

S355 General Community Hall



Committee Meeting

27 November 2018

Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Cr Robin Bain (Chair)	Howard Stanley (Murrah)	Karen Terwin (BVSC Cemetery & Halls Officer)
John Trevena (Bemboka)	Tony Ovington (Towamba)	Anthony McMahon (BVSC Director Assets & Operations)
Vivian Herriot (Wyndham)	Kim Armstrong (Tarraganda)	Daniel Djikic (BVSC Project Development Manager)
Sue Horton (Eden)	Margaret Harrap (Rocky Hall)	Rickee Marshall (BVSC Acting Property & Facilities Services Coordinator)
Annette Evelyn (Kiah)	Dave Karonidis (Quaama)	Ann Fagan (BVSC Administration Assistant)
Warren Howard (Wolumla) Keith Frew (Wolumla)	Matthew Simpson (BVSC Community Development Officer)	Katrina Berenguer (BVSC upcoming Cemetery & Halls Officer)
Joy Masterson (Wandella)	Ange McKechnie (BVSC Community Development Officer)	

ADDITIONAL MEMBERS IN ATTENDANCE

Glenda Heinno (Quaama), Evan Harris, Rhonda Margetts

Apologies

Sam Martin (Candelo), Tony Jarman (Tarraganda)

Absent

Dave Rugendyke (Cobargo), Ray Tynan (Nethercote), Tanya Pearce (Brogo), Tanja Rep

1. Introductions

Internal organisational restructure - Cemetery and Halls have transferred into a different section of Council being Asset and Operations. Director of Asset and Operations, Anthony McMahon and Daniel Djikic, Project Development Manager and Rickee Marshall Acting Property and Facilities Services Coordinator attended the meeting to introduce themselves.

Katrina Berenguer will be in the position of BVSC Cemeteries and Halls Officer while Karen is on maternity leave for 12 months. Karen's last day before maternity leave is on the 21 December 2018.

Ange McKechnie and Matt Simpson who are BVSC Community Development Officers also attended the meeting to introduce themselves as an additional contact from Council for any community grant opportunities or community consultation type queries. All Hall related matters are still to be forwarded to Karen Terwin/Katrina Berenguer (while on maternity leave).

ACTION – 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.

2. Confirmation of minutes

The Minutes of 28 August 2018 General Community Hall Committee meeting were taken as read –

Moved – John Trevena Seconded – Warren Howard

3. Action Items from the previous meeting

2018/19 Maintenance fund currently has \$10,000 available.

Towamba Hall – new guttering and tank installed and is ready for plumbing for the new tank. To be completed in 2 weeks.

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

ROLLING ACTION – BVSC to follow up on tip vouchers for committees and contact arborists regarding mulch.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

ACTION – BVSC to confirm with Town teams regarding the use of Round Up and possible alternatives.

Wyndham – Requested that round up not be used for weed control.

Bemboka – Requested that round up not be used as the hall is located near a pre-school.

4.2 Policy & Procedure

4.2.1 – Committee nominations, resignations and AGM’s

It is not mandatory for the Community Hall Committees to have an Annual General Meeting.

Committee members are not bound to remain on the Committee for 4 years, resignations can be accepted at any time.

After a term of 4 years the Committee members do need to re-nominate in line with Council election.

Any community members wanting to join a Community Hall Committee must complete a Volunteer and Committee Application Form. All new members must be appointed by a resolution of Council and then inducted into Council as a volunteer.

Committees do need to appoint office bearers for a Committee Executive which includes a Chairperson, Vice-Chairperson, Secretary and Treasurer. The appointment of office bearers are not required to be provided to Council.

5. Business Arising

5.1 Maintenance Projects 2018/19

Updates on the progress of maintenance as follows:

- Murrah Hall - access ramp has been installed. Identifier markers still to come.
ACTION – BVSC to follow up Rodney Hicks (BVSC Planning) to complete certification.

- **Quaama Hall** – carpenter projects still to be completed.
- **Rocky Hall** – Still unable to source a tradesperson to complete works. Need to replace the windows and kitchen hand rails before building can commence.
ACTION - BVSC to follow up Twofold Aboriginal Corp who has a building crew that is BVSC accredited to complete maintenance works at Rocky Hall.
ACTION – BVSC to follow up Pambula Glass to replace the glass in the kitchen at Rocky Hall.
- **Tanja Hall** – Installation of the reverse cycle air conditioning to commence soon.
- **Tarraganda Hall** – Building work has been completed. Need to finalise painting.
- **Wolumla Hall** – Kitchen installation has been completed. Still seeking quotes for fixing timber steps.

5.2 Funding Status Updates

Stronger Country Communities Funding Round 1 –

Wolumla Hall Kitchen, Tanja Hall Kitchen and Pambula Hall kitchen have been installed. Eden Log Cabin Kitchen has commenced and Kiah Hall Kitchen commences this week.

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

Wyndham - Path from Hall to public toilet is inaccessible with large cobblestones.

ACTION – 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.

6. New Business

6.1 Pest Inspections

It was discussed that the Pest Inspections reports submitted by Bega Valley Pest Control were not comprehensive enough and required more detail. It was also reported some areas in the halls were not accessed to complete a full report.

ACTION – BVSC to contact Bega Valley Pest Control and request him to re visit the following Halls to complete a full inspection (Wyndham, Quaama, Kiah and Towamba).

Wyndham and Eden Log Cabin requested that the Committee be consulted about what chemicals are to be used prior to treatment.

6.2 Fire Inspections

Contract with Sapphire Fire Safety has ceased. New contractor Bega Fire Services has been appointed as the new provider by Procurement.

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.

ACTION – All Hall Committees to send BVSC a list of the revised fire safety equipment located in the halls.

6.3 End of Financial Year/Quarterly Statements

It was expressed by the Committee that there has been a lot of frustration in the delays of obtaining the quarterly and end of financial year statements by BVSC finance department. This is important information that is required to assist in managing the Halls.

ACTION – 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.

6.4 Fee increases 2018/19

ACTION – A motion was moved by Keith Frew (Wolumla) and seconded by Vivian Herriot (Wyndham) to recommend no increase 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.

6.5 Towamba Mulch

Towamba Hall has a large pile of mulch available for any Hall Committees to collect. Will need to make own arrangements.

7. Meeting close –

6:25pm

8. Next meeting

26 February 2019

ACTION ITEMS –

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

ROLLING ACTION – BVSC to follow up on tip vouchers for committees and contact arborists regarding mulch.

ROLLING ACTION - BVSC to look in to tip vouchers for committees.

ACTION – 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.

ACTION – BVSC to confirm with Town teams regarding the use of Round Up and possible alternatives.

ACTION – BVSC to follow up Rodney Hicks (BVSC Planning) to complete certification.

ACTION - BVSC to follow up Twofold Aboriginal Corp who has a building crew that is BVSC accredited to complete maintenance works at Rocky Hall.

ACTION – BVSC to follow up Pambula Glass to replace the glass in the kitchen at Rocky Hall.

ACTION – 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.

ACTION – BVSC to contact Bega Valley Pest Control and request him to re visit the following Halls to complete a full inspection (Wyndham, Quaama, Kiah and Towamba).

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.

ACTION – All Hall Committees to send BVSC a list of the revised fire safety equipment located in the halls.

ACTION – A motion was moved by Tony Ovington (Towamba) and seconded by Kym 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.

ACTION – A motion was moved by Keith Frew (Wolumla) and seconded by Vivian Herriot (Wyndham) to recommend no increase 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.