

# 355 Community Hall Committee Meeting

22 August 2017



## Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

### Present

Cr Robin Bain	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Vivian Heriot (Wyndham)	Veronica Abbott (Quaama)	Howard Stanley (Murrah)
Janet Menefy (Quaama)	Rosemary Steele (Tarraganda)	Keith Frew (Wolumla)
Simon Schweitzer (BVSC Manager Community & Culture)	Karen Terwin (BVSC Cemetery & Hall Officer)	Anne Cleverley (BVSC Coordinator Community Development)

### ADDITIONAL MEMBERS IN ATTENDANCE –

Evan Harris, Tony Ovington, Wayne O'Connor, Diana Holmes.

### Apologies

Annette Evelyn (Kiah), Gen Ryan (Eden), Craig Lukey (Nethercote), Tony Jarman, Warren Howard, Margaret Harrap (Rocky Hall), Jackie Grant (BVSC Cemetery & Hall Assistant).

### Absent

Sharon Martin (Candelo), Rick Chandler and Jill Bowen (Pambula), John Trevena (Bemboka), Kay Burns (Tanja), Dave Rugendyke (Cobargo)

## 1. Confirmation of minutes

The minutes of 25 May 2017 General Hall & Building Committee meeting were taken as read.

**Moved – Howard Stanley      Second – Keith Frew**

## 2. Business Arising from the last meeting

### 2.1. Action Items from previous meeting

**23/05/2017 –**

**Brogo Hall water tank** – Water tank and pump installed.

**Towamba Hall water tank** – Contractor organised to come and clean the tank, believes the missing lid is probably in the tank.

**APRA Licencing** – There have been new agreements signed and sent to APRA, invoices will be sorted soon. There was a question around recording what music is played, the agreements mention this. There is no need for committees to record this information, the agreements cover this completely and the fees are distributed to the artists.

**First Aid Certificates** - A number of these have completed, please advise Council if you wish to have yours renewed.

**Committee Inductions** – BVSC will try and carry out more of these later in the year.

**Murrah Hall Driveway** – Works have been funded and will be started in the coming weeks.

**Financial Statements** – Continuing issues with the expectation of the committee and what is being produced, suggested that the new finance manager come and address some of these issues at the next meeting.

These EOFY statements will be forwarded to the committees once the financials have been closed off for the year.

**New Action Items** –

**Financial Statements** – continuing work on these – BVSC staff to organise Finance Manager to attend the next meeting.

### 3. Standing Business

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

**Roundup** – Question around this again. Currently there is not an alternative; we will look into this again.

**BVSC to check if there is any update on this.**

#### 4.2 Policy & Procedure

**Fees and Charges** – What is the procedure or policy around waiving fees and charges for different groups?

There was a specific issue at the Towamba Hall around fees being subsidised (at the discretion of the committee) and then eventually paid internally by Council after contact was made by a community member to the Mayor. This particular situation did escalate but the committee handled it as they should have and gave the hirers the best information available to them.

Any group that hires any of the Shire's halls can make a case to Council to have the fee reduced or waived; the fee is then covered by Council ensuring that the hall is not out of pocket for the hire. We encourage committees to give hirers this information if they feel they may benefit from this.

There are a number of situations where fees and charges can and have been waived or paid by Council, these are assessed case by case on the merits of the situation.

**School Fees** - There has been a period of exhibition for the Public School hire fees, this only affects five schools. There has been much discussion in some communities around this and council has received a number of submissions.

A report is going to Council on 30<sup>th</sup> August for a vote. The fee structure that has been proposed is \$60.00 for 10 sessions per term with the hope that it may form some consistency across the halls.

**Financial Issues** – There has been more than a month since the end of the financial year and there have been delays again, committees are unsure where the issues lie.

There have been some major staff changes in the Finance Department, including a Director and a Manager. These positions have only just been refilled, it is suggested that we invite the new Manager Chris to come along to the next Hall Committee Meeting in November. Unfortunately what the system produces is not readable in its current form, more work needs to be done around this.

Some work has been done around the reports that are being produced with the hope that this may give us the information that is needed.

There is the need to be able forward plan for the next 12mths, be able to track expenses so that committees can work out the maintenance for the coming year.

We will look at coming and meeting with committees individually.

## 5. Business Arising

### 5.1 Project Updates

All projects in the below table have been funded. Staff will be in touch with contractors and committees in the coming weeks to get the works underway.

Hall	Project	Amount
Candelo	Address drainage issues at the rear of the hall	\$12,000
Quaama	Rebuild internal staircase, external stairs and landing, replace supporting beam and repair internal cladding.	\$4,000
Wandella	Re-stumping	\$15,800
Brogo	Remove dangerous trees and large stump.	\$5,000
Murrah	Repair driveway/carpark, large divots causing WHS issue.	\$3,500
Bemboka	Repair external cladding, replace and window casements and repair/paint external structural poles.	\$3,500
Wolumla	Floor Sanding	\$1,300
Tanja	Repair and paint external timber cladding	\$3,800
	Responsive Maintenance	\$21,100
	<b>TOTAL</b>	<b>\$70,000</b>

## 6. New Business

### 6.1 Collection of Fees and Charges

Looking at new process for the collection of fees and charges to Council, Karen has had discussions with people in the finance department. We will come back to the committee with any changes before they are implemented.

**BVSC – to forward new process to committees for feedback.**

**BVSC – to update the version of guidelines on webpage.**

### 6.2 Revision of Guidelines

We are looking revising the guidelines to include information around volunteers managing the halls without committees. It was noted that there is not a great deal around the financial processes, we will look at this as well.

A draft will be forwarded to the committees for feedback.

**BVSC – to forward DRAFT Guidelines to committees for feedback.**

Guidelines around specific roles within the committee would be helpful, for new committee members and changes of roles.

**BVSC** – distribute office bearer position description.

7. Meeting close –

6:55pm

8. Next meeting

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