

S355 General Community Hall

Committee Meeting

8 June 2021



Minutes

HELD AT Bega Valley Commemorative Civic Centre

Present

Sue Horton (Eden Log Cabin)	Tony Ovington (Towamba) David Gatrell	Raymond & Christine Tynan (Nethercote)
Michael Harrap (Rocky Hall) Linda Reid	Joy Masterson (Wandella) Grant Robertson	Terry & Kathy White (Kiah)
Jonathon Trevena (Bemboka)	Keith Frew (Wolumla) Warren Howard	Rickee Marshall (BVSC Property Services Manager)
David Karonidis (Quaama)	Howard Stanley (Murrah)	Katrina Berenguer (BVSC Cemetery & Halls Officer)
Robert Kingston (Tarraganda)	Bob Hunt (Wyndham)	Emily Harrison/Judy Martin (BVSC Communications)

Apologies

Tanya Pearce (Brogo), Linda Sang (Cobargo), Julie Morandini (Tanja), Sam Martin (Candelo), Cr Robyn Bain

Absent Hall representatives

1. Introductions

2. Confirmation of minutes

The minutes of meeting held 30 March 2021 for the S355 General Community Hall Committee was taken as read. Confirmed by David Karonidis and seconded by Joy Masterson. All Committee members agreed.

3. Action Items from the previous meeting

Action	Status	Minutes of meeting held 24 November 2020	Update
Action	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	Surf Life Saving Club – delivered CWA Pambula This course provides participants with the knowledge and skills needed to manage emergency first aid situations and deliver competent emergency care until the arrival of professional medical support. Once

			<p>completed, participants will obtain a first aid certificate that is valid for three years. The Provide First Aid course is nationally recognised WorkCover approved training.</p> <p><u>Dates</u> Sunday 4 July or Sunday 25 July from 8:20am – 4:20pm</p>
Action	Ongoing	Brogo Hall's water pump to be replaced and funded by emergency maintenance fund. Tanya Pearce to forward quote to Council.	Still in progress
Action	Ongoing	Brogo Hall – Council to engage a contractor to investigate the location of the water filter/hot water service to improve access to change the filter.	Still in progress – engaged Harris Plumbing to investigate.
Action	Completed	Tarraganda Hall – Council to organise a scope of works for the brick pier replacement identified in the 2021 Maintenance Projects.	Engaged Marshman O'Neill Engineers to complete a structural assessment. Brick Piers in reasonable condition.
Action	Completed	Invite member of the communications team to next meeting to discuss a plan to encourage new hall committee members and improving the hall website pages.	Emily Harrison and Judy Martin attending meeting on 08/06/2021
Action	Ongoing	Council to finalise procedure with Marty Webster from Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.	Still in progress – Marty Webster advised that he will add it to the agenda for the upcoming LEMC meeting.
Action	Complete	Council to check with Bega Fire Systems regarding charging for both Towamba Hall and the Towamba Public Booth. Not charged separately in the past.	The 6 monthly service charges have been applied to the buildings individually whereas the Annual Statement, captures both. The new contract has listed them as individual buildings.
Action	Completed	Katrina Berenguer to email BFS invoices/quotations with the minutes of meeting for each hall.	Completed - emailed 12/04/2021

4. Standing Business

4.1. Risk Management and Workplace Health & Safety for Committees

Not items raised.

4.2 Policy & Procedure

Tarraganda Hall advised that in Council's Operational Plan for this year the Hall Committee Guidelines will be updated and the Facility Management Plans for each hall will be reviewed.

There is an overall Council Buildings Asset Management Plan which is under review. The Facility Management Plans for each hall will be developed over the year in consultation with the hall committee. Hall Committee Guidelines will be raised as an agenda item at the next meeting to discuss changes.

5. Business Arising

5.1 BVSC venue hire website/communications (Emily Harrison/Judy Martin)

Council more broadly is looking to make changes to the BVSC website to improve the content on the website and landing page and reshaping this information so that it is an easier experience for the customer. Project should be completed by early next year.

Community Hall website improvements

For community halls it would be good to have a main page and list all the different uses. This would include halls that are suitable for music venues and then the customer can refer to that hall's page for further information. Might need to present the information in a different way.

