

S355 General Community Hall

Committee Meeting

26 February 2019



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Cr Robin Bain (Chair)	David Karonidis (Quaama)	Keith Frew (Wolumla) Warren Howard (Wolumla)
Tanya Pearce (Brogo)	Margaret Harrap (Rocky Hall)	Vivian Heriot (Wyndham)
Sam Martin (Candelo)	Mel Sheehan (Tanja)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
Annette Evelyn (Kiah)	Kim Armstrong (Tarraganda)	Daniel Djikic (BVSC Project Development Manager)
Howard Stanley (Murrrah)	Tony Ovington (Towamba)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
Raymond Tynan (Nethercote)	Joy Masterson (Wandella)	

Additional Members in Attendance

Evan Harris (Towamba), Rhonda Margetts (Rocky Hall)

Apologies

Sue Horton (Eden Log Cabin), Tony Jarman (Tarraganda)

Absent

Bemboka representative, Cobargo representative

1. Introductions

Council representatives at the meeting

- Katrina Berenguer, Acting Cemetery and Halls Officer for 12 months while Karen Terwin is on maternity leave.
- Rickee Marshall, Property and Facilities Coordinator
- Daniel Djikic, Project Development Manager

2. Confirmation of minutes

The Minutes of 27 November 2018 General Community Hall Committee meeting were taken as read –

Moved by Howard Stanley (Murrrah). All in agreement.

3. Action Items from the previous meeting

Action Item	Update
<p>ACTION COMPLETE BVSC to provide a link to Council's organisational chart on the website and also provide a hard copy for all members at the next meeting.</p>	<p>Emailed a link to the BVSC website – Senior Staff Structure with agenda on 31/01/2019.</p> <p>First point of contact for any enquiries from the Hall Committees should be directed to Katrina Berenguer on 6499 2299 or Ann Fagan 6499 2175.</p>
<p>ROLLING ACTION – BVSC to follow up on engineer assessments and reports for Brogo Hall stairs and Nethercote Hall driveway.</p>	<p>Nethercote Hall has requested a quotation for laying bitumen on rear of hall car park and road leading from upper car park to include in grant funding. Requested quotations from Moons Bobcat service & J Michelin and son. Possible Crown Reserve Improvement Fund grant application when quotes have been received.</p> <p>Brogo Hall identified in an asset survey that concrete (left side) and steel stairs (rear) need repairs. Contacted builder to provide quotation. Pegged for 2019 maintenance fund.</p>
<p>BVSC to follow up on tip vouchers for committees and contact arborists regarding mulch.</p>	<p>2 x tip vouchers sent to hall committee by mail 16/01/2019. Each waste voucher entitles to free disposal of 0.5m³ of general domestic waste, or 1m³ garden waste or can redeem to collect 1m³ of compost or mulch at the tip.</p> <p>ACTION BVSC to follow up Rocky Hall tip vouchers as they have not been received.</p> <p>Contacted Sapphire Coast Tree Removalists – removal of trees on private property mulch is left behind for owner. All other mulch collected is sold as part of their business.</p> <p>ACTION BVSC to contact Kane McKill and Origin Energy for any excess mulch that can be delivered to a nearby community hall.</p>
<p>BVSC to confirm with Town teams regarding the use of Round Up and possible alternatives.</p>	<p>Response from Cliff Shipton - Urban Maintenance Coordinator</p> <p>Roundup is the most cost effective way of managing weeds around our towns, villages, reserves, roadsides etc. To manage weeds via whipper snippers or by hand Council don't have the staff/resources to do this unless budgeted for correctly.</p> <p>When guys spray weeds in these areas it's on days that children are not there at all or other people around the halls. Once roundup is sprayed onto weeds and soaks in, it's pretty much neutralised and has no effect on any person.</p> <p>If a decision is made to not use roundup around halls, maintenance costs to the halls budget will increase quite significantly. Extra work will need to be budgeted into the halls running costs going forward.</p> <p>ACTION Wyndham Hall advised that the application of round up has been careless and has killed trees and plants. BVSC to provide</p>

