVSC to organise re stocking of the first aid kit.</p>	Rolling Action	<p>First Aid Kit Checklist and Restock form to be completed by Nethercote Hall Committee and emailed to halls@begavalley.nsw.gov.au.</p> <p>New items will be ordered and distributed at next S355 General Community Hall meeting held 27/08/2019.</p>
<p>Nethercote Hall – window maintenance. Pegged for 2019/20 maintenance fund.</p>	Complete	<p>Window maintenance and removal of heater located near the window will be submitted for the 2019/20 maintenance fund.</p>
<p>April Merrick, Grants Officer to attend next S355 General Community Hall meeting.</p>	Complete	<p>Attending 21/05/2019 S355 General Community Hall meeting.</p>

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

Carol Peachey from Tarraganda Hall requested to purchase a ladder for members to safely access goods from the storage cupboards. This request was accepted by BVSC.

First Aid Kits

ACTION: All Community Hall Committees will be provided with a First Aid Kit Checklist and Restock Request Form (attached to minutes) to be completed every 3 months. Once completed, email to halls@begavalley.nsw.gov.au or send in by mail to BVSC, PO Box 492 Bega NSW 2550.

Please ensure that out of date stock is discarded and new stock ordered. New stock will be ordered by BVSC and available to collect at the next S355 General Hall Committee meeting.

Carol Peachey from Tarraganda Hall advised that her First Aid Officer training was out of date and requested to have it renewed.

ACTION: BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise training if required.

4.2 Policy & Procedure

No business

5. Business Arising

5.1 Grant Funding Overview – April Merrick (Grant Management Officer)

April Merrick has been a Council Officer for 10 months and advised that her role as Grant Management Officer is to support Council and the community in the grant management process. This includes helping community to find suitable grants and share her experience in writing grants and the funding process.

Her background is in Agricultural Science but she has had a lot of experience in awarding grant funding, writing grants and in assessment of grant applications at both State and Federal levels.

April will be launching a monthly Grants Bulletin which will be forwarded by email to the Community Hall Committees.

April advised that there is Grant funding for all kinds of things and from different places, for example Local and State Government agencies, charities, philanthropic organisations and corporates such as Bendigo Bank. Crowd funding is also a possibility which provides access to a wider exposure than local community.

April will be conducting grant funding training in different locations around the Shire. She will advise the details of upcoming sessions.

If you need general advice when writing a grant, you can contact April Merrick on 6499 2406 or email amerrick@begavalley.nsw.gov.au. She is happy to review a grant application but please ensure you give her plenty of time to respond.

Please remember that a Grant is not free money, it is a commitment and it needs to be followed through to completion. All aspects of the project need to be planned, costed and enough time allocated.

To assist in planning for your project and to outline all the details you will need to plan. April has provided a Grant Funding template (attached to minutes). Once completed, this template can be used to complete for all types of Grant Funding Applications.

Currently there are two 2 Grants open:-

1. **Strengthening Rural Communities (SRC) Small and Vital – Foundation for Regional Rural Renewal (FRRR)**. Grant funding available to a maximum of \$10k to deliver activities, programs and services or purchasing or hiring equipment and material or community infrastructure projects. Closes 1st round **25 June 2019** and 2nd round closes in Sep 2019. Looking for projects that facilitate community, connectedness, develop leadership capacity within the community. Improve local community infrastructure and support and develop volunteer community groups. More information and application - https://www.frrr.org.au/strengthening_rural_communities
2. **NSW Community Resilience Innovation Program (CRIP)** – community projects linked to natural disaster resilience. Looking to fund projects designed to increase hall hazard disaster preparedness and build community capacity and resilience. Application closes 16 July 2019. More information and application - <https://www.emergency.nsw.gov.au/Pages/emergency-management/funding-programs/community-resilience/Community-Resilience-Innovation-Program.aspx>

If you are ever unsure of any questions or about eligibility it is always worth calling the contact number on the grant funding body to clarify details that you are unsure about.

5.2 End of Financial Year/Quarterly Statements

It was noted that some of the community halls are operating in deficit. Katrina Berenguer will be contacting these community hall committees to discuss strategies and assist them in bringing them back into balance.

ACTION: BVSC to email Tarraganda Hall Committee a full detailed financial statement.

Carol Peachey from Tarraganda Hall requested the 2019/20 fees and charges for each hall to appear on the BVSC website in the same section where the hall hire information is located to make it easier for the community to access. All agreed.

ACTION: When the 2019/20 fees and charges have been adopted by Council, BVSC to update website in the community hall area with the fees and charges applicable to each hall.

