

**ALEXANDRA HALL**  
**COMMUNITY ASSET COMMITTEE**  
**ARARAT.**

**MINUTES OF A MEETING HELD IN THE GUIDE HALL**  
**AT 7:00PM THURSDAY 10/02/2022**

**WELCOME:**

Chairman Wayne Gason extended a welcome to members present.

**PRESENT:**

R.Coco, C.Healy, M.Egan, K.Leggett, H.Lockland, W.Gason.  
Dr.T.Harrison, H. & J.Gunstone.

**MINUTES OF MEETING HELD 11/11/2021.**

K.Leggett.  
R.Coco

That Minutes of previous Meeting  
held 11/11/2021 be taken as true  
and correct. **CARRIED**

**BUSINESS ARISING OUT OF MINUTES.**

Inspection after last meeting had a number of items to be followed up.

1. Barge boards
2. Guide Hall Windows - broken pane and graffiti
3. Cleaning of High Windows.
4. Table Tennis Room Door difficult to open.

(unable to check with maintenance staff prior to meeting)

Dr.Harrison advised the meeting, the condemned toilet block  
demolition will be commenced in the very near future.

**INWARDS CORRESPONDENCE.**

1. From Origin Energy advising of interruption to power On  
12.02.2022., in the Guide Hall
2. From Ararat Canine & Obedience Group advising of dates of hire  
in near future, will be advised when their group has made a  
decision..

**OUTWARDS CORRESPONDENCE.**

1. To Ararat Rural City enclosing copy of Minutes of Meeting held  
11/11/2021.

M.Egan  
H.Lockland

That Inwards Correspondence be  
received and Outwards  
Correspondence be approved.  
**CARRIED**

10/02/2022

**TREASURER'S REPORT.****INCOME AND EXPENDITURE 11/11/2021 - 10/02/2022**

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire	\$260.00	Power -Guides	\$130.24}
Bank Interest	.31	Main	\$160.16} \$290.40.
		Maintenance Floor	\$4,342.40
		Petty Cash }Post & Stationery	\$27.50
		}Cleaning	\$6.20
	<u>\$260.31</u>		<u>\$4,666.50</u>

**BANK RECONCILIATION**

Balance Carried Forward	\$13,921.73
Income	<u>\$260.31</u>
	\$14,182.04
Less Expenditure	<u>\$4,666.50</u>
TOTAL	<u>\$9,515.54</u>

**TERM DEPOSIT ACCOUNT**Balance Carried Forward \$43,920.31**Total funds available.** \$53,435.85R.Coco  
H.LocklandThat the Treasurer's Report be  
received. CARRIED**GENERAL BUSINESS.**

**Main Hall Floor** Preparation and final polish was completed over Christmas New Year Period. Subsequently the Hall was closed to the Public until 11/01/2022 on advice from the contractor. Trash & Treasurer & Farmers Market and Badminton Association were the only two groups inconvenienced. Floor looks very good, hopefully money well spent

Water managed to land on courts 2 & 3 ends and the ladies change /toilet area during the extra ordinary thunder storms before the New Year. Hopefully these storms will not occur frequently. The water was mopped up fairly quickly. It is thought the joining around sky-lights in the roof leak in heavy rain. Perspect in the ceiling of change rooms may be damaged and possibly the maintenance people may be able to inspect.

**Guide Hall Floor** was inspected by Glen White who did the main floor and did not seem keen to treat this floor including the kitchen and the store room. This would take quite some time as the floor was still in the original state, having not been sealed when built. The flooring throughout would take some time to complete with similar finish.

Cont'd

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It is possibly a lacquer. Would probably require stripping if finish req'd like main hall. He would need to discuss further the finish required.

After some discussion it was suggested we contact the local floor finish contractor to ascertain if he would be able to carry out the job , and obtain a quote, if possible.

H.Gunstone

K.Leggett

That "Top Gun" Contractor be approached to discuss the Guide floor re-seal, & obtain a quote if possible. CARRIED

### Security Lighting

### Rubbish Bins

For the past few weeks all the rubbish bins from the halls have all been taken down onto the Elizabeth Park area. They have all been full to the brim, even overflowing, and not emptied. One of the co-ordinators of the market group contacted the Secretary regarding hall hire and Secretary advised of the problem with the bins. Hopefully this will now be sorted.

