

# S355 General Community Hall

## Committee Meeting

26 November 2019



## Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

### Present

Tanya Pearce (Brogo)	Tony & Joy Ovington (Towamba)	Daniel Djikic (BVSC Project & Property Services Manager)
Sam Martin (Candelo)	Joy Masterson (Wandella)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
Sue Horton (Eden Log Cabin)	Keith Frew & Warren Howard (Wolumla)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
David Karonidis (Quaama)	Vivian Heriot (Wyndham)	
Kim Armstrong (Tarraganda)		

### Apologies

Howard Stanley (Murrah) and Margaret Harrap (Rocky Hall)

### Absent Hall representatives

Bemboka, Cobargo SoA, Kiah, Nethercote and Tanja Halls

### 1. Introductions

### 2. Confirmation of minutes

The Minutes of 27 August 2019 General Community Hall Committee meeting were taken as read. Moved by David Karonidis and seconded by Vivian Heriot. All Committee members agreed.

### 3. Action Items from the previous meeting

Action	Status	Minutes of meeting held 27 August 2019	Update
Rolling Action	Complete	BVSC to follow up with Procurement on the Hall Fire Inspection arrangements with Bega Fire Services.	David Stubbings, Facilities Officer will be managing the compliance of all Halls with Bega Fire Systems.  David will be reviewing the recommendations and will assess if needed to meet current regulations before commencement of work.  Council's fire safety systems tender will be early next year. New contract will incorporate new 2017 NSW Government requirements. Every

Action	Status	Minutes of meeting held 27 August 2019	Update																											
			hall will have a building evacuation fire plan.																											
Action	Complete	All Community Hall Committees will be provided with a First Aid Kit Checklist and Restock Request Form (attached to minutes) to be reviewed every 3 months.  Once completed, email to <a href="mailto:halls@begavalley.nsw.gov.au">halls@begavalley.nsw.gov.au</a> or send in by mail to BVSC, PO Box 492 Bega NSW 2550.	First aid kit restock requests received by:- Nethercote Hall, Bemboka Hall, Wyndham Hall, Brogo Hall, Wolumla Hall, Eden Log Cabin and Towamba Hall.  Restock items distributed at meeting.  Will send Nethercote Hall and Bemboka Hall in mail.																											
Action	Ongoing	BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise one day training if required.	Nomination received for training from:- Wolumla Hall - Susana Howard Nethercote Hall - Mel Page Wandella Hall - Joy Masterton  Will advise when the next course is scheduled.																											
Action	Complete	When the 2019/20 fees and charges have been adopted by Council, BVSC to update website in the community hall area with the fees and charges applicable to each hall.	All fees and charges have been uploaded onto the BVSC individual hall website pages.  <b>Action:</b> All Hall Committees to review the BVSC hall website pages and if updates are required email to <a href="mailto:halls@begavalley.nsw.gov.au">halls@begavalley.nsw.gov.au</a>																											
Action	Complete	Tarraganda Hall outside toilets – investigate altering external toilet doors so that the wind does not blow so much dirt under the door.	Builder advised that the doors need to be replaced with full length doors. Tony Jarman advised that he will look into altering the doors or order new ones.																											
Action	Ongoing	Nethercote Hall – Raymond Tynan to forward quotation to BVSC for maintenance work to be added into the 2019/20 Maintenance Projects	Quotation not provided to date. Total value of \$3,000 has been allocated from the 2019/20 Maintenance Project fund.																											
Action	Complete	All members voted and agreed on the 2019/20 maintenance projects submitted to Council on 9/10/219 and approved as listed below:-																												
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		Wolumla	Replace rear exit door and wooden sash window	\$5,500
		Wyndham	Repair damaged roof sheets and tank stand base	\$3,733
			Responsive maintenance	\$11,888
		<b>Total Candelo Hall (\$10,000 - Drainage carried over from 2017/18)</b>		<b>\$70,000</b>
Action	Complete	Katrina Berenguer to follow up on the asset condition reports that were conducted earlier in the year by MBM and provide a summary at the next General Halls Committee meeting.	Reports distributed at the 26/11/2019 meeting. Will also email with minutes of meeting.  <b>Action:</b> All hall committees to review MBM asset condition reports and advise <a href="mailto:halls@begavalley.nsw.gov.au">halls@begavalley.nsw.gov.au</a> of any discrepancies or items that should be included.	
Action	Complete	Katrina Berenguer to send a list of the proposed 20/21 fees and charges for each hall with the minutes of meeting.	Proposed 20/21 fees and charges were emailed to each hall with the minutes.	

