

General Hall & Building Meeting



MINUTES

HELD AT **Council Chambers 26 February 2016**

Meeting open 5:49pm

Meeting Summary

Details are contained in the below minutes of the meeting.

2. Confirmation of minutes

- Confirmation of minutes from 25 November 2015 meeting

3. Introductions

- All representatives introduced themselves to the committee.

4. Action Items from November meeting

- Action items discussed with any follow up.

5. Standing business

5.1 Risk Management and Workplace Health & Safety

- Brogo Hall – Playground Equipment.
- Quaama Hall – Possum in roof space.
- Wyndham and Bemboka Halls – Use of Roundup by Town Team.
- Use of ladders.
- Defibrillators at halls.

5.2 Policy & Procedure

- Tanja Hall – Dogs at halls.

6. New Business

6.1 Fees & Charges

- Maintain current structure with CPI.

7. Questions

- Kiah – Motion to reduce number of meetings.
- Brogo – Questions around public liability.

Present

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Margaret O'Connor (Wandella)
Vivian Herriot (Wyndham)	Craig Lukey (Nethercote)	Keith Frew (Wolumla)
Kay Burns (Tanja)	Evan Harris (Towamba)	Janet Menefy (Quaama)
John Trevana (Bemboka)	Tanya Pearce (Brogo)	Gen Ryan (Eden)
Dave Rugendyke (Cobargo)	Tony Jarman (Tarraganda)	John Davidson (Kiah)
Karen Terwin (BVSC Committee Liaison Officer)	Anne Cleverley (BVSC Coordinator Community Development)	Simon Schweitzer (BVSC Manager Community & Culture)

ADDITIONAL HALL COMMITTEE MEMBERS IN ATTENDANCE

Coleen Jarman	Peter Honer	Edith Hammond
Wayne O'Connor	Joy Masterson	Ray Tynan
Tony Ovington	Tony Herriot	Warren Howard
Mel Sheehan	Len Crowe	

1 Apologies:

Margaret Harrap (Rocky Hall)	Michael Harrap	Rick Chandler (Pambula)
Sam Martin (Candelo)	Jill Bowen	

2 Confirmation of minutes

The Minutes of the 25 November 2015 General Halls and Buildings Committee meeting were taken as read. Noted that Gen Ryan was in attendance and Yvette Beaurtuex is no longer on the committee. Minutes confirmed with these amendments.

Moved – Vivian Herriot

Second – Tanya Pearce

3 Actions Items from previous meeting

ACTION 1 – BVSC to engage contractor to carry out an initial Test & Tag check in all halls.

Action complete

ACTION 2 - BVSC to meet with committees to work through Facility Management Plans. – Condition assessments to be carried out on all halls. Council Officers have visited 11 committees and their halls. Officers will visit remaining 7 halls in March. All committees have received a DRAFT FMP either in hard copy or via email with some information on what feedback we require from the committees. It would be appreciated if all committees consider the document and provide feedback ASAP. The Facility Management Plans are a working document and we be reviewed regularly and we will continue to work with you moving forward.

Action ongoing

ACTION 3 – BVSC to speak with roads team regarding issues at Bemboka, Tarraganda and Wyndham Halls. The repairs have been scheduled for when the roads team are out in those areas. Tarraganda Hall reports that theirs has been done.

Action part complete

ACTION 4 – BVSC to organise removal of old toilets from Wandella Hall. Structure has been removed and the plumbing/electrical disconnected. Holes just need to be filled in.

Action near completion

ACTION 5 – BVSC to organise contractor to fix emergency exit light at Cobargo Hall.

Action complete

ACTION 6 – BVSC to forward information on noticeboards. Information was forwarded and a number of halls have requested noticeboards. Some have been delivered and the rest will be sent out in the coming weeks.

Action part complete

ACTION 7 – BVSC to forward draft project proposal form and process to Committees for feedback. Revised form circulated. Feedback invited. BVSC to forward form electronically.

Action complete

ACTION 8 – BVSC to forward information on Friends of account to committees.

Information sent via email and mail however some halls appear not to have received it. Officers to resend via email.

Action complete

4 Standing Business

4.1 Risk Management and Workplace Health & Safety

Quaama Hall – Still having an issue with the possum in the roof, this should be rectified when the ceiling is repaired.

Brogo Hall – Old playground equipment to be removed. BVSC to ask the Town Team remove this.

Wyndham Hall – Town Team are using Roundup around the hall and have killed a number of plants that the committee have purchased with funds raised by the Friends of. BVSC to discuss alternatives with the Town Team, other Councils have been using steam as opposed to chemicals. **Bemboka Hall** also has a concern around this as they have the mobile preschool utilising the hall.

Wandella Hall – Questions around the maximum height that a volunteer can get on a ladder before scaffold is needed. Advice from another committee member 1.8mtrs, we would prefer that volunteers do not use ladder to height. BVSC to forward information to committees.

Tanja Hall – First Aid Kit to be delivered.

Nethercote Hall – Requested information on potential to have defibrillators at the halls.

Q: Is? BVSC to look into whether resuscitation charts are required with the First Aid kits

Committees advised to check their first aid kits for any items that are out of date.

Committees can replenish these themselves if they wish or contact BVSC to have items replaced.

4.2 Policy & Procedures

Tanja Hall – Question around dogs at halls during events. As a general rule halls are public places and dogs must be leashed in all public places. Dogs should not be in kitchens or in areas where there is food being served and it is quite reasonable to not allow dogs inside the halls. There is laborious process to make an area a dog free zone. Should there be a dog policy for our halls; Council may already have a policy in place that we can apply to the halls.

BVSC to check policies on dogs in buildings and advise.

4.3 2015/16 Maintenance Funding Update

Kiah Hall – Complete

Wyndham Hall – Complete

Wolumla Hall – Started

Tanja Hall – Engineering Department have surveyed and will get a design back ASAP, then it can be re-quoted.

Pambula Hall – Engineering Department have supplied us with a design, further quotes to be sought based on this.

Quaama Hall – Have engaged a contractor, he will get back to us on when he can start the job.

Brogo Hall – Further quotes to be sought.

Wandella Hall – Complete

Towamba Hall – Further quote for termite damage repair to be sought.

Tarraganda Hall – Complete

Other projects –

Bemboka Hall – Roof repairs, to be assessed and scoped.

Projects for 2016/17– Project Proposal forms will be forwarded to the committees to be used to identify projects for consideration in 2017 budget. Please return to BVSC for 2016/17. Committees to have project nominations back to BVSC by the end of March.

There may be a number of halls that have termite damage that will need to be repaired. BVSC has a number of those reports back and will work hall committees Historically previous project must be completed before any more funding is allocated, we would hope to get all of the 2015/16 projects finished in this financial year.

Committees can identify preferred contractors on the new form however Council's procurement processes will need to be followed. If a contractor knows the hall and has worked on it previously but are not accredited with Council they can be identified for consideration.

Eden Log Cabin – Do they need to put in for the roof again? No, we are getting an asbestos consultant to visit the hall and do an assessment.

Brogo Hall – Power board has previously been identified as having asbestos in it, the fire safety contractor has identified an issue with the switching of the emergency lighting. BVSC to look into this

5 New Business

5.1 Fees & Charges 2016/17

As we are half way through the Facility Management Plans for the halls, it is BVSC recommendation that the fee structure remain the same with CPI increase for 2016/17 In 2017/18 financial year we will have a clearer idea through the FMP's on what it costs run each hall and fees and charges should be reviewed

BVSC will forward the committees a copy of proposed fee increases for 2016/17 (current fees with CPI added) for feedback from the committees.

6 Questions

John Davidson –

MOVED: That the number of General Hall Committee meetings be reduced from 4 to 3 per year, with the provision to call extraordinary meetings as and if required. Comments from the floor: Tanja – As a new committee it is good to have the four meetings as they are still learning and this helps in that process Quaama – Doesn't think any less would work.

The guidelines currently state this committee and the individual committees must meet 4 times per year, this can be changed if it is the wish of the committee.

Moved John Davidson, Seconded: Vivian Herriot.

Show of hands with 1 for, and 13 against.

MOTION DISMISSED

Brogo Hall – Question around Public Liability Insurance and the need for security for certain events and believes the extra costs can be quite prohibitive.

The Public Liability Insurance is currently a requirement for Incorporated Bodies, profit making hirers and regular users over 6 times per year.

Hirers using the hall for one of events/parties do not need insurance unless they are charging a fee to patrons.

Murrah Hall has number of live music events at the hall; all of those bands have their own public liability insurance. The Friends of the Murrah Hall also has their own insurance for fundraising events. This costs them around \$300.00 per year.

BVSC to seek further clarification around the insurance and incorporated bodies.

Meeting Close –

7pm

Next meeting

The next meeting is to be held on Tuesday 23rd February 2016.

Action Items –

ACTION 1 – BVSC to visit remaining committees to discuss Facility Management Plans and finalise documents. COMMITTEES to provide feedback on drafts circulated.

ACTION 2 – BVSC to deliver remaining noticeboards to committees requesting them.

ACTION 3 – BVSC to organise removal of old play equipment at the Brogo Hall.

ACTION 4 – BVSC to look into alternatives for weed control.

ACTION 5 – BVSC to organise First Aid kit for Tanja Hall.

ACTION 6 – BVSC to look into requirements for defibrillators and resuscitation charts at halls.

ACTION 7 – BVSC to look into policy around dogs at the halls.

ACTION 8 – BVSC to forward update Project Proposal form and instructions via email. COMMITTEES to have projects identified and back to BVSC by the end of March.

ACTION 9 – BVSC to forward proposed 2016/17 Fees & Charges to committees

ACTION 10 – BVSC to seek further clarification around insurance for incorporated bodies.