The hall committees should start to think about what information they would you like on their hall web pages, including ideas from other websites that they like.

There is an option to add a Google calendar on the hall web page to show if the hall is already booked. It can appear so that no private details are shown.

Additional photos would also be beneficial including the spaces for hire and photos of the space being used. It will sell the hall visually so that people can see the space and how their function can look. If people are in the photos, they must be either not identifiable or you have their permission.

Bemboka Hall raised the issue that the halls do not have the acoustic capability for music events. May need to investigate creative arts grants to activate the space. High curtains along wall can work but acoustic tiles are better.

Murrah Hall has a quote for acoustic panels set off the walls. Acoustic improvements are not only for music but can also keep school children much calmer when they use the halls.

Action: Council officer to provide a hard copy of what is currently on the Council website for each community hall and distribute before the next meeting. This will enable the hall committees to workshop some ideas and suggested changes and assist with putting together a list of information of what they would like included on the webpage.

New volunteers to join hall committees

Communications can advertise for community volunteers to join hall committees via channels such as Council news, Facebook (3,000 subscribers), media releases and social media reminders to raise the profile of local community halls. Perhaps feature a particular hall from time to time. Each community hall is unique and a valuable resource. There is also an option to advertise community functions via BVSC local events calendar. People may travel to other areas to attend an event. Could also be good to investigate some local connections, such as the school P&C or regular users of the hall.

Wyndham Hall commented that it is not obvious that community halls are run by community volunteers on the BVSC website. That is something that could be improved.

Action: Hall committees to provide Council the key things that help to attract new volunteers. Provide a story on why you contribute as a volunteer in this way and how that is a rewarding experience. This will generate more interest in the community.

5.2 Maintenance project update

Tables below from last year and this year. Rows highlighted in green are projects that still need to be completed. Rows highlighted in yellow are projects that potentially need to be carried forward to next financial year.

Community Halls	Carried Forward FY2020	Carried Forward Details	Progress Notes
Candelo	\$ 10,000	Carried forward from FY2018 - Allocation FY2021 to kitchen upgrade	Complete - allocated to kitchen upgrade
Murrah	\$ 9,955	(External painting/repair)	In progress - timber slabs ready July-Aug - Request c/forward FY22
Nethercote	\$ 3,000	(New window installation/heater relocation)	Complete
Quaama	\$ 3,075	(Gutters/downpipes/footpaths project carried forward)	Total spent \$1,963.04 (left \$1,112)
Towamba	\$ 1,000	(Timber floor repair carried forward)	In progress - should be completed before 30/6/2021
Wandella	\$ 779	(Purchase of chairs carried forward)	Complete
Wolumla	\$ 5,500	Back door and window repair	Complete

Community Halls	This year FY2021	2021 Projects Details	Progress notes
Bemboka	\$ 2,000	Gardening improvements to exterior of the hall	Bemboka Gardening Club – invoice completed by 30/06/2021
Candelo	\$ 5,400	Reimburse DA, structural design, fire safety compliance and plumbing fees for new kitchen.	Complete
Eden Log Cabin	\$ 7,100	Arborist removal and pruning trees \$4k. MBM Yr 2 - External timber Window casement \$3,1k	Window casement OK. Shane Best remove tree \$2546 ex gst. Plumber roof leak \$180. Signage project for remainder. (Left \$2,366)
Nethercote		Reimburse DA fees for new deck project \$2096 & Fire Safety \$2413 (responsive maint budget)	
Pambula	\$ 5,000	Electrical re-wiring cabling to the lights	Replacement of hot water service \$1780 ex gst. (Left \$3220)
Quaama	\$ 8,840	Timber floor sanding of stage and door repairs. Repairs of lighting and power points.	Complete. Floor sanding quote \$4364 - works 21/06/21 & Lakeside Electrical quote \$4535 - works 11/5/21 total \$8,899.
Rocky Hall	\$ 2,400	Internal storeroom door - replace with new frame and door.	Mike Harrap in progress. Request c/forward FY22

