

General Hall & Building Committee Meeting

24 May 2016



Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

Present

Cr Anne Mawhinny (Chair)	Howard Stanley (Murrah)	Margaret O'Connor (Wandella)
Tony Herriot (Wyndham)	Keith Frew (Wolumla)	Evan Harris (Towamba)
Janet Menefy (Quaama)	Tanya Pearce (Brogo)	Gen Ryan (Eden)
Dave Rugendyke (Cobargo)	Tony Jarman (Tarraganda)	Sharon Martin (Candelo)
Rick Chandler (Pambula)	Margaret Harrap (Rocky Hall)	Edith Hammond (Nethercote)
Mel Sheehan (Tanja)	Simon Schweitzer (BVSC Manager Community & Culture)	Anne Cleverley (BVSC Coordinator Community Development)
Karen Terwin (BVSC Cemetery & Hall Officer)	Jackie Grant (BVSC Cemetery & Hall Assistant)	

ADDITIONAL MEMBERS IN ATTENDANCE –

Warren Howard, Tony Ovington, Len Crowe, Wayne O'Connor and Jill Bowen.

1. Apologies

Kay Burns, Annette Evelyn, John Trevana, Craig Lukey and Sam Martin.

2. Confirmation of minutes

The minutes of 26 February 2016 General Hall & Building Committee meeting were taken as read.

Moved – Janet Menefy Second – Howard Stanley

3. Business Arising from the last meeting

3.1. Action Items from previous meeting

See attached Action Items and Outcome Register

4. Standing Business

4.1. Risk Management and workplace Health & Safety for Committees

Quaama Hall continues to have a possum problem – hopefully this issue can be resolved when roof is replaced. BVSC will investigate option for removal/re-housing. This issue will be taken outside the 355 committee meeting as it related specifically to Quaama Hall.

Wolumla Hall had a near miss over the weekend where an elderly lady trip on un-even concrete coming in to the semi-accessible entrance of the hall. The committee have submitted a project proposal for the area to be levelled and re-concreting. BVSC to investigate.

Nethercote Hall would like to look into possible signage to advertise the local produce market – This would be a Use of Public Land application which can be made to council@begavalley.nsw.gov.au for a small annual fee. This issue will be taken outside the 355 committee meeting as it related specifically to Nethercote Hall.

4.2 Policy & Procedure

None

4.3 2015/16 Maintenance Projects Update

Bemboka Hall – Revised quote based on independent assessment, price dropped significantly and work on roof to commence first week of June.

Brogo Hall – Contractor to meet with committee on-site in the coming weeks.

Pambula Hall – Driveway repairs to commence 13th June.

Quaama Hall – Ceiling replacement to commence 13th June.

Rocky Hall – Waiting on a revised quote from a builder.

Towamba Hall – Independent assessment has been carried out and report forwarded to local contractor who has quoted on the job and will be completing in the coming weeks.

Wolumla Hall – Complete.

5. New Business

5.1 Motion for consideration

MOVED 'That before any accounts to be paid by BVSC in relation to any hall, either from BVSC funds or hall funds, the account should first be vetted and approved by a nominated member of the respective committee'.

Motion moved –Tony Jarman Second – Evan Harris

Tony Jarman spoke to the motion

The issue was then discussed at length by members present who agreed that the best way forward was for Council staff to undertake a review of all current processes for payments and communication against the existing guidelines.

The Chair provided the proposer with an opportunity to withdraw the motion.

Mr Jarman withdrew the motion.

The Chair requested that Council Staff as a matter of urgency look at ways to improve our services to Halls committees.

5.2 2016/17 Maintenance Funding Projects

Information on proposed projects for 2016/17 financial year was tabled.

