

S355 General Community Hall

Committee Meeting

1 September 2020



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Jonathon Trevena (Bemboka)	Tony Ovington (Towamba) David Gatrell	Raymond & Christine Tynan (Nethercote)
Sam Martin (Candelo)	Joy Masterson (Wandella)	Cr Robyn Bain
Sue Horton (Eden Log Cabin)	Keith Frew (Wolumla) Warren Howard	Daniel Djikic (BVSC Project & Property Services Manager)
David Karonidis (Quaama)	Howard Stanley (Murrah)	Rickee Marshall (BVSC Property & Facilities Services Coordinator)
Robert Kingston (Tarraganda) Kim Armstrong	Terry & Kathy White (Kiah)	Katrina Berenguer (BVSC Acting Cemetery & Halls Officer)
Bob Hunt via Zoom (Wyndham)	Steve & Elain Williams (Cobargo)	

Apologies

Margaret Harrap (Rocky Hall) and Tanya Pearce (Brogo)

Absent Hall representatives

Tanja

1. Introductions

2. Confirmation of minutes

The Minutes of 26 November 2019 General Community Hall Committee meeting were taken as read. Confirmed by David Karonidis and seconded by Joy Masterson. All Committee members agreed.

3. Action Items from the previous meeting

Status	Minutes of meeting held 25 February 2020	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 from: - 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 25 February 2020	Update
Ongoing	Nethercote Hall – Raymond Tynan to forward quotation to BVSC for maintenance work to be added into the 2019/20 Maintenance Projects	New window ready for installation. Plumber to move the heater location so that work can commence soon.
Complete	All Hall Committees to review the BVSC hall website pages and if updates are required email to halls@begavalley.nsw.gov.au	Received new floor plan from Murrah Hall. Katrina has updated the BVSC hall website with the FY21 hall hire fees and added the maximum capacity numbers under COVID-19 restrictions.
Complete	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.	COVID-19 restrictions ceased 2020 Anzac Day ceremonies.
Complete	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.	Updated list of Special Variation funded projects provided at meeting.
Complete	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.	Hall Committees to advise Katrina Berenguer if this type of work is being considered.
Ongoing	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.	Candelo, Murrah, Nethercote, Quaama, Towamba, Wandella and Wolumla Hall Projects have not been completed by 30 June 2020. Details listed below.
Complete	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.	Vote on 2020/21 maintenance projects at meeting held 1 September 2020.
Complete	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.	Bemboka Hall have proceeded with sub-floor treatment plan.
Complete	Katrina Berenguer to contact Andrew Constance's office to obtain more information about the community grants and forward to the Hall Committees.	Forwarded Andrew Constance's grant information to Hall Committees on 13 March 2020.

Status	Minutes of meeting held 25 February 2020	Update
Complete	Nethercote Hall - Katrina Berenguer to arrange for the water tank to be cleaned and follow up a claim with Council's insurance company.	Tank not affected as first thought. Nethercote Hall advised that cleaning is not required.
Ongoing	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.	<p>Was not discussed at the last Police Liaison Committee. Will request that it be raised at the next meeting.</p> <p>Blaze Aid have experienced some issues with aggressive behaviour and called the Police for assistance. Police did not attend site.</p> <p>Action: Cr Robyn Bain will raise issue with Police representative at Traffic Committee.</p>
Complete	Towamba Hall - Katrina Berenguer to contact Blaze Aid to discuss the arrangements of setting up a southern camp at Towamba Hall and surrounds.	Blaze Aid have set up operations to support fire affected landholders from Towamba Hall and surrounds from March 2020 up until 31 December 2020.

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

All community halls have a NSW Government COVID 19 Safety Plan dated 1 July 2020. A copy of the hall hire booking form with the current COVID 19 Community Hall Safety Plan is enclosed.

Hall hirers need to take full responsibility for implementing the COVID 19 safety plan including hand sanitiser on arrival, before and after cleaning areas of use, adhering to maximum numbers, social distancing and keeping a contact register of people attending the hall.

The halls are open for hire with COVID 19 restrictions in place and many regular hirers are returning.

The hall closure signage that was placed on the front entrance of the halls can be removed.

Sam Martin reported that the signage at Candelo Hall was screwed into the front door and will need to be repaired. He asked if this feedback can be provided to the Council team that installed the signage.

Action: Katrina Berenguer to provide feedback to Council team who installed closure signage at Candelo Hall that they damaged the front door.