### Main Hall Table.

The large table in the main hall is falling apart, which is a little dangerous when moved. This table has been a good quality table and is most useful in its position, but has certainly seen better days. CEO Dr.Harrison was asked of there would be any suitable tables at the Council Depot or within the establishment which we could exchange with the present table in the hall.

Next Meeting to be held Thursday 12<sup>th</sup> May 2022.

There being no further General Business the Meeting was declared closed at 7:34pm.

W.Gason

Chairman

ALEXANDRA HALL  
COMMUNITY ASSET COMMITTEE  
ARARAT.

MINUTES OF A MEETING HELD IN THE GUIDE HALL  
AT 7:00PM THURSDAY 12/05/2022

**WELCOME:**

Vice Chairman Rob. Coco extended a welcome to members present.

**PRESENT:**

R.Coco, C.Healy, M.Egan, H.Lockland,, Dr.T.Harrison, H. & J.Gunstone.

**APOLOGIES:**

W.Gason & K.Leggett.

H.Gunstone

That apologies be accepted.

M.Egan

CARRIED

**MINUTES OF MEETING HELD 10/02/2022.**

H.Lockland

That Minutes of previous Meeting held 10/02/2022 be taken as true and correct.

M.Egan

CARRIED

**BUSINESS ARISING OUT OF MINUTES.**

Inspection after last meeting had a number of items to be followed up.

1. Barge boards
2. Guide Hall Windows - broken pane and graffiti have been attended to.
3. Cleaning of High Windows.< still to be attended to .
4. Table Tennis Room door difficult to open. Door lock has been adjusted and should be ok.
5. Toilet block has been demolished . Great job carried out quickly, area left in a good tidy condition.
6. Security lighting Rob Cocu to report - to be discussed further in General business.
7. Rubbish bins have been repositioned beside the hall or at the pick-up point for emptying, system now working well
8. Guide Hall flooring completed. Report in General Business.
9. Replacement table for Main Hall. Dr.Harrison advised he is still to obtain a suitable table for this area.

**INWARDS CORRESPONDENCE.**

1. From Ararat Canine & Obedience Club advising their program for 2022, enclosing current Insurance Policy.

**OUTWARDS CORRESPONDENCE.**

1. To Ararat Rural City enclosing copy of Minutes of Meeting held  
10/02/2022

R.Cocu  
H.Lockland

That Inwards Correspondence be  
received and Outwards  
Correspondence approved.  
CARRIED

**TREASURER'S REPORT.****INCOME AND EXPENDITURE 10/2/2022 - 12/05/2022**

<u>INCOME</u>		<u>EXPENDITURE</u>	
Hall Hire Guides	\$660.00	Power -Guides	\$136.80)
Bank Interest	.20	Main	\$78.93) \$215.77
		Maintenance Guide Floor	\$5,043.50
Total	<u>\$660.20</u>	Total	<u>\$5,259.27</u>

**BANK RECONCILIATION**

Balance Carried Forward	\$9,515.54
Income	\$660.20
	\$10,175.74
Less Expenditure	\$5,259.27
TOTAL	<u>\$4,916.47</u>

**TERM DEPOSIT ACCOUNT**

Balance Carried Forward \$43,920.31

Total funds available. \$48,836.78

Treasurer requested re-imburement of \$56.35- Keys Guide Hall \$12.00,  
Rubbish Removal-Guide Hall \$40.00, Stationery Receipt Book \$4.35.

C.Healy  
M.Egan

That the Treasurer's Report be  
received, and re-imburement  
of \$56.35 be paid . CARRIED

**GENERAL BUSINESS.****HOLES IN MAIN HALL WALL**

The President of Badminton Association has been spoken to and he will  
repair the holes and painting of same when repairs are completed.

**RECOGNITION OF COMMUNITY WORK.**

Mrs. Kath Leggett's volunteer work in conjunction with many  
organisations in Ararat has been recognised recently.

J.Gunstone  
C.Healy

That Kath be congratulated on the  
the recent milestone she has  
reached in volunteering.

CARRIED

**CLEARING OUT OF GUIDE HALL PRIOR TO FLOORING RESEAL**

Chairman Wayne and his helpers did a great job clearing out the equipment in the store room prior to work commencing, on the floor. There are still a number of cupboards etc stored in the main hall changing area.

These will need to be removed shortly as an inter-town weekend of badminton is being arranged for a date during late May/June and change rooms will be required for the visitors.