Action Item	Update
	<p>feedback to town teams/contractor.</p> <p>The contractor that is doing the mowing at the hall is doing a wonderful job.</p>
<p>COMPLETE BVSC to follow up Rodney Hicks (BVSC Planning) to complete certification.</p>	<p>Murrah Hall certification completed.</p>
<p>COMPLETE BVSC to follow up Twofold Aboriginal Corp who has a building crew that is BVSC accredited to complete maintenance works at Rocky Hall.</p>	<p>Contacted Twofold Aboriginal Corp not accredited. Working towards being accredited.</p>
<p>COMPLETE BVSC to follow up Pambula Glass to replace the glass in the kitchen at Rocky Hall.</p>	<p>Contacted Marg Harrap to arrange. She advised not needed now and is looking at engaging a local builder to do the work.</p>
<p>COMPLETE Anthony McMahon to investigate including an upgrade of the path from the Wyndham Hall to the public toilet on the list of works for the town team.</p>	<p>Response from Cliff Shipton - Urban Maintenance Coordinator</p> <p>There has been recent bitumen work in the carpark area. The path way replacement is on the works to do list around the toilets. No completion date as yet.</p>
<p>COMPLETE BVSC to contact Bega Valley Pest Control and request him to re visit the following Halls to complete a full inspection (Quaama, Kiah and Towamba).</p>	<p>Contacted Bega Valley Pest Control to arrange a full inspection on 04/02/2019. Given contact details of the following committee members to arrange visit. Should have been completed.</p>

Action Item	Update
<p>ROLLING ACTION BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services and enquire about obtaining copies of the inspection reports.</p>	<p>Bega Fire Systems have completed fire safety audits on all of the community halls completed from May - November 2018.</p> <ul style="list-style-type: none"> • 11 Halls are compliant and fire safety certificates issued (Bemboka, Bermagui, Brogo, Eden Log Cabin, Kiah, Murrah, Nethercote, Rocky Hall, Tanja, Tarraganda and Tathra) • 7 Halls are non-compliant and require additional works (Candelo, Cobargo, Pambula, Quaama, Wandella, Towamba, Wolumla and Wyndham). Additional work required to become compliant will be organised as soon as possible. Service Reports available for the Hall Committees to view. <p>Halls appear to be on a six monthly service schedule which will mean some will be overdue if conducted in May 2018.</p>
<p>All Hall Committees to send BVSC a list of the revised fire safety equipment located in the halls.</p>	<p>Only received one from Murrah Hall to date.</p> <p>A list of fire safety equipment is listed in Bega Fire Safety service reports.</p> <p>ACTION BVSC to send a list of the fire safety equipment listed in Bega Fire Safety reports to the Hall Committees so that they can ensure it is correct. Hall Committees to advise BVSC if list is incorrect.</p>
<p>A motion was moved by Tony Ovington (Towamba) and seconded by Kim Armstrong (Tarraganda) to request Council to expedite the provision of quarterly and end of year financial statements that clearly identifies income and expenses for each of the Halls. The majority of the Committee agreed.</p>	<p>Report prepared and being presented at the Council meeting held 20/02/2019.</p> <p>RESOLVED on the motion of Crs Bain and Nadin</p> <p>That Council provide quarterly and end of year financial statements to each of the eighteen (18) Community Hall Committees as soon as the end of financial year processes have been completed through the Business and Governance Directorate.</p> <p>Financial statements from July 2018 to February 2019 were distributed to the Hall Committees. The statements do not include the roll over amounts from last year. Finance advised that this will be provided by end of March 2019.</p> <p>Financial statements will be provided at each quarterly meeting that will include the balance brought forward figures.</p> <p>ACTION Brogo Hall – BVSC to forward comparisons of electricity bills from other halls. Essential Energy did an estimate on last bill because they could not find the meter box.</p> <p>ACTION BVSC to advise Hall Committees as soon as balance brought forward amounts have been finalised by Finance.</p> <p>Towamba – Agreed in a meeting last year that the town team will be mowing Towamba Sportsground and they were doing a great job. Contractors have been engaged to supplement the town team to do the mowing and they are not happy with level of service.</p> <p>ACTION BVSC to forward feedback of Towamba Sportsground mowing</p>

Action Item	Update
	<p>to Town Team Coordinator.</p> <p>Wandella – Mowing contractors do a really good job.</p> <p>ACTION Ask Ian Macfarlane, Works Manager to attend next S355 General Community Hall meeting to ask any questions regarding mowing and maintenance.</p> <p>Towamba – Electricity bill \$436 very high. Have solar panels and should provide most of the power required by the hall.</p> <p>ACTION BVSC to work with Towamba to resolve the high electricity usage issue.</p>
<p>A motion was moved by Keith Frew (Wolumla) and seconded by Vivian Herriot (Wyndham) to recommend <u>no increase</u> to the Hall fees next financial year. It was further recommended to only increase the Hall fees on a biannual basis. The majority of the Committee agreed.</p>	<p>Director has recommended fees and charges to be increased by 3.5% due to ongoing maintenance and running costs. Provided a draft of the increased fees and charges for 2019/20.</p> <p>Candelo – Hall hire on draft fees states \$18 per hour which should be for 2 hours hire. Should be \$9 per hour.</p> <p>Wandella – Hall hire draft fees does not list a per hour rate of \$10 per hour.</p> <p>The fees and charges will be placed on public exhibition late April-May 2019 for any feedback/comments.</p> <p>Keith Frew is disappointed that the decision has been overruled by the Director. Believe the halls can cover the cost of not increasing the hall hire fees.</p> <p>Cr Bain said the Director cannot overrule a decision by a S355 Committee which is essentially an extension of Council.</p> <p>TAKEN ON NOTICE</p> <p>ACTION Cr Bain to investigate the power of the S355 Committee that if they pass a motion not to increase hall hire fees in 2019/20 a Director cannot overrule that decision.</p>

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

ACTION Nethercote Hall – BVSC to organise re stocking of the wall mounted First Aid Kit.

4.2 Policy & Procedure

Candelo Hall – Double booked function for the 150th Anniversary of Candelo Public School and the NSW State Election on the 22 and 23 March 2019 which was arranged via Council.

ACTION BVSC to work with Candelo Hall Booking Officer to resolve an agreeable outcome

POST MEETING UPDATE Candelo Public School had cancelled the booking at the hall for other reasons. Hall is now available for the NSW State Election.

ACTION BVSC to send a list of all Hall Committee contact details with the minutes to confirm if they are correct or advise any changes.

ACTION: It was agreed by the Committee that any hall hire bookings that are taken by Council need to be referred to the hall bookings officer and confirmed before any bookings can proceed.

5. Business Arising

5.1 Maintenance Projects update 2018/19

It was mentioned that the Maintenance fund of \$70K has not increased for 5 years.

Murrah Hall	Installation of accessible ramp is completed
Quaama Hall	Builder is recovering from major surgery. Electrical work also required and the Trade Services panel is insufficient.
Rocky Hall Hall	Working with local builder to complete work. Will be sending Council the quote for approval.
Wolumla Hall	Works completed to the value of \$4,500 which is a \$1,500 shortfall that can be placed back into the project fund pool.
Tarraganda Hall	External painting completed
Tanja Hall	Received quotation for air conditioner. Would like to investigate a user pay system. Send quotation to Council for approval.
Candelo Hall	Need to address drainage issue before the new kitchen upgrade. David Lessor is the only builder who submitted a tender for the works and is too expensive. Stoddard Engineering completed the drawings. Candelo have approx. \$25k in the hall account and \$10k pegged from 2017/18 maintenance fund less the cost of the engineering drawings. The project is essentially a concrete dish drain at the rear of the hall that allows a safe walking passage and continues the concrete down the side so that all the water run off does not go under the hall.
Wandella Hall	Side and back stairs repair. Waiting for 1 quotation from builder then will commence works.
Brogo Hall	External stairs need repair. Pegged for 2019/20 maintenance project. Quotations to be supplied.

ACTION Nethercote Hall – requires window maintenance. Pegged for 2019/20 fund. BVSC to contact Nethercote Hall to discuss repairs required.

Towamba Hall – freezer in hall stopped functioning . The new freezer replacement cost \$599 and was paid out of Friends of Towamba Hall account. The freezer was not included in the recent kitchen upgrade. Committee request that Council should reimburse them.

BVSC advised that if the Towamba Hall account had funds it could pay the amount but it does not have any funds. Acknowledge that the hall requires a freezer which is unique being a remote location but unable to replace the freezer from the joint maintenance fund pool. General agreement from the Committee that Friends of Towamba account should pay for the replacement of the freezer.

5.2 Funding Status Updates

Stronger Country Communities Funding Round 2 – Five new kitchens to be installed next year – Brogo, Candelo, Wyndham, Rocky Hall and Tarraganda Halls.

Katrina Berenguer will be visiting each Hall to discuss the new kitchen upgrade with the Environmental Health Officer, Myf Appleton and Building Inspector to discuss the project. Non-destructive asbestos inspections will also be completed on the 6 & 7 March 2019 to include in the scope of works.

6. New Business

6.1 New Maintenance Projects 2019/20

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 BVSC to send a Project Proposal Form with the minutes to be completed for the 2019/20 Maintenance Projects.

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.

6.2 New Grant Funding opportunities

ACTION April Merrick, Grants Officer to be invited to attend the next S355 General Community Hall Committee meeting. April can answer any questions about grant funding or advise of any grant opportunities for the halls. April's contact details are 6499 2406 and email amerrick@begavalley.nsw.gov.au.

6.3 Other business

Rocky Hall Hall has 3 timber windows that need replacing. Cheapest replacement is aluminium which is out of character with the building (not heritage listed). Asked Committee if anyone else has replaced windows?

Nethercote Hall has done a good job with aluminium window replacement and community happy with result. Replacement needs to be energy efficient and long wearing.

7. Meeting close –

6:55pm

8. Next meeting

21 May 2019

ACTION ITEMS –

ROLLING ACTION – BVSC to follow up on engineer assessments and reports for Brogo Hall stairs and Nethercote Hall driveway.

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