Action: Katrina Berenguer to provide a template list of the contact register to the hall committees so that it can be passed onto hall hirers to use.

4.2 Policy & Procedure

No items raised

5. Business Arising

5.1 Maintenance Projects 2019/20 update

Current Project status as follows: -

Hall	Project	Amount	Status
Candelo	Carried Forward from FY2018	\$10,000	Allocated to kitchen upgrade FY2021.

Hall	Project	Amount	Status
Murrah	External painting and repairs of hall	\$9,955	To be completed with SV Funded work in FY2021.
Nethercote	New window and relocation of heater	\$3,000	Commenced - to be completed FY2021.
Quaama	Gutters, downpipes & footpaths	\$3,075	Difficulty to complete with Bushfire Relief Centre. To be completed FY2021.
Towamba	Replace termite damaged floorboards	\$1,000	Carpenter lost tools in fire. To be completed FY2021.
Wandella	Purchase of chairs	\$779	Hold until hall is rebuilt.
Wolumla	Replace rear door and window	\$5,500	Work to be completed with SV Funded work in FY2021.
Total carried over from FY2020		\$33,309	

5.2 New Maintenance Projects FY 2020-21

Attached is a list with the last 5 years of money allocated from the maintenance fund (does not include externally funded projects). Due to not enough projects being raised to cover the allocated funding Council has identified works from the 2019 MBM Building Assessment Report.

Confirmation that the maintenance fund total is \$71,820k which was increased by CPI from last year as adopted by Council.

Hall	Proposed Amount	Proposed Project
Bemboka	\$ 2,000	MBM Year 2 -Removal of external fibre cement cladding (suspected asbestos) and strip back, repair and repaint external roadwork ancillary's timber pole.
Candelo	\$ 5,400	Reimburse DA, structural design, fire safety compliance and plumbing fees for new kitchen.
Eden Log Cabin	\$ 7,100	Arborist removal and pruning trees \$4k. MBM Year 2 - External timber Window casement \$3,1k.
Pambula	\$ 5,000	Electrical re-wiring cabling to the lights.
Quaama	\$ 8,840	Timber floor sanding of stage and door repairs. Repairs of lighting and power points. Contribution to septic upgrade \$3k
Rocky Hall	\$ 2,400	MBM Year 2 - Internal storeroom door - replace with new frame and door.
Tanja	\$ 1,500	MBM Year 2 - Replace 50L storage heater
Tarraganda	\$ 5,500	MBM Year 2 - External wall replacement of brick piers
Towamba	\$ 9,100	Slab/cage for new generator. MBM Year 1 external door repairs \$3.5k. Security system \$600
Wolumla	\$ 4,268	Fire Safety compliance - exit emergency lighting
Wyndham	\$ 6,000	MBM Year 2 - Re-seal timber floors in main hall & supper room

Responsive Maintenance	\$ 14,712	Contingency on above projects and responsive maintenance. Gutter clean outs.
Total	\$ 71,820	

Action: All committee members agreed for the above projects to be put forward as the FY2021 Maintenance Projects to be considered and adopted by Council.

Action: Katrina Berenguer to forward a list of the community hall externally funded projects over the last five years to the hall committee.

5.3 Grant Funding Project update

Hall	Project	Status
Candelo	Stronger Country Communities Funding Round 2 – kitchen upgrade	Complete
Cobargo	Access grant for concrete slab to enable accessible parking to be incorporated into Recovery project with rebuilding of toilets and replacement of roof.	Ongoing
Nethercote	Building Better Regions Fund – new hall deck has commenced.	Ongoing
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund. Implementation of solar/battery component by November 2020. Community engagement component which includes a baseline survey of hall committee and stakeholders commencing September 2020.	Ongoing

5.4 Capital Works – Special Variation (SV) Funding

Capital works funding has been allocated by Council via a special rate variation for the maintenance of Council buildings across the Shire. The projects below have been identified via the 2019 MBM Building Assessment Reports and will need to be delivered in FY2021.

Halls	SV Fund	MBM Detail of works
Bemboka	\$15,000	Metal roofing allowing 20% replacement and paint and repair external windows
Candelo	\$14,000	Repaint walls in main Hall, stage, old kitchen and supper room. Ceiling fibre cement lining repair in old kitchen and supper room.
Cobargo	\$80,000	Metal roof replacement \$54k. Replace glazing and repairs to windows (internal/external) \$26k.
Murrah	\$21,000	External repairs to timber cladding, stormwater roof guttering and downpipes. Repairs to timber stairs and handrails.
Pambula	\$12,000	Rear chimney stack is heavily deteriorated and requires sectional rebuilding.
Wolumla	\$25,000	Paint and repair external timber cladding and decking.
Total	\$167,000.00	

6. Other Business

6.1 QR Codes

Sue Horton from Eden Log Cabin would like Council to consider QR Codes on community halls signage linked to the BVSC hall site page. It was identified that it would be a great way for the community to have

the full information they require about hiring the hall. The Learning Centre and Pools are currently using QR codes.