What can be discarded? Would it be possible to contact the various Units of Brownies, Guides and any other clubs which may have claim to the equipment,? For many years this equipment has been left unattended and is taking up space in the store room.

Who can we contact to remove any goods still required, any suggestions.? Special "thank you" to Chairman Wayne and Vice Chair Rob and others who were the removalists After lengthy discussions it was decided.

H.Gunstone  
C.Healy

That the last Guide Leader known be contacted, requesting removal of obsolete goods from the hall.

CARRIED

**NEXT MEETING DATE & ANNUAL MEETING**

**July 14/07/2022 7:00pm followed by Annual Meeting at 7:45pm.**

There will be an election of Office Bearers. for a TWO (2) Year term.

There being no further General Business the Meeting was declared closed at 7:45pm

**R.Cocu**  
**Vice Chairman.**

Attending –Alison T, Katie S, John M, Tayla F, Josiah P, Mark D,  
 Apologies – Dr Tim H, Melinda D, Rich D, Mary B, Dan J, Jodie S

**Welcome to Country**

**Correspondence –**

\* \$208 UPI bill

**Treasures Report –**

N/A, due to Rich being an apology

**Previous Minutes – (Moved – John      Seconded – Mark)**

- \* Liquor Licence – Rich in conversations with VCGLR to set up an account. Signs will need to be up to let the community know about the change, for 3 months, for their feedback. Rich & Alison Ongoing
- \* C&C sign – Reimbursement? Dan Ongoing
- \*Town Tank Painting – Waiting to hear back from GWM. Dan Ongoing
- \* Pizza oven fencing/guarding - Ongoing. Mark . Waiting on bricklayer. Ongoing
- \* Pavilion Extension – Ongoing. Alison to follow up about event in April which isn't to be disrupted with the renovations. Alison Tim/Jenny Disregard Option #3 & #2. Preferred option was option 1 (see attached photo). Plans will progress to next stage and will come back to us again, with more detail.
- \* Council maintenance – Ongoing. Request for community consultation with us before removal of so many avenue trees. Katie Tim/Jenny/Trevor Ongoing
- \* C&C safety issues – Laser cutting cover for glass @ the landing. Mitch is be provided an image to design the screen off. Ongoing. Mark [redacted] Has been made. To be installed at the next working bee.
- \*Noticeboard keys – Can Lardners provide a new lock with multiple keys? Brett New lock has been installed. Potentially get new keys cut for school/Pavilion.
- \*Pacific Hydro Grant - Order has been put in. Date to be confirmed for installation. Katie Move ahead with Alfresco blinds (\$8k approx.), rather than ZipTrack due to time delay on them. To ensure all of the grant is used (\$9335), a quote request for the far left and right West side openings to be will be put in. Once we know the outcome, and if the club may need to cover any additional expense, we can make a final decision if we go ahead with the 2 extra blinds.
- \*Cricket Shed Shelving & Tank- Shelves purchased & put in, allowing space for mower etc. Tank has been purchased and will be installed. Unsure about where shelves are – to be followed up. Tank is within large shed, ready to be installed. New shed door lock has been modified, as it had started to move. (Thanks John). Ongoing.
- \* Big Shed Doors - New rollers have been purchased and will be installed at the next working bee. Ongoing.
- \* Red Mower - Still discussing price. Purchase paperwork needed to confirm original price it was purchased for. Ongoing. Alison & Rich Beaufort Golf Club has given an offer. Initially purchased from them for \$7,000. Counter offer has been provided to them for \$6,000. Alison to follow up with their decision or organise to get mower returned.
- \* C&C stable floor - Get a quote for Perspex to cover stable floor. Consider for a future project, once the Pavilion is done.

**Agenda Items**

Title	Discussion	Who is following up
Ride to Remember	*Great success. Big thanks to the Primary School for their effort & donations from EGHS for their donations. *Apparent donations will be coming from <i>Ride to Remember</i> & finance will be finalised following that (between club & school)	
C&C cool room	Ben Fenn to remove asap, to enable cleaning in the stables.	Mark & Josiah