Community Halls	This year FY2021	2021 Projects Details	Progress notes
Tanja	\$ 1,500	MBM Yr 2 - Replace 50L storage heater	In progress - hall committee indicated change of project to leaking back door. Paul Juska to complete by 30/06/2021.
Tarraganda	\$ 5,500	MBM Yr 2 - External wall replacement of brick piers	Structural review \$600 and cleaning gutters. Request to c/forward FY22
Towamba	\$ 9,100	Slab/cage for new generator & MBM Yr 1 External door repairs \$3.5k. Security system \$600	Cage for generator/install completed \$5262.22. Security system completed \$521. Concrete back stairs \$2,070. (Left \$1,246.78)
Wolumla	\$ 4,268	Fire Safety compliance - exit emergency lighting	Complete.
Wyndham	\$ 6,000	MBM Yr 2 - Re-seal timber floors in main hall & supper room	Cooler places project taken priority. Request c/forward FY22

5.3 Major Works / grant funded projects

Hall	Grant Funded Projects	Status
Cobargo	BVSC Access Grant for concrete slab to enable accessible parking to be incorporated into Recovery project with rebuilding of toilets and replacement of roof.	Ongoing
Quaama	Minderoo Foundation \$10k - Lakeside electrical \$4,824 external lighting improvements. Left - \$5,176	Ongoing
Bemboka, Quaama & Wyndham	Increasing Resilience to Climate Change fund Solar/battery component has been installed. Inductions undertaken for each hall. Operation manuals will be supplied to hall committees soon. Wyndham Hall has air conditioner installed in supper room. Draft report near completion for community engagement component which includes a baseline survey of hall committee and stakeholders.	Ongoing

Hall	Special Rate Variation Grant Funded Projects	Status
Candelo	\$14k - Old kitchen change to green room project. Hall committee in the process of getting quotes.	Carry forward to FY22
Cobargo	\$80k - Roof replacement - managed by Gemma Gill - RRR	Carry forward to FY22
Murrah	\$21k – External repairs to timber cladding. External repair and painting. Tender conducted 26/11/2020 - only one submission from Delso Painting \$46,800 that included timber for cladding. Howard has obtained timber for the cladding and milling. Difficulty with finding a bandsaw or equivalent that's big enough with the right attachment.	Carry forward to FY22

5.3 Wandella / Kiah Hall rebuilds

Hall	Fire Recovery Rebuilds	Status
Kiah	The Resilience NSW funding deed for the Kiah Hall rebuild has been approved. The funding has also included additional allocation toward the Princes Hwy/Kiah Road intersection upgrade, we still anticipate though that additional funds and support from RMS/Transport will be needed to undertake this work. RRR team are experiencing delays due to requirements to respond to wide scale infrastructure damage due to the March and the May flood disaster events. Expect to recruit another Project Manager to the team by end of this month. Will arrange an onsite community meeting (likely to be held on a Saturday morning) to progress the project.	Ongoing
Cobargo	Cobargo Hall toilet – Awaiting settlement from Insurance company. Cobargo Main Street Amenity and Apex Park amenities have been approved and presented to Councillors last week. Council will be displaying these design concepts in the coming few weeks for community engagement. Both Projects (Main St and Apex Park will commence construction as soon as possible). Cobargo Hall Roof – It was determined that the roof has not been fire affected and claim denied with insurance company.	Ongoing
Wandella	The Resilience NSW funding deed for the Wandella Hall rebuild has been approved. RRR team are experiencing delays due to requirements to respond to wide scale infrastructure damage due to the March and the May flood disaster events. Expect to recruit another Project Manager to the team by end of this month. Will arrange an onsite community meeting (likely to be held on a Saturday morning) to progress the project.	Ongoing

Action: Council Officer to investigate the parcel of land adjacent to Wandella Hall site which is Crown Land to use for hall parking and to finalise with the new build.

5.4 Sharing Ideas

Volumla Hall advised that they have old equipment available for anyone interested. An old freezer, metal trestle stands u-shaped, an old floor polisher and also gymnastics equipment might be available. Contact Keith Frew.

Towamba Hall has four trestle tables ideal for outside and 30 small toddler chairs. Contact Dave Gattrell.

