

S355 General Community Halls

Committee Meeting

28 November 2017

Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

Present

Cr Robin Bain (Chair)	Tanya Pearce (Brogo)	Margaret O'Connor (Wandella)
Vivian Heriot (Wyndham)	Veronica Abbott (Quaama)	Howard Stanley (Murrah)
Sue Horton (Eden)	Tony Jarman (Tarraganda)	Keith Frew (Wolumla)
Jamie Shaw (Tanja)	Margaret Harrap (Rocky Hall)	
Michelle Preo (BVSC Property & Facilities Coordinator)	Karen Terwin (BVSC Cemetery & Hall Officer)	Jackie Grant (BVSC Cemetery & Hall Assistant)

ADDITIONAL MEMBERS IN ATTENDANCE

David Gattrell, Tony Ovington, Wayne O'Connor, Glennda Heino, Champ Gordon, Rhonda Margetts, Rosemary Steele, Joy Masterson

Apologies

Annette Evelyn (Kiah)

Absent

Sharon Martin (Candelo), Rick Chandler and Jill Bowen (Pambula), John Trevena (Bemboka), Dave Rugendyke (Cobargo), Craig Lukey (Nethercote).

1. Introductions

1.1 BVSC staff changes

Changes of staff brought about by the recent Council re-structure are as follows:-

Simon Schweitzer has resigned, Anne Cleverley has been re-deployed and Michelle Preo will be the new Coordinator of the hall team. Michelle has a great deal of experience dealing Crown Land and property services so will bring a lot of knowledge to the role.

The manager role previously held by Simon Schweitzer is currently vacant.

Council resolved to go back to a three director structure from the four that has been in place for some years.

Karen and Jackie will continue on in their current roles.

Due to these changes in staff across the organisation and meetings today with the audit committee, we have not been able to get a finance representative to this meeting. We will however have them come along to the February meeting.

2. Confirmation of minutes

The minutes of 22 August 2017 General Community Hall Committee meeting were taken as read, with the addition of a missing name off the present list – Sue Horton (Eden).

Moved – Vivian Heriot Seconded – Sue Horton

3. Action Items from previous meeting

22/08/2017

Collection of Fees and Charges – This is ongoing and will be one of the items discussed with members of the finance team. We hope to streamline this process to avoid triple handling which leads to errors.

Update guidelines and upload on webpage – The most up to date Guidelines are now on the webpage, we will look at revising these in the New Year to cover off more process based information for committees.

Office Bearer positions information sheets – One has been forwarded to each Treasurer and we will look at getting others together for the other Office Bearer roles.

Use of Roundup – Currently there is no update on this, the Town Teams will continue to use this product.

Financial Statements – This is ongoing.

4. New Business

4.1 Mowing – Alternate arrangements

Staff looking into a possible Request for Quote (RFQ) for the mowing to be carried out by an external contractor; we would like feedback from those committees that currently have the Town Team carrying out this work at their hall. This could potentially be a more cost effective arrangement and could carry out more of the tidying work rather than doing just a straight mow.

Q. How is it more cost effective to have an external contractor?

A. Currently the Town Team charges for man hours, plant hire, travel and vehicle. These charges are billed against each facility. This service works well if the team are already there and mowing the town areas, but if it is a special request as sometimes happens, this creates issues and additional costs. A contractor would charge hourly or straight rates per mow and this could possibly be bundled with lawn maintenance of cemeteries for each village or town.

Q. Concern raised regarding what would happen to the Town Teams if halls were taken off schedule?

A. The Town Teams are already busy with the maintenance and care of all of outdoor areas and townships across the Shire, so it could possibly take the pressure off them. No Town Team staff losses would result from the hall mowing works being done by an external contractor.

Q. Are the Council employees aware of what is expected at each hall? Is there a schedule of works?

A. Staff will go back to the Teams and set some perimeters for the service to be provided.

Those that are currently being mowed by volunteers or have other arrangements can stay as they are if they choose.

Q. Could each hall have a mower purchased for volunteers to carry out works?

A. That is a large upfront cost which Council is currently not in a position to fund. This would also require halls to have a secure shed or similar for storage of the equipment.

ACTION – Committees to provide feedback to Council regarding changes to current mowing arrangements.

4.2 Kitchen Upgrades - Funding

A number of kitchens have been included in this year's round of the State Governments' Stronger Communities Funding Program, along with the Eden Log Cabin roof replacement.

Those kitchens nominated in this round are Tanja, Wolumla, Kiah and Pambula and the Log Cabin roof and kitchen in a separate application. We hope to hear back regarding Councils application by the end of the year and will keep those committees affected posted. Those hall committee's will get a say on the new kitchen layouts and appliances etc. All kitchens will be to a non-domestic standard.

Q. What is the difference between commercial and non-domestic?

A. It is our understanding that a non-domestic kitchen is of a grade high enough for small batch cooking such as jams, slices and cakes for sale at markets and the like. Whereas a commercial grade kitchen is what you would see in a restaurant or full large scale commercial business and would include as a minimum mechanical ventilation and grease trap. We will get some clarification regarding this.