C&C Concept options	Potentially get Andrew to create a quote for concept designs for making the C&C compliant and update some existing features.	Alison
Cricket Club Rep	Informal request for new Cricket Club representative to step into our committee. If that isn't successful, a formal letter may need to be written.	Alison
Oval	Quote to be requested from Chops for Winter oval work, to be completed.	Rich
Machinery auction, online Auctions Plus, potential 10 to 20K earner	<p>* Friday March 25, Subject to committee approval. – Date okay.</p> <p>* Work out commission, 10% under 10k, 5% over. Please discuss. Agree.</p> <p>* Vendor to take photos and access items then send through to myself.</p> <p>* There will be an inspection day to be held at individual's properties.</p> <p>* Kelvin is going to call <i>Auctions plus</i> and come back to me with the cost of running the auction, along with the fees to Nutrient Ag.</p> <p>* Kelvin is talking about doing the work for free, I would like to run an Auction every few years because it's easy money that doesn't involve much work so perhaps, we pay him in cash? Please discuss. Happy with this. Future committee discussion as to how much.</p> <p>* Hesitation – inviting people to your property – potentially opening up for future theft. Items could be put in a paddock away from sheds/houses, to hopefully avoid this.</p>	Rich
Document for bank		Alison
Jill and Paul wedding, 19 <sup>th</sup> February	<p>* Ceremony only in garden of Cob and Co.</p> <p>* Need to have a few volunteers to mow the lawns &amp; clean toilets/downstairs</p>	Rich
Pizza Oven payment	Money owing to Turk to be finalised. \$1550 outstanding. Payments of \$833 (grain donations) \$960 (tin donations) already given.	Passed – Alison & Mark
Bar Opening Compliance Book	<b>MUST</b> have bar open & close times filled in, every time the bar is open. As well as the date and who was the person with the RSA behind the bar. This is a requirement of our liquor license & we are currently breaching it	Katie
<i>Good Friday Fish &amp; Chip night</i>	April 15 <sup>th</sup> (middle weekend of school holidays). Happy to support the school and run the event.	
Working Bee	Sunday, Feb 27 <sup>th</sup> . 2pm onwards. Pizza dinner \$5 per head. Text sent to some members of the wider community for support.	

Meeting closed 8:23pm

Next meeting – Tues, March 8th @ 6:30pm

#### Working Bee Jobs (orange indicated what will be focussed on at Feb 27<sup>th</sup> working bee)

- \* Bucket of gravel to be placed at the cricket shed.
- \* Mowing/spraying/weeding etc.
- \* C&C sign put out front
- \* Clean under C&C
- \* Clean out big shed
- \* C&C Landing screen
- \* Burn pile near big shed
- \* C&C bar doors

#### Community Dates to be mindful of...

- \* C&C booking – February 19<sup>th</sup> – Jill & Paul's wedding

#### Future points to discuss...

- \* Monthly pizza night @ the Pavilion – Start at the end of February, following working bee.
- \* March 2022 - Cricket club merger
- \* Chops (Ash) to spray oval in winter, 2022



Attending –Alison T, John M, Mark D, Melinda D, Rich D, Mary B, Dan J,  
 Apologies – Dr Tim H, Jodie S, Tayla F, Josiah P, Katie S

**Welcome to Country – Mary**

**Correspondence – NA**

**Treasures Report – NA**

**Previous Minutes – (Moved – John      Seconded – Mark)**

- \* Liquor Licence – All information collected. Needs signature from Damien Ferrari for submission. **Rich & Alison**
- \* C&C sign – Reimbursement of \$495 cash to be organised **Dan Ongoing**
- \*Town Tank Painting – Waiting to hear back from GWM. **Dan Ongoing**
- \* Pizza oven fencing/guarding – May need new bricklayer – Lee Ward **Mark. Ongoing**
- \* Pavilion Extension – Plans will progress to next stage and will come back to us again, with more detail. **Alison Tim/Jenny**
- \* C&C safety issues – Laser cutting cover for glass @ the landing. To be installed at the next working bee. **Mark Alison**
- \* Pacific Hydro Grant - Order has been put in. Date to be confirmed for installation. **Katie**
- \* Cricket Tank- Gravel done. Tank stand to be created at next working bee. Lock modified again.
- \* Red Mower – Invoice for \$6000 to be sent to John at Beaufort Golf Club, for purchase. **Alison & Rich**
- \* C&C Cool Room - Ben Fenn to remove asap, to enable cleaning in the stables. **Mark & Josiah Ongoing**
- \* C&C Concept options - Potentially get Andrew to create a quote for concept designs for making the C&C compliant and update some existing features. **Alison Ongoing**
- \* Cricket Club Rep - Request for new Cricket Club representative to step into our committee. Call conversations to be had to Chammo. **Alison & Rich Ongoing**
- \* Oval - Quote to be requested from Chops for Winter oval work, to be completed. **Rich Ongoing**
- \* Machinery auction, online Auctions Plus – **Rich Rescheduled to June 2<sup>nd</sup>, due to initial short timeframe. We need to check rates for commission. Advertising needed to be organised by Katie & Rich.**
- \* **Good Friday Fish & Chip night - April 15<sup>th</sup> (middle weekend of school holidays). Happy to support the school and run the event. Cancelled due to majority of school community being away. Raffle/Collection Tin to be placed at the bar, for donations.**