Tathra Hall and Pambula Hall do not have a Community Hall Committee. It would be beneficial to have community hall committee's at these locations to oversee and care for the community asset.

ACTION: BVSC to advertise an expression of interest to the community to join either Tathra Hall or Pambula Hall Committees via Council's Facebook and Council news.

6. New Business

6.1 2018/19 Maintenance Projects Update

Hall	Project	Amount	Status
Murrah	Installation of accessible ramp	\$15,150	Complete
Quaama	Possum proofing and stage stairs	\$8,800	Boxing eaves complete, Stage stairs to do
Rocky Hall	Carpentry works	\$6,000	Complete
Wolumla	Paint, carpet tiles and lighting	\$6,000	Complete
Tarraganda	External repairs & painting	\$3,370	Complete
Tanja	Installation of reverse cycle air conditioner	\$7,000	No status provided
Candelo	Drainage Issues (carried over from 2017/18)	\$10,000	Subject to Grant Funding application

6.2 New Maintenance Projects 2019/20

\$70k maintenance fund will increase by CPI each year.

All new maintenance projects pegged for 2019/20 will need to submit a Project Proposal Form. Hard copies of the Project Proposal form were distributed to the Committee.

ACTION: Project Proposal Forms to be submitted by the Hall Committees to Katrina Berenguer by 15 July 2019. The forms will be compiled and summarised for consideration at the August 2019 committee meeting.

Any significant projects will need to look at external grant funding opportunities to fund rather than the maintenance fund.

6.3 Other business

ACTION: BVSC to advise Bega Fire Systems of the updated contact list for the Community Halls and let them know that they must make contact before visiting a hall.

ACTION: BVSC to investigate the following matters for Tarraganda Hall:

1. Water usage – check who pays what portion (RFS/Woodcraft Association/Hall)
2. Outside toilets – check who should be cleaning the toilets (RFS/Woodcraft Association/Hall)

RFS has offered to pay for the installation of an air conditioner at Tarraganda Hall.

ACTION: Tarraganda Hall Committee to provide Council with the details of the new air conditioner and installation prior to any works.

Wandella Hall would like to include the repair of an external hand rail with the PRMF grant funding for repairs to external stairs.

ACTION: BVSC to discuss with Wandella Hall contractor who is completing the PRMF grant funding works to quote for additional repair of external hand rail to include with the PRMF grant funding.

7. Meeting close –

6:30pm

8. Next meeting

27 August 2019

Action Items

Rolling Action	BVSC to contact Kane McKill and Origin Energy for any excess mulch that can be delivered to a community hall.
Rolling Action	BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services.
Rolling Action	Ask Ian Macfarlane, Works Manager to attend S355 General Community Hall meeting to ask any questions regarding mowing and maintenance.
Rolling Action	First Aid Kit Checklist and Restock form to be completed by Nethercote Hall Committee and emailed to halls@begavalley.nsw.gov.au .
Action	All Community Hall Committees will be provided with a First Aid Kit Checklist and Restock Request Form (attached to minutes) to be completed every 3 months. Once completed, email to halls@begavalley.nsw.gov.au or send in by mail to BVSC, PO Box 492 Bega NSW 2550.
Action	BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise training if required.
Action	BVSC to email Tarraganda Hall Committee a full detailed financial statement.
Action	When the 2019/20 fees and charges have been adopted by Council, BVSC to update website in the community hall area with the fees and charges applicable to each hall.
Action	BVSC to advertise an expression of interest to the community to join either Tathra Hall or Pambula Hall Committees via Council's Facebook and Council news.
Action	Project Proposal Forms to be submitted by the Hall Committees to Katrina Berenguer by 15 July 2019 . The forms will be compiled and summarised for consideration at the 27 August 2019 General Community Hall Committee meeting.
Action	BVSC to advise Bega Fire Systems of the updated contact list for the Community Halls and let them know that they must make contact before visiting a hall.
Action	BVSC to investigate the following matters for Tarraganda Hall: <ol style="list-style-type: none"> 1. Water usage – check who pays what portion (RFS/Woodcraft Association/Hall) 2. Outside toilets – check who should be cleaning the toilets (RFS/Woodcraft Association/Hall)
Action	Tarraganda Hall Committee to provide Council with the details of the new air conditioner and installation prior to any works.
Action	BVSC to discuss with Wandella Hall contractor who is completing the PRMF grant funding works to quote for additional repair of external hand rail to include with the PRMF grant funding.