Q. Would the insurance still apply for those people cooking things for sale as any other profit making hirer?

A. Yes, it would and those people who are preparing these goods would also require their own Public Liability Insurance to sell at markets as well.

ACTION – BVSC to seek clarification on Non-Domestic vs Commercial grade kitchens.

4.3 Fees and Charges 2018/19

An email was forwarded to committees regarding the next financial years Fees and Charges, for which we have had some responses to this already. These must be finalised by February, so all committees are required to have their recommendations to us by the end of December to enable staff to make any changes and work through any issues.

We did a lot of work on the formatting and structure last year and we feel that they are pretty good as they are, but please let staff know if there are any fees that don't make sense, or you would like any removed.

These will generally go up by CPI, once the software is open for changes I will forward the fees with CPI to committees for approval.

A suggestion was made for fees to run over a two year period, as it is difficult when dealing with hirers and constant change. Council staff will look into this.

Committees asked to keep in mind the fact that these fees must cover all of the operational costs incurred by the hall, such as electricity, gas and regular fire inspections.

Q. Is it possible to get invoices for the electricity?

A. We have just changed electricity provider so we hope to be able to provide these moving forward.

ACTION – BVSC to look into supplying committees with electricity accounts.

Towamba Hall has a request to have a smart meter installed at the hall as they and the tennis club share a meter.

ACTION – BVSC will look in to this with the new provider.

Q. Is it possible to have a fixed date for the committee to expect the Financial Statements, this would enable the committees to organise their meetings around this date?

A. Yes that is possible, we will discuss this internally and let the committees know.

ACTION – BVSC to set a date to have Financial Statements to committees each quarter.

The following motion was moved regarding the financial situation for halls:

“That all financial matters relative to the respective halls be returned to the hall committees for them to run”.

Council auditors gave Council a directive that funds must be held by Council and no longer with committees in 2009, which started the process of bringing the funds back over.

Cr Bain has asked that this motion be held off until we can get discussions underway with the relevant finance officers to ensure moving forward these issues will be sorted out.

Some further concerns and issues raised in regards to finance –

The reporting from BVSC is not detailed enough, it doesn't allow for easy reconciliation. These were up until 12 months ago more detailed, now there are only lump sums for each category.

Fees and Charges paid into Council are double handled and checked based on the forms and receipts forwarded by the committees.

The guidelines state that committees only have delegation up to \$100.00, should this be increased?

BVSC – To discuss these issues with finance.

Outside of finance –

Q. Do committees need the traditional structure of Chairperson, Secretary etc. as some committees would like to share the burden of these roles?

A. This is a governance issue, to allow the structure within these groups. Within the meeting structure if you would like to share those roles that is fine if it works for the individual committee.

We must ensure that there are clear lines of correspondence between Council and the committees, so having nominated office bearers is important in that respect.

APRA – Committees were recently forwarded a form relating to the APRA licencing. This is just for committees to indicate the estimated number of events where music is played, the capacity of each facility and if there are dance classes etc. It was felt that you would be better placed to provide this information, rather than Council staff.

ACTION – Committees to forward information for APRA licencing. BVSC to forward form to Tanja Hall Committee.

Q. Question raised from Tarraganda committee regarding Travelling Stock Route and Crown Land adjacent to their hall which was also raised last year. The committee would like to extend their grounds if possible.

A. This could be done as part of the introduction of the *Crown Lands Management Act 2016*, which is due to come into force early next year. Council will be commencing negotiations with Crown Lands to determine what Crown land should be managed directly by Council and which reserves Council no longer wish to manage. All Crown land within the Shire (including land not currently managed by Council) will be part of the negotiation process. This parcel is currently set aside for a certain use (Travelling Stock Reserve) and would need to have the reserve purpose amended to accommodate hall use in the future. Towamba Hall are looking for bookshelves for the community library at the hall if any committees or individuals have any they no longer need. Committee member advised that the Cobargo Coop have just done some refurbishments and could possibly have some shelving.

5. Business Arising

5.1 Project Updates

Candelo Hall – Ongoing, we have received information from the engineer.

Quaama Hall – Works have started, internal stairs are almost complete.

Wandella Hall – Re-stumping - COMPLETE.

Brogo Hall – Removal of trees - COMPLETE.

Murrah Hall – Driveway repairs - COMPLETE.

Bemboka Hall – Waiting on further quotes.

Wolumla Hall – Some preparation works started.

Tanja Hall – Waiting on further quotes.

Q. Some committees are requesting more detail in the quotes that are received from contractors and whether there is a standard template that contractors can follow and can the committee have more input into the process around quoting in terms of donating materials and volunteer hours?

A. This in most cases is outlined in the initial Project Proposal submitted by the committee. We will look at coming out to meet with committees in March 2018 to work through this process and discuss projects for the 2018/19 Financial Year.

6. Standing Business

6.1. Risk Management and Workplace Health & Safety for Committees

NIL

5.2 Policy & Procedure

NIL

7. Meeting close –

6:35pm

8. Next meeting

27 February 2018

NEW ACTION ITEMS – see attached Action Items and Outcomes List