

S355 General Community Hall

Committee Meeting

25 February 2020



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Tanya Pearce (Brogo)	Tony & Joy Ovington (Towamba)	Raymond & Christine Tynan (Nethercote)
Sam Martin (Candelo)	Joy & Murray Masterson (Wandella)	Cr Robyn Bain
Sue Horton (Eden Log Cabin)	Keith Frew & Warren Howard (Wolumla)	Daniel Djikic (BVSC Project & Property Services Manager)
David Karonidis (Quaama)	Howard Stanley (Murrah)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
Robert Kingston (Tarraganda)	Clare McMahon, Terry & Kathy White and Ursula Gilomen (Kiah)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)

Apologies

Margaret Harrap (Rocky Hall), Jonathon Trevena (Bemboka) and Vivian Heriot (Wyndham)

Absent Hall representatives

Cobargo SoA and Tanja

1. Introductions

2. Confirmation of minutes

The Minutes of 26 November 2019 General Community Hall Committee meeting were taken as read.
All Committee members agreed.

3. Action Items from the previous meeting

Status	Minutes of meeting held 26 November 2019	Update
Ongoing	BVSC to check with all Community Hall Committees regarding status of First Aid Officers and organise training if required.	First Aid Officer training names have been received:- Wolumla Hall - Susana Howard Nethercote Hall - Mel Page Wandella Hall – Joy Masterton Will advise when the next course is scheduled.

Status	Minutes of meeting held 26 November 2019	Update
Ongoing	Nethercote Hall – Raymond Tynan to forward quotation to BVSC for heater relocation and window repair 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.
Ongoing	All Hall Committees to review their BVSC hall website page and advise if any changes are required.	Please review and advise email halls@begavalley.nsw.gov.au for any updates.
Complete	Council officer to inspect Wandella Hall external stairs to ensure compliance of work.	All work was completed to compliance standard.
Complete	Council Officer to review Candelo Town Hall boundary with the petrol station and advise if any action is to be taken to rectify.	Rickee Marshall reviewed the boundary between the hall and the petrol station and it was felt that it would be a costly exercise to rectify. The petrol station would in effect not be able to use the current driveway and the hall would not gain any real advantage. No action required.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

Joy Masterton would like to hold an Anzac Day ceremony at the Wandella Hall site. She requested if it is possible to clear the site and make safe the BBQ area and toilets for a ceremony.

Action: Daniel Djikic advised that Council investigate what works need to be completed to make the area safe and will ensure that the Wandella community can hold an Anzac Day ceremony at the Wandella Hall site.

4.2 Policy & Procedure

Copy of Procedure 1.3.3(q) Development and delivery of public infrastructure and civil assets projects by committees and community groups was distributed at meeting to assist with maintenance projects.

5. Business Arising

5.1 Maintenance Projects 2019/20 update

The expectation is that the 2019/20 Maintenance Projects should be completed by 30 June 2020.

Current Project status as follows: -

Hall	Project	Amount	Status
Bemboka	Reimbursement for servery bench	\$894	Processed in Q3
Brogo	Rebuild two external landings and stairs	\$13,700	Need another quote
Eden Log Cabin	Floor sanding floor boards	\$2,845	Complete
Murrah	External painting and repairs of hall	\$9,955	Need another quote
Nethercote	Gas heater relocation & window replacement	\$3,000	Trying to secure a builder

Hall	Project	Amount	Status
Quaama	Repairs to gutters and downpipes at entrance and external concrete footpaths to improve access	\$3,075	Still to complete
Towamba	Replace termite damaged floor boards	\$1,000	Delayed due to contractor being fire affected. Still to complete.
Wandella	External painting of hall, outdoor bench, table and toilet door.	\$14,410	Complete. Did not purchase chairs - on hold.
Wolumla	Replace rear exit door and wooden sash window to aluminium in Green room	\$5,500	Just secured a builder to quote.
Wyndham	Repair damaged roof sheets and repair damaged water tank stand	\$3,733	Raise PO for work to be completed
Candelo	Drainage repairs (carried over from 2017/18)	\$10,000	On hold.

Sam Martin from Candelo Hall advised that the drainage project has been shovel ready to progress for 3 years. Candelo was successful in being allocated \$10k for this project back in 2017/18 but they have not been successful via grant funding applications since that time. This can be frustrating, and the offer of this money is being held up and the hall committee feel that they are unable to bid for other projects. They are still looking for funding opportunities but would like to know how to resolve this.

Rickee Marshall advised that category 4 & 5 items from the MBM Asset Building Reports which includes the Candelo drainage project have been added into the future program for capital works in addition to the \$70k maintenance which should be indexed. We are hoping some of these projects can be funded via this process.

Action: Council staff to advise the Hall Committees if any of the community hall maintenance projects have been adopted in the 2020-21 capital works program.

Tanya Pearce from Brogo Hall advised that they have some toilets that need repairing. They have a qualified plumber that has offered to do the repairs. Is this OK to proceed?

Action: Trades people who want to do volunteer work on the halls can do so but please advise Katrina Berenguer before this type of work is undertaken.

Action: Hall Committees to contact Katrina Berenguer if the 2019/20 maintenance project is at risk of not being completed by 30 June 2020 to see if we can roll over to next year.

