

# General Hall & Building Committee Meeting

23 August 2016



## Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

### Present

Tony Jarman (Tarraganda)	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Annette Evelyn (Kiah)	Margaret Harrap (Rocky Hall)	Evan Harris (Towamba)
Janet Menefy (Quaama)	Edith Hammond (Nethercote)	Dave Rugendyke (Cobargo)
Kay Burns (Tanja)	John Trevana (Bemboka)	Warren Howard (Wolumla)
Karen Terwin (BVSC Cemetery & Hall Officer)	Jackie Grant (BVSC Cemetery & Hall Assistant)	Simon Schweitzer (BVSC Manager Community & Culture)

### ADDITIONAL MEMBERS IN ATTENDANCE –

Len Crowe, Ian Burns, Craig Lukey, Ray Tynan.

### 1. Apologies

Cr Anne Mawhinny (Chair), Anne Cleverley (BVSC Coordinator Community Development), Sam Martin, Gen Ryan (Eden), Keith Frew (Wolumla), Tony Ovington, Rick Chandler (Pambula), Tony Herriot (Wyndham), Howard Stanley (Murrumbidgee).

### 2. Confirmation of minutes

The minutes of 24 May 2016 General Hall & Building Committee meeting were taken as read.

**Moved – Warren Howard**

**Second – Dave Rugendyke**

### 3. Business Arising from the last meeting

#### 3.1. Action Items from previous meeting

See attached Action Items and Outcome Register

### 4. Standing Business

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

None

#### 4.2 Policy & Procedure

None

## 4.3 Project updates – 2015/16 and 2016/17

### 2015/16 –

**Bemboka Hall** – Complete

**Brogo Hall** – Windows are on order, work to be completed ASAP.

**Pambula Hall** – Complete, with some landscaping etc. to complete.

**Quaama Hall** – Complete, with some further vermin proofing.

**Rocky Hall** – Complete.

**Towamba Hall** – Complete.

### 2016/17 –

**Wyndham Hall** – Contractor given the go ahead to start work.

**Cobargo Hall** – Contractor given the go ahead to start work.

**Tarraganda Hall** – Contractor given the go ahead to start work.

**Kiah Hall** – 2 quotes have been sought, both contractors are unaccredited. BVSC will work with committee on choice.

**Wolumla Hall** – Waiting on quotes.

Other

**Tanja Hall** – Redesigned plan for driveway, quotes to be sought.

**Condition assessments for all halls** – the tender has gone out this week, it should only be advertised for 2 weeks so it should not be long until these are underway.

## 5. New Business

### 5.1 Committee Spill and Nomination process – Updated Guidelines and Operations Manuals.

Nominations for Hall committees are now open. A media release has been issued and web based advertising and Facebook promotion has begun. People can nominate using an online application form, a downloaded form or a hard copy form. The nomination forms have been streamlined into one document and sent to all current committee committees for distribution via email with a link to the online form.

Nominations are due by the 9<sup>th</sup> September. The intention is for these to be endorsed at the 12<sup>th</sup> October Council Meeting.

All new and current members who are renominating must complete the form. If office bearers are having difficulty obtaining forms from members please inform Council officers and they can follow up with individual members

Flyers for each individual hall were distributed; these can be placed at the hall or around the community to advertise the nominations and hopefully gain some community interest for those halls with low numbers.

We aim to have committees for all halls. Committees who are struggling for numbers should let Council officers know so that we can work with you to try to attract new members. If there are not enough members to form a committee (5) we will need to consider other options like having a volunteer booking officer.

There is no requirement from Council for committees to hold an AGM but committees may do so if they wish.

Once committee have been officially endorsed they will need to nominate office bearers and their S355 representative.

The committee guidelines and operations manuals are being updated and will be put to Council with the committee nominations. These will be forwarded to committees for feedback. No major changes to processes are planned.

Committees can welcome new committee members outside of this timeframe and they will be endorsed by Council at a later date.

Noted that some committees have difficulty getting members actively involved and there is often a reliance on a core 2-3 people. Council is happy to come and speak with new and old committee members around their roles and responsibilities as committee members.

## 5.2 Fees & Charges – Review categories and descriptions.

There are currently a range of different fee categories in place across the halls and there may be potential to streamline some of these. While each hall has different facilities and functions, some categories are similar and we could work toward more consistency across the Shire e.g. full day/ half day hire, charges for heaters/cutlery etc.

A spreadsheet was tabled with suggestions based on the current categories for each individual hall. Council will also forward this via email. Members to review these suggestions with your committees for further discussion at the next S355 committee meeting.

There may also be opportunity to look some consistent fees in the future much like the elections across the Shire .e.g. funerals/wakes, bonds etc.

## 5.3 Hall User Statistics

All committees have been asked to provide some hall user information and statistics. Council is aiming to better understand the user numbers and types of use of the halls. This information does not need to be specific but more of an estimate.

It is good information to provide to the public and it can also feed into the facility management plans. Most committees will have the information on who hires the hall regularly and some committees have sign in books or similar which helps them understand numbers.

## 5.4 New Business

**Interest on financial statements for EOFY** – This information was not available at the time of producing the last statements, it will be added as soon as it is made available and amended statements forwarded.

**Booking phone** – Tarraganda Hall suggested a dedicated mobile phone for the hall may help them better handle bookings when the booking officer is away. This may also suit other halls - to be discussed with Council on a hall by hall basis.

**Grant applications** – Is there someone that committees can consult with in the application of grants that are available to committees? Council's Place Based Officers could assist with this along with Karen and Jackie in the first instance. We are happy to work with committees on any grant opportunities.

**Committee would like to thank Cr Mawhinney for chairing this committee for the last four years.**

## 5.5 Term in Review

On behalf of Bega Valley Shire Council we would like to say thank you for all you have done in the past four years, and pass our thanks on to all of your committees for all their efforts. It has been tremendous and we have achieved a lot collectively over all of the halls and provided a fantastic level of service to the community.

A short presentation was shown on the projects and other achievements over the past four years.

## 6. Meeting close –

6:45pm

## 7. Next meeting

22 November 2016

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