## 4. Standing Business

### 4.1. Risk Management and Workplace Health & Safety for Committees

Wandella Hall – Welding work on external stairs was not completed to the Australian Standard for stair construction. Contactor was contacted to repair the work.

**Action:** Council Officer to inspect Wandella Hall external stairs to ensure compliance of work. Katrina Berenguer will advise Wandella Hall Committee when the external stairs have been approved.

### 4.2 Policy & Procedure

No new items.

## 5. Business Arising

### 5.1 Grant Funding Status

Hall	Project	Status
Candelo	Stronger Country Community Funding R2 – Kitchen upgrade. Scope of works finalised which retain the heritage features. Tender to commence soon. Architect pro-bono time has been invaluable to the project. Hall Committee meeting monthly to get the kitchen completed.  Hall Committee creating interest in the café space and will be seeking community feedback on how best to utilise space. A plan will be created in the new year.	Plan to be completed by April 2020.
Nethercote	Building Better Regions Fund – new hall deck. Crown lands have provided land owner’s consent. Commencing Development Application process.	Ongoing
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund. Scoping works by Council’s environmental team. Asbestos, electrical and rooves assessments completed to date.	Ongoing

## 6. New Business

### 6.1 Maintenance Projects

Katrina Berenguer has contacted each of the Hall Committees with the approved 2019/20 Maintenance Projects to support engaging the contractors and commencing the required works.

Ideally the 2020/21 Maintenance Projects should be submitted to Council for approval before the end of this financial year to enable a full year to implement the works.

Please start to discuss in the Hall Committee meetings what projects have a high priority using the MBM asset condition reports as a guide. The cost of replacement listed on the reports are only a bench mark cost and quotes will still need to be submitted with the Project Proposal Forms.

### 6.2 Grant Funding Projects Update

Hall Committees should ideally put together a 3-5 year desired list of hall projects with plans/quotes so that when Government grants or other types of grants become available Council officers can identify what projects are “shovel ready” and can be put forward for consideration.

Candelo Town Hall missed out on the drainage funding with Crown Reserves Improvement Fund. Council have commenced native title assessment so when the funding becomes available we have this already completed.

### 6.3 Public Liability Insurance for Halls

A hand out was distributed to be used as a guide regarding different types of insurances when hiring out the hall. This document will be emailed with the minutes of meeting.

Council has Public Liability Insurance cover in place that extends to non-incorporated Committees. Incorporated groups or groups that are charging for their services as a money making venture need to have their own Public Liability Insurance. This includes professional caterers that are hired for a private party.

Some smaller groups have joined with larger incorporated groups so that they can all come under the public liability insurance.

Please contact Council’s Hall Officer if you are unsure what insurance applies to any future hall bookings.

## 7. New Business

Need to review the boundary of Candelo Town Hall. Surveyor has indicated the boundary is halfway across the petrol station’s driveway.

**Action:** Council officer to review Candelo Town Hall boundary with the petrol station and advise if any action is to be taken to rectify.

Wandella Hall boundary fence is falling down. It is acceptable to place a steel post in to keep the fence up if the neighbouring property agrees.

## 8. Meeting close

6:15pm

## 9. Next meeting

25 February 2020

### Action Items

Status	Action
Rolling Action	First Aid Training - Nominations received for training from:- Wolumla Hall - Susana Howard Nethercote Hall - Mel Page Wandella Hall - Joy Masterton  Council officer will advise when the next course is scheduled.

Status	Action
Rolling Action	Nethercote Hall – Raymond Tynan to forward quotation to BVSC for maintenance work (budget \$3,000) to be added into the 2019/20 Maintenance Projects.
New Action	All Hall Committees to review the BVSC hall website pages and if updates are required email to <a href="mailto:halls@begavalley.nsw.gov.au">halls@begavalley.nsw.gov.au</a>
New Action	Council Officer to inspect Wandella Hall external stairs to ensure compliance of work. Katrina Berenguer will advise Wandella Hall Committee when the external stairs have been approved.
New Action	Council Officer to review Candelo Town Hall boundary with the petrol station and advise if any action is to be taken to rectify.