**Agenda Items**

Title	Discussion	Who is following up
Tennis Courts		<b>Alison</b>
C&C kitchen fridge	New shelves needed. Purchase through Thomas Catering	<b>Alison</b>
Yalla Y Tennis Club	End of season function – Sunday, March 20 <sup>th</sup> @ Pavilion. They will bring own food/wine. Drinks @ bar prices. No venue charge. Rich to do bar.	
Bar restocking	Drinks committee/Sunday stocktake. Committee members in on a Sunday or organise.	
Mowing	Fenny happy to do mowing. Key to be cut for mower shed & given to him	<b>Rich</b>
Maintenance	Trees to be cut up	
Dobie Memorial Committee	Meeting regularly & seeking new venue. Next meeting March 17 <sup>th</sup> . Afternoon tea for opening event – April 24 <sup>th</sup> - @ Pavilion. Bar open. Future meetings to be held at the Pavilion, if available.	<b>John</b>
Ian Schwab	Retiring @ end of F/Y. Potentially organise an event @ end of June (Sunday, June 26 <sup>th</sup> ?) in recognition.	<b>John</b>
Secretary replacement	Do we need someone to cover Katie? If yes, who? Handover needed.	<b>Alison Katie</b>

Meeting closed 8:26pm

Next meeting – Tues, April 5th @ 6:30pm

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**Working Bee Jobs** (orange indicated what will be focussed on at next working bee)

- \*Cricket Shed Tank stand to be created
- \*Mowing/spraying/weeding etc.
- \* C&C Landing screen
- \* Clean under C&C
- \* Clean out big shed
- \*Trees to be cut
- \* Burn pile near big shed
- \* C&C bar doors

**Community Dates to be mindful of...**

- \* April 2<sup>nd</sup> – C&C hosting wedding
- \* April 9<sup>th</sup> – Pavilion hosting Cricket Presentations for U13 team
- \*April 24<sup>th</sup> – Pavilion hosting Dobie Memorial Committee opening

**Future points to discuss...**

- \* Monthly pizza night @the Pavilion – Start at the end of February, following working bee.
- \* March 2022 - Cricket club merger

Attending – Alison T, John M, Rich D, Dan J, Katie S, Tayla F  
Apologies – Dr Tim H, Jodie S, Josiah P, Mary B, Melinda D, Mark D

### Welcome to Country – Alison

**Correspondence** – \*Wedding enquiry for Sep-Nov, 2022.

\*Glenys Shassan – Beaufort Caravan Park visitors @ GFA Fish & Chip event.

\*Focus People email – looking for 18+ for market research. 90min \$80. Screening survey for those interested.

**Treasures Report** – Power Bill, License Fee and Supplies – has been quite costly.  
Half of outdoor blind grant still in account.

**Previous Minutes** – (Moved – John      Seconded – Tayla)

\* Liquor Licence – All information collected. Needs signature from Damien Ferrari for submission. Rich & Alison Sign available for public to view at C&C, about alterations to license. Police and Council have approved. Letter for Declaration of Business to be created. Ongoing

\* C&C sign – Reimbursement of \$495 cash to be organised Dan Done

\*Town Tank Painting – Waiting to hear back from GWM. Dan Katie to continue following up. Ongoing

\* Pizza oven fencing/guarding – May need new bricklayer – Lee Ward Mark. Lee is currently busy & will view the job soon. Ongoing Dan

\* Pavilion Extension – Plans will progress to next stage and will come back to us again, with more detail. Alison Tim/Jenny Alison spoke to Andrew. He is hoping to come to our next meeting to present designs. We need to continue to create a list of 'the little things' to consider/include. Ongoing

\* C&C safety issues – Laser cutting cover for glass @ the landing. To be installed at the next working bee. Mark John Done

\*Pacific Hydro Grant – Installation hopefully next week. Katie Ongoing

\*Cricket Tank- Tank stand to be created at next