

# 355 Community Hall Committee Meeting

28 February 2017



## 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 (Murrah)
Janet Menefy (Quaama)	Ray Tynan (Nethercote)	Steve Williams (Cobargo)
Kay Burns (Tanja)	John Trevena (Bemboka)	Keith Frew (Wolumla)
Tony Jarman (Tarraganda)	Gen Ryan (Eden)	Margaret Harrap (Rocky Hall)
Karen Terwin (BVSC Cemetery & Hall Officer)	Anne Cleverley (BVSC Coordinator Community Development)	Simon Schweitzer (BVSC Manager Community & Culture)
Sue Findlay (BVSC Cemetery & Hall Assistant)		

### ADDITIONAL MEMBERS IN ATTENDANCE –

Belinda Peel, Peter Honer, Evan Harris, Warren Howard, Tony Ovington, Michael Harrap and Sue Horton.

### Apologies

Sharon Martin (Candelo)

### Absent

Rick Chandler and Jill Bowen (Pambula)

## 1. Confirmation of minutes

The minutes of 22 November 2016 General Hall & Building Committee meeting were taken as read.

**Moved – Vivian Heriot**

**Second – Annette Evelyn**

## 2. Business Arising from the last meeting

### 2.1. Action Items from previous meeting

#### 22/11/16 –

**Murrah Hall Driveway** – Council seeking internal quotes to back fill the holes in the driveway, BVSC will liaise with the committee.

**The use of Roundup** – BVSC investigated the use of alternate weed sprays – Council's Environmental Coordinator advised that the use of steam was more expensive and not as effective and Council's weeds department advised the organic oils work on broadleaf plants but not most grasses and also takes a toll on the gear and roughly three times more effective. Studies have been carried on possible side effects but

these relate to large scale spraying rather than the minimal sprays that occur at the halls. The committee noted the issue was more around how the Town Team or Council contractors are applying the spray; spraying in the wind etc. the chemical tends to spread – **BVSC to give this feedback to the Town Teams/Contractors and seek clarification on process.**

**Fees & Charges** – Thank you to all the committees on their feedback on this given the short timeframe. The draft fees and charges will be out on public exhibition in May.

**Financial Statements** - The issue around the **Other** section on the revised financial statement format was tabled, this makes reconciliation difficult for the committees. The question was asked about the possibility of attaching a copy of each this to the statement. – Other than Council and utilities charges all invoices are forwarded to the committee for approval of payment throughout the quarter.

The previous statements had more detail but was a time consuming process that required a lot of double handling and increased the possibility of errors.

Eden Log Cabin - raised issues with the financial statements relating to the last quarter of 2015/16 financial year, a number of issues have not been resolved and a statement hasn't been received for this last quarter.

**Staff to follow up directly with Eden Log Cabin to resolve the outstanding issues.**

Quaama believe they have not received their statements either – emails are forwarded each quarter.

**Staff to resend Quaama's statement.**

Q: Are the timeframes for receiving these statements going to improve? – There has been a lag in committees receiving them due to audits and staff shortages. Committees were notified of this at the time and there will be an effort to get these out in line with the guidelines.

Q: Can these statements not be automated? The automated reports are difficult to read as they contain a number of GST related items.

**Council staff will work with finance to refine the financial statements and provide more detail.**

**Condition Assessments** – All of the inspections should now be complete and a preliminary report will be ready prior to the May meeting so that committees can come along with suggestions. We would usually start having the conversation around the upcoming 2017/18 Project Nominations but we would like to wait for these reports so that we can be better informed on those decisions and how those funds are spent. These reports should give us a lot of useful information on all of the components of the buildings from a structural point of view.

**Termite Inspections** – Reports have been received and these will be emailed to the committees but these will be teamed with the condition assessments to make a plan and prioritise any works.

**New Action Items –**

**Financial Statements** - **Staff to follow up directly with Eden Log Cabin to resolve the outstanding issues.**

- Staff to resend Quaama's statement.
- Council staff will work with finance to refine the financial statements and provide more detail.

**First Aid Certificates** – Committees to forward nominated First Aid Officer and details. BVSC to organise renewals.

**Committee Inductions** – Committees to forward preferred induction dates.

**Towamba Hall Toilets** – BVSC to look into issues with the toilet – contact Eden Town Team.

**Towamba Hall Bins** – BVSC to organise and extra yellow bin and option for a cage or similar for the bins.

## 3. Standing Business

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

**3.1.1 First Aid Certification** – In 2014 Council organised 1 member from each committee to complete their First Aid Certificate. These are coming up to be renewed this year and Council will be looking at organising refresher courses. This is not a requirement but Council would like to have one First Aid Officer on each committee.