5.2 Grant Funding Project update

Hall	Project	Status
Eden Log Cabin	SCCF R1 – Roof was replaced and have discovered chimney is leaking. Quote has been organised to repair.	Ongoing
Candelo	No quotations received on the RFQ. Project Manager has extended the tender quotation period to 13/03/2020. Appreciate Andy Foster's work as Project Manager	Ongoing
Nethercote	Building Better Regions Fund – new hall deck. Crown lands have provided land owner's consent. Development Application was lodged by DB Design. Heritage Consultant has recommended some changes to the design. Very unhappy with delay on this process.	Ongoing

Hall	Project	Status
	Building is classified as a State Heritage building which they do not believe is correct. Karen Lott will be contacted by Council's Planning Department to resolve as soon as possible.	
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund. Scoping works still progressing by Council's environmental team. Time frame is 2 years for completion which involves community consultation. Digital thermometers were installed in all 3 halls just before Christmas to commence recording temperatures.	Ongoing

5.3 Maintenance Projects 2020/21

Ideally all Hall Committees should get a good understanding of what projects are required in the next 5 years for planning purposes.

Action: New Maintenance Projects for 2020/21 should be submitted on the Project Proposal Application Forms prior to the meeting held 26 May 2020. All projects will be voted by the S355 committee at this meeting.

6. New Business

6.1 Timber Pest Inspection Reports

Bega Valley Pest Inspection reports for each hall were distributed at the meeting. Only two halls had live termites: -

1. Murrah Hall – In front yard only which has already been treated.
2. Nethercote Hall - Scavenger termites on boundary logs. Cannot be treated but need to minimise loose timbers around the hall.

Hall committees to review the reports as there are some recommendations that can be implemented at a site level. The sub-floor treatment plan recommended by Bega Valley Pest Control assists to provide protection to the areas they are applied for around 10 years. The barrier is applied around the piers and foundations walls of the accessible sub-floor areas. Approximate cost is \$880 per hall. There are no live termites detected so it is up to the hall committee if they want to invest in the sub-floor treatment.

Action: Hall Committees to review Bega Valley Pest Control timber pest inspection reports and advise Katrina Berenguer if you would like to proceed with the sub-floor treatment plan or require further information.

6.2 Bushfire damages/impact

Wandella Hall and Kiah Hall were destroyed in the bushfires. Both halls are covered under Council's insurance for both building and contents and the intention is that Council will rebuild the halls.

Quaama Hall septic system has been damaged and Cobargo School of Arts Hall toilets have been damaged which are also covered under Council's insurance. Quotes are underway for repairs.

The request for quotation for all interested parties for the rebuild of Wandella and Kiah Halls will include people who want to donate their time and skill to the rebuild. We will then understand what services are offered. The rebuild process will be done in partnership with an appointed architect to work with the community.

There will be meetings and workshops with the wider community to create the concept and design. We then need to determine if the insurance money is enough to cover the rebuild. It takes time to establish all these steps.

A wonderful opportunity for the community to rebuild a facility fit for purpose.

Cr Robyn Bain advised that the State Government are offering grants of up to \$3k for community activity that have been affected by the bushfires to get people together.

Action: Katrina Berenguer to contact Andrew Constance's office to obtain more information about the community grants and forward to the Hall Committees.

Raymond Tynan from Nethercote Hall advised that the water tank requires cleaning after the bushfire.

Action: Katrina Berenguer to arrange for the Nethercote Hall water tank to be cleaned and follow up a claim with Council's insurance company.

7. Other Business

Tony Ovington from Towamba Hall advised that the hall has had a spike in vandalism recently with break-ins into the hall including broken windows, damaged locks and just generally making mess in the hall. The Police have been notified on all occasions and they still have not visited the hall or dusted for prints. He advised that the community are feeling very frustrated and they do not feel safe. He would like to know what else can be done to secure the hall.

Action: Council to escalate the issue of vandalism at Towamba Hall via the Police Liaison Committee for further advice on the best course of action.

Blaze Aid have contacted Towamba Hall Committee about setting up a southern camp at this location.

Action: Katrina Berenguer to contact Blaze Aid to discuss the arrangements of setting up a southern camp at Towamba Hall and surrounds.

5. Meeting close

6:55pm

6. Next meeting

26 May 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.
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.
Rolling Action	All Hall Committees to review the BVSC hall website pages and if updates are required email to halls@begavalley.nsw.gov.au
New Action	Wandella Hall - Council will investigate what works need to be completed to make the area safe so that the community can hold an Anzac Day ceremony at the Wandella Hall site.
New Action	Council staff to advise the Hall Committees if any of the community hall maintenance projects have been adopted in the 2020-21 capital works program.
New Action	Trades people who want to do volunteer work on the halls can do so but please advise Katrina Berenguer before this type of work is undertaken.
New Action	Hall Committees to contact Katrina Berenguer if the 2019/20 maintenance project is at risk of not being completed by 30 June 2020 to see if we can roll over to next year.

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New Action	Hall Committees to review Bega Valley Pest Control timber pest inspection reports and advise Katrina Berenguer if you would like to proceed with the sub-floor treatment plan or require further information.
New Action	Katrina Berenguer to contact Andrew Constance's office to obtain more information about the community grants and forward to the Hall Committees.
New Action	Nethercote Hall - Katrina Berenguer to arrange for the water tank to be cleaned and follow up a claim with Council's insurance company.
New Action	Towamba Hall - Council to escalate the issue of vandalism at Towamba Hall via the Police Liaison Committee for further advice on the best course of action.
New Action	Towamba Hall - Katrina Berenguer to contact Blaze Aid to discuss the arrangements of setting up a southern camp at Towamba Hall and surrounds.