Hall Maintenance Funding 2016/17				
Money to be held in reserve			\$9,600.00	
Money to be held for unscheduled works			\$20,000.00	
Hall	Project	Total Cost of Project	Committee Contribution	Council Contribution
Level 1 Funding - the works need to be completed in order to avoid harm/damage or possible loss to the building.				
Cobargo	Re-stumping approx 40 stumps and level inside floor	3 x quotes \$12600.00 - \$15500.00		\$12,600
Wyndham	Re-stumping approx 15 stumps and level inside floor	Quote - \$7300.00		\$7,300.00
Towamba	Repairs to roof as per independent assesment	Quote - \$4000.00		\$4,000.00
Level 2 Funding - the works are required to lessen future costs of repair				
Kiah	Floor sanding - repair (not been done since 1957)	Estimate - \$6000.00		\$6,000.00
Tarraganda	Extend concrete area in front of hall and add bollards for ease of access	Estimate - \$5000.00	\$2,000.00	\$3,000.00
Wolumla	Toilet renovations - to bring all facilities up to the standard of the disabled toilet	Estimate - \$10000.00	\$2000.00 (committee) \$500.00 (friends)	\$7,500.00
Level 3 Funding - the works are not yet threatening the building / or are not of a maintenance nature.				
NIL	NIL	NIL	NIL	NIL
Totals		\$44,900.00	\$4,500.00	\$40,400.00
Works to be carried forward for consideration for other funding				
Wandella	Repair termite damage to the rear wall of kitchen - remove asbestos sheeting	Estimate - \$20000.00		\$20,000.00
Tanja	Driveway/drainage repairs	Recommendation to seal driveway estimate - \$25000.00		\$25,000.00

Each committee spoke to their projects with brief outline of what each involved.

It was agreed that alternative sources of funding (through Council's building asset management processes) would be sought for Wandella Hall and Tanja Hall projects.

The recommendations were endorsed by all and will be presented to Council for the July 2016 meeting. Council staff will continue to work on these projects in conjunction with committees and contractors.

It was noted that funding for projects has remained at \$70,000 for some years and suggested that this be increase in 2017/18. It was suggested that this be addressed in the lead up to the 2017/18 budget.

5.3 Committee Spill

Simon Schweitzer raised the upcoming committee spill in line with the Council Elections. All committees will spill after the next general meeting and all office bearer positions will be vacated. It is an opportunity to attract new members and gain some interest in the committees. The August meeting will be the last of this committee. Once the new Council is elected the new committees and members will be put to Council for endorsement. The term of the committees is in line with the term of Council.

Election of office bearers for each committee will be held after the October Council meeting once new committees have been endorsed.

Some committees raised the issue of gaining new volunteers and committee members. In some areas there has been a drop in volunteers despite extensive advertising. It was suggested that Council Place Based Officers may be able to assist with advertising and recruitment strategies.

Council welcomes feedback from committees on any changes to the future management of the halls and recruitment of volunteers.

Towamba raised concerns about accessing materials for working bees and financial limits on the *Friends Of* account. It was pointed out Council can arrange purchase of materials if sufficient time is allowed and that committees should arrange this with Council staff. It was noted that at times it was difficult to secure contractors to work on more remote halls and this impacts on timeframes.

There was a suggestion around getting work for the dole crews to help with the maintenance side of the halls, gardening etc. There are already some volunteers working at some halls under these arrangements. Committees interested should contact Council about the process. Council will be the point of contact for local job services providers who make these arrangements

Questions

Quaama Hall requested that receipts from invoices that are sent directly from BVSC to hirers and in turn paid directly to BVSC be forwarded to the committees for their records. BVSC can do re-prints of all receipts and email out.

Towamba Hall raised the issue of barcodes not working on payment cards. BVSC will look into options for this.

Towamba Hall understands that at the end of this financial year when the 60c per kwh tariff ends, all buildings that have solar systems will be fitted with smart meters. BVSC will investigate and report back to relevant committees.

Towamba has two meters, one for the hall and one for the tennis club that they would like combined. BVSC to investigate. This issue will be taken outside the 355 committee meeting as it related specifically to Towamba Hall.

Brogo Hall has a bad smell coming from the septic at times, they are unsure if or when the last time it was pumped out. BVSC will investigate and get a quote if needed. This issue will be taken outside the 355 committee meeting as it related specifically to Brogo Hall.

BVSC – There has been a request that the structure of the Fees and Charges be streamlined, where possible, to be more uniform across all of the halls. This will be discussed at the next meeting.

6. Meeting close –

7:15pm

7. Next meeting

23 August 2016

NEW ACTION ITEMS – see attached Action Items and Outcomes List