Please forward details of your nominated person, if they currently hold a certificate and when it expires and we will roll out the courses as they are needed.

## 4.2 Policy & Procedure

NIL

## 4.3 Project updates – 2015/16 and 2016/17

2015/16	
<b>Bemboka Hall</b>	Complete.
<b>Brogo Hall</b>	Complete
<b>Pambula Hall</b>	Complete - some landscaping requires finishing.
<b>Quaama Hall</b>	Complete with possums to be caught and relocated.
<b>Rocky Hall</b>	Complete
<b>Towamba Hall</b>	Complete
2016/17	
<b>Cobargo Hall</b>	Complete
<b>Kiah Hall</b>	1 quote accepted pending required paperwork.
<b>Tarraganda Hall</b>	Complete
<b>Wolumla Hall</b>	1 quote accepted pending required paperwork.
<b>Wyndham Hall</b>	Complete
Other	
<b>Tanja Hall</b>	Redesigned plan for driveway, quotes have been requested from numerous contractors – one received for \$39000.00.

## 5. Business Arising

### 5.1 Committee Nominations

There have been 15 more committee nominations that have been endorsed by Council. There will be induction sessions being held over three afternoons in three locations.

These are primarily for new committee members but we are asking all of those committee members that have not had an induction in the last 12-18mths.

Induction time/date –

**Monday 20<sup>th</sup> March – Eden Log Cabin 5:30pm**

**Wednesday 22<sup>nd</sup> March – Bega Offices 5:30pm**

**Monday 29<sup>th</sup> March – Cobargo Hall 5:30pm**

Induction packs will be made available to all committee members.

### 5.2 Fees and Charges

Item previously discussed in action items.

Further questions from the group – The CPI increase seems varied across the fees from 3-7%, what was the intended increase? The finance department put an increase of about 4% across the board; this is not just CPI but above this to bring all of our assets up to speed. There were some rounding and fee adjustments as well.

When was the last time there was a fee increase? Historically there hasn't been a lot of change but in the last couple of years we have made an effort to increase fees to cover those operational costs.

There will be no more changes to these prior to the public exhibition.

### **Tables and Chairs**

A discussion was held on the hire of tables and chairs as they are in the fees and charges for some halls and not others. Does the committee have any thoughts on the hire of tables and chairs, how far do your committees allow these items to travel? Do you hire these to all people?

This varies across the halls. All halls and communities are different and have different needs this is reflected in the fees and charges. A number of fee options were discussed including by donation, this was generally not. Committees are responsible for the property within the hall and all committees have a level of discretion in relation to hiring, no fees and charges should be used that do not appear in the fees and charges document and committees do not have the capacity to waive fees.

Individual halls can make the decision to have these fees removed if they wish, in some cases it is not worth it if the tables and chairs were damaged.

These are individual community assets here for the benefit of the community; they are not supposed to be profit making buildings or dwellings. They are community meeting places. The fees and charges are kept to a minimum; it is recognised that many of these places were built by the community and looked after by individual members of the community.

Q: Who then pays for things that need to be fixed or repaired? There is no expectation that the halls will ever completely pay for themselves but it is beneficial to have some fees and charges attached the use of the hall.

The issue of the use of BBQ's and the gas bottles was raised by Wandella Hall. Hirers should bring their own gas bottle for use with BBQs available at the hall rather than the committee charging for it or having to fill it which is well received.

## **6. New Business**

**Brogo Hall** question re: window replacement project. Was the funding to replace all of the windows or just the one side? Just the one side, Council can forward the original project proposal to clarify this for the committee.

**Towamba Hall** – the composting toilets are playing up and the Town Team have been having issues with it. Installed around 10 years ago, the flush does not work. **Council to action.**

**Wandella Hall** – Who lock their toilets? Most halls do this and it is expected that committees should lock them for those that are not deemed public. Signage can be placed at the sight to explain where the nearest public toilets are.

**Towamba Hall** – The bins at the hall are constantly used by the community and always end up full. An extra yellow bin may be required and perhaps a cage or bar. **Council to action.**

## **7. Meeting close –**

6:45pm

## **8. Next meeting**

23 May 2017

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