Action: Katrina Berenguer to investigate how to implement QR codes for the community halls and report back to the hall committee with information.

6.2 Kiah and Wandella Hall Rebuild

Council have agreed to proceed with purchasing the Kiah church land next door to the hall as the new site for the hall rebuild as it is a more suitable location.

Donations have also been collected by Friends of Kiah Hall which will be added to the Kiah Hall rebuild.

Recovery, Resilience and Rebuild are investigating funding for new toilets for the Kiah pavilion and the small shed next to the tennis courts that will hold sports equipment.

Gemma Gill from Recovery, Resilience and Rebuild is the Project Manager for each hall rebuild and will be commencing the community consultation and roadshow with Architect, Tim Lee to gather community feedback on the rebuild for both locations.

Meetings will take place on site with a trailer that opens with screens and computers. This is also an opportunity for the community to look at personal housing rebuilds.

The halls are community assets and the community should be involved in the rebuild designs. The halls will be built to last the next 100 years and will need to be delivered within the allocated budget.

Action: Katrina Berenguer to advise hall committee when the roadshow/community consultation is scheduled at Kiah and Wandella.

Katrina Berenguer acknowledged the Rotary Club of Merimbula for the installation of the new Kiah Pavilion and the repair work conducted at Wandella which included new installation of water tank to the composting toilet and repair of the shelter and BBQ area. Kiah hall donated their old BBQ to Wandella. They have been fantastic to work with and we are very thankful for their efforts to those local communities.

It was agreed to pass a motion of sincere thanks on behalf of the hall committee for their hard work and dedication. All committee members agreed.

Action: Katrina Berenguer to organise a letter of appreciation on behalf of the Hall Committee to the Rotary Club of Merimbula to be signed by Cr Robyn Bain.

Financial Statements FY2020

All hall committees should have received their full year financial statement from 1 July 2019 to 30 June 2020. It was noted that four halls are in arrears: -

- Kiah
- Murrah
- Nethercote, and
- Quaama.

David Karonidis from Quaama Hall reported that it was hard to improve the financial situation of Quaama Hall with the Bushfire Relief Centre still in operation at the hall.

The Bushfire Relief Centre has paid a hall hire fee, but it has not been deposited into hall account.

Recovery, Resilience and Recovery are managing the issue of trying to relocate the Relief Centre and are planning a community consultation session at Quaama to better understand the community needs.

7. Meeting close

6:34pm

8. Next meeting

24 November 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 – Maintenance Project for 2019/20. New window ready for installation. Plumber to move the heater location so that work can commence soon.
Rolling Action	Candelo, Murrah, Nethercote, Quaama, Towamba and Wolumla Hall 2019/20 Maintenance Projects have not been completed by 30 June 2020. Will need to be completed by FY2021.
Rolling 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. Was not discussed at the last Police Liaison Committee. Will request that it be raised at the next meeting. Blaze Aid have experienced some issues with aggressive behaviour and called the Police for assistance and they did not respond. Action: Cr Robyn Bain will raise issue with Police representative at Traffic Committee.
New Action	Katrina Berenguer to provide feedback to Council team who installed closure signage at Candelo Hall that they damaged the front door.
New Action	Katrina Berenguer to provide a template list of the COVID 19 contact register to the hall committees so that it can be passed onto hall hirers to use.
New Action	All committee members agreed for the projects presented at the meeting to be put forward as the FY2021 Maintenance Projects to be considered and adopted by Council.
New Action	Katrina Berenguer to forward a list of the community halls that have received externally funded projects over the last five years to the hall committee.
New Action	Katrina Berenguer to investigate how to implement QR codes for the community halls and report back to the hall committee with information.
New Action	Katrina Berenguer to advise hall committee when the roadshow/community consultation is scheduled at Kiah and Wandella.
New Action	Katrina Berenguer to organise a letter of appreciation on behalf of the Hall Committee to the Rotary Club of Merimbula to be signed by Cr Robyn Bain.