

# 355 Community Hall Committee Meeting

23 May 2017



## Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

### Present

Cr Robin Bain	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Annette Evelyn (Kiah)	Margaret Harrap (Rocky Hall)	Howard Stanley (Murrah)
Janet Menefy (Quaama)	Rosemary Steele (Tarraganda)	Dave Rugendyke (Cobargo)
Kay Burns (Tanja)	Keith Frew (Wolumla)	Simon Schweitzer (BVSC Manager Community & Culture)
Karen Terwin (BVSC Cemetery & Hall Officer)	Jackie Grant (BVSC Cemetery & Hall Assistant)	

### ADDITIONAL MEMBERS IN ATTENDANCE –

Evan Harris, Warren Howard, Tony Ovington, Wayne O'Connor.

### Apologies

Sharon Martin (Candelo), Vivian Heriot (Wyndham), Gen Ryan (Eden), Joy Masterson, Belinda Peel, Tony Jarman. Anne Cleverley (BVSC Coordinator Community Development).

### Absent

Rick Chandler and Jill Bowen (Pambula), Ray Tynan (Nethercote), John Trevena (Bemboka).

## 1. Confirmation of minutes

The minutes of 28 February 2017 General Hall & Building Committee meeting were taken as read.

**Moved – Tanya Pearce**

**Second – Annette Evelyn**

## 2. Business Arising from the last meeting

### 2.1. Action Items from previous meeting

**28/02/17 –**

**Towamba Bins** – A new yellow bin has been ordered and will be delivered to the hall.

**Towamba Toilets** – The Town Team has been to inspect the toilets, there are still a few things that they are unsure of with the system but are happy to attend when the toilets need emptying.

**First Aid Certificates** – A number of committee members have indicated they need refresher courses, and some dates have been organised. Please let staff know if there are further committee members that need a refresher course.

**Committee Inductions** – BVSC has successfully inducted a number of new and old members, we will be looking to do more of these in the coming months.

**Murrah Hall Driveway** – Council’s unsealed roads Coordinator has been to the hall to have a look and will forwarding a quote for works.

**Financial Statements** – BVSC forwarded the 3<sup>rd</sup> Quarter Statements with slightly more detail, staff are continuing to work with the finance department to further streamline this process.

**Equipment Hire** - A suggestion was made to have a pool of chairs and possible other equipment for the use of all halls or to hire out as some halls do not hire their chairs and other equipment for use of the premises.

This could be useful in some instances but in general there are already businesses that hire this equipment and offer these types of services.

**New Action Items –**

**First Aid Certificates** – Committees to forward nominated First Aid Officer and details. BVSC to advise committees of dates and times for courses – These are just refresher courses for those committee members that have previously held a certificate.

### 3. Standing Business

#### 3.1. Risk Management and workplace Health & Safety for Committees

**Brogo Hall** – Have a proposal to upgrade their water tank and pump, the current tank has a hole in it and is not holding water, the committee have been pumping up from the river.

**Towamba Hall** – Concrete tank does not have a lid, could pose a WHS issue.

**Action** – BVSC to look in to both of these projects.

#### 4.2 Policy & Procedure

Each committee handed a folder with Council policies and procedures as they relate to volunteers, near miss forms, risk assessments and number of other documents. These are to be kept at the hall and can be added to if committees wish.

#### 4.3 Project updates – 2016/17

2016/17	
<b>Cobargo Hall</b>	Complete
<b>Kiah Hall</b>	Complete
<b>Tarraganda Hall</b>	Complete
<b>Wolumla Hall</b>	Work started
<b>Wyndham Hall</b>	Complete
Other	
<b>Tanja Hall</b>	Redesigned plan for driveway, quotes have been requested from numerous contractors – one received for \$39000.00.

### 5. Business Arising

#### 5.1 Building Condition Assessment Reports and Project Nominations 2017/18

Council recently contracted an independent company to come and assess each building (asset) and components contained within to rate the condition and useful life. This information feeds into the Facility Management Plans and the Building Asset Management Plan.

Each component was rated from 1-5, 1 being excellent and 5 being very poor.

A presentation (attached to these minutes) was made to the committee outlining some of the key points and each committee handed their individual halls data as well as all of the halls with components rated 4 and 5.

It was recommended by Council staff that this information be taken away and discussed amongst the committees to make their recommendation on the 2017/18 Maintenance Projects. Council staff will be available to meet with individual committees to discuss the data and help guide any decisions.

An extraordinary meeting has been set for the 27<sup>th</sup> June to discuss the nominations for funding and make recommendations.

## 6. New Business

**APRA Licencing** – Question regarding those halls that already were licenced, will they be charged twice? When does the new agreement come into action?

**Tanja Hall** raised some issues they have been having with the neighbour at the hall; Simon will be meeting with the committee in the next week to discuss this.

### **Action –**

**BVSC to look into APRA Licencing.**

**Simon to visit with Tanja Hall Committee.**

## 7. Meeting close –

6:45pm

## 8. Next meeting

27 June 2017 – Extraordinary Meeting

22 August 2017 – Normal General Committee Meeting

**NEW ACTION ITEMS – see attached Action Items and Outcomes List**