6. New Business

6.1 Hall Committee term / General election

The term of the hall committees is four years and runs with the same term of the elected Councillors. The election will be held in September 2021.

Within a Council term, new members can join at any time if agreed by the other members of the hall committee.

If agreed, all existing hall committee members will be renominated at the beginning of the new Council term by Council resolution. There will not be a requirement to complete a new volunteer application.

Action: All hall committees to review the list of current hall committee members and advise the Council Officer of any changes or updated details. Also advise Council Officer if any current hall committee members are not interested in renominating into the new Council term.

6.2 Timber Pest Inspections

Bega Valley Pest Control will be commencing timber pest inspections soon. They have been provided contact numbers for access, please ensure access is provided for all locked rooms within the hall.

Please also let a Council officer know if you detect any rodent evidence in the hall. Bega Valley Pest Control can include this treatment with pest inspections.

6.3 Origin – new gas supplier

Council have arranged a new contract with Origin to supply gas. Elgas did not put in a tender for this contract. There is a change over and transition period before the contract commences and some defects need to be rectified.

Action: Council Officer to advise applicable hall committees with the new Origin gas arrangements.

6.4 2021/22 Maintenance Project Proposals

Action: Hall Committees to submit their maintenance projects to Council for next year on the Hall Maintenance Project Proposal form by 30 July 2021. Projects will be considered and voted by the S355 General Halls Committee at the next meeting on 24 August 2021.

Any larger projects you would like to consider for the hall, please also let us know for other funding opportunities.

7. Meeting close

7:00pm

8. Next meeting

Tuesday 24 August 2021

Action Items

Status	Action
Rolling Action	<p>First Aid Training – Nominations received by Susana Howard and Graham Sage from Wolumla Hall, Mel Page from Nethercote Hall and Joy Masterson from Wandella Hall.</p> <p>Surf Life Saving Club – delivered CWA Pambula</p> <p>This course provides participants with the knowledge and skills needed to manage emergency first aid situations and deliver competent emergency care until the arrival of professional medical support. Once completed, participants will obtain a first aid certificate that is valid for three years. The Provide First Aid course is nationally recognised WorkCover approved training.</p> <p><u>Dates</u> Sunday 4 July or Sunday 25 July from 8:20am – 4:20pm</p> <p>Please advise Council if anyone would like to attend asap.</p>
Rolling Action	<p>Brogo Hall's water pump to be replaced and funded by emergency maintenance fund. Tanya Pearce to forward quote to Council.</p>
Rolling Action	<p>Brogo Hall – Council to engage a contractor to investigate the location of the water filter/hot water service to improve access to change the filter.</p> <p>Engaged Harris Plumbing to investigate.</p>
Rolling Action	<p>Council to finalise procedure with Marty Webster from Far South Coast RFS regarding opening Brogo Hall in the event of elevated fire danger.</p> <p>Still in progress – Marty Webster advised that he will add it to the agenda for the upcoming LEMC meeting.</p>
New Action	<p>Council officer to provide a hard copy of what is currently on the Council website for each community hall and distribute before the next meeting. This will enable the hall committees to workshop some ideas and suggested changes and assist with putting together a list of information of what they would like included on the webpage.</p>
New Action	<p>Hall committees to provide Council the key things that help to attract new volunteers. Provide a story on why you contribute as a volunteer in this way and how that is a rewarding experience. This will generate more interest in the community.</p>
New Action	<p>Council Officer to investigate the parcel of land adjacent to Wandella Hall site which is Crown Land to use for hall parking and to finalise with the new build.</p>
New Action	<p>All hall committees to review the list of current hall committee members and advise the Council Officer of any changes or updated details. Also advise Council Officer if any current hall committee members are not interested in renominating into the new Council term.</p>
New Action	<p>Council Officer to advise applicable hall committees with the new Origin gas arrangements.</p>
New Action	<p>Hall Committees to submit their maintenance projects to Council for next year on the Hall Maintenance Project Proposal form by 30 July 2021. Projects will be considered and voted by the S355 General Halls Committee at the next meeting on 24 August 2021. Any larger projects you would like to consider for the hall, please also let us know for other funding opportunities.</p>