

355 Community Hall Committee Meeting

22 November 2016



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Cr Robin Bain	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Annette Evelyn (Kiah)	Vivian Heriot (Wyndham)	Howard Stanley (Murrumbidgee)
Janet Menefy (Quaama)	Craig Lukey (Nethercote)	Dave Rugendyke (Cobargo)
Kay Burns (Tanja)	John Trevena (Bemboka)	Keith Frew (Wolumla)
Sharon Martin (Candelo)	Graham Gray (Eden)	Tony Jarman (Tarraganda)
Karen Terwin (BVSC Cemetery & Hall Officer)	Anne Cleverley (BVSC Coordinator Community Development)	Simon Schweitzer (BVSC Manager Community & Culture)

ADDITIONAL MEMBERS IN ATTENDANCE –

Ray Tynan, Belinda Peel, Joy Masterson, Leslie Hanslik, Peter Honer, Evan Harris, Warren Howard, Rick Chandler, Jill Bowen, Tony Ovington.

Apologies

Margaret Harrap.

1. Confirmation of minutes

The minutes of 23 August 2016 General Hall & Building Committee meeting were taken as read.

Moved – Annette Evelyn

Second – Dave Rugendyke

2. Guest Speaker

Andrew Gray, CEO South East Arts –

South East Arts (SEA) is the Regional arts development organisation for the South East Region including the Bega Valley Shire, Eurobodalla Shire and Snowy Monaro Regional Council and supported by Arts NSW.

Services provided by SEA include promotion of Arts and Cultural events and happenings. SEA recognises the limited performing arts centres in the South east and the important role of community halls.

Promotion of events at halls can be done through the South East Arts website

<https://southeastarts.org.au/> there is an upload your listing form here that can be filled in and this will then also be pushed out through the social media pages. Committees can also encourage the users of the halls to use this free service to promote any events. SEA can also provide advice and assistance to committees and hirers around copyright and public liability insurance.

South East Arts are looking at running a project towards the end of 2017, along the lines of projects in other areas e.g. If These Halls Could Talk <http://ifthesehallscouldtalk.com.au/about/> in the Northern Rivers area this project saw exhibitions and performances highlighting the life and histories of these halls.

The other example is Home is Where the Hall is <https://homeiswherethehallis.com/> through Arts Victoria which highlighted the value of halls and promoted the life and value of halls.

SEA is considering a 1-2 week program including halls from all of the areas that SE Arts covers and encourages all of those halls to put on an event and SE Arts will promote it. This could be anything from an arts project or performance as a way of highlighting these facilities.

3. Nomination Process Update

Welcome to those new faces and thank you to those people that have re-nominated. There are a couple of halls that did not get the numbers to form a committee. Council will be going back to those halls to discuss the process moving forward. Confirmation letters will be sent this week along with the new Committee Guidelines and Operations manuals. Committees will need to have a meeting to nominate and endorse office bearers including a representative to this committee. There is no longer the need to have an AGM but new office bearers are to be reported to Council staff once they have been voted in.

There were a number of nominees that did not get their application in on time to be included in the report to Council to be endorsed; these people will be reported to Council at the first meeting in February. Could committees please ensure that paperwork is in to Council staff by the end of December to ensure those people can be endorsed.

According to current policy, voting rights on this committee are impacted where halls were unable to form a committee. Council officers will look at this with the aim of ensuring there is effective engagement with all halls. Council values the contribution by those volunteers that are out there managing the day to day running of the halls even where they are not formally on a committee.

4. Business Arising from the last meeting

4.1. Action Items from previous meeting

24/5/16 –

WHS report tabled for pathway at Wolumla Hall. BVSC to investigate works – Quote has been approved and contractor notified.

Metering change at Towamba Hall to be investigated – BVSC to look into this once clarification has been sought regarding smart metering.

Clarification on insurance sought – FAQ sheet has been circulated to committees.

Facility Management Plans – Brogo Hall the only outstanding hall to be visited.

23/8/16 –

Fees & Charges - Some feedback was received on descriptors which were sent to committees. – Council will forward Fees & Charges recommendations for 2017/18.

New Action Items –

Heritage Grants –Reported issues locating the form on Council's website – form has been forwarded via email.

Committees are asked to check the web pages and let Karen know if there is anything that they would like changed or updated. Also please let Council know if there are any events that committees would like advertised via our webpage or the village newsletter.

Murrah driveway – large ditch forming in the driveway, BVSC to look into solutions.

Hall Usage Statistics - Templates are available from Council staff if committee would like them. Committee are asked to send hall usage information to Council on a regular basis.

The use of Roundup - BVSC to seek an update on alternatives to Roundup such as steam.

5. Standing Business

5.1. Risk Management and workplace Health & Safety for Committees

Possum Issue Quaama Hall – A contractor has been engaged and is liaising with staff and committee to make a time to complete works ASAP

Wombat Issue Wandella Hall – Contractor identified – will be engaged as soon as possible.

Murrah Hall Driveway – Large gutter in the road, hoping to get some large crushed rock or similar to fill. Council to investigate

4.2 Policy & Procedure

Weed Management - The use of Roundup by Town Team was questioned and the potential to use steam as an alternative was raised. Council is looking into this. It was questioned whether volunteers could use steam for weed control. This would need to be considered based on WHS factors.

It was confirmed that an accredited contractor is able to subcontract in circumstances where the work is an emergency.

4.3 Project updates – 2015/16 and 2016/17

2015/16	
Bemboka Hall	Complete.
Brogo Hall	Complete
Pambula Hall	Almost complete - some landscaping required to finish
Quaama Hall	Complete with some further vermin proofing to occur
Rocky Hall	Complete
Towamba Hall	Complete
2016/17	
Cobargo Hall	Complete
Kiah Hall	2 quotes sought. BVSC will work with committee on choice.
Tarraganda Hall	Complete
Wolumla Hall	Waiting on quotes
Wyndham Hall	Contractor given the go ahead to start work – concrete piers on order.
Other	
Tanja Hall	Redesigned plan for driveway, quotes have been requested from numerous contractors.

Condition assessments for all halls will start on 30/11/2016 at Cobargo with all other buildings to follow.

5. Business Arising

As above

6. New Business

Hall Use– A few halls have provided information on their hall use. This information is really important to Council to illustrate how these halls are needed and by who so that funding can be secured.

Some halls are asking their hall users to complete a simple form to collect numbers and activity when they use the hall. It is suggested that this could be useful in all halls.

Some hall representatives noted that some hirers do not want to share this information. In this case committees may need to estimate numbers.

Templates are available from Council staff if committee would like them. Committee are asked to send hall usage information to Council on a regular basis.

Web training – Jackie and Karen are able to update the halls web pages. Committees are asked to check the pages and let Karen know if there is anything that they would like changed or updated. Also please let Council know if there are any events that committees would like advertised via our webpage or the village newsletter.

Heritage Grants –Reported issues locating the form on Council’s website. Karen will email the information to all committees.

Crown Land Acquisition –Query form Tarraganda Hall on the acquisition of an adjacent reserve was addressed in writing from Michelle Preo Council’s Property Officer;

Crown Lands have been going through an extensive review of their land base over the past couple of years and a Bill has just been placed before Parliament for approval.

The Crown Lands review identified that all Crown Reserves which would be considered as ‘local land’ should be transferred to the ownership of the Council’s looking after them, with all ‘State significant’ land retained by Crown. To cut a long story short, if the Bill is passed they will no doubt be transferring reserves (such as the one at Tarraganda) to us and it would be best to wait for this to progress before seeking to acquire it from them beforehand.

7. Meeting close –

6:45pm

8. Next meeting

28 February 2017

NEW ACTION ITEMS – see attached Action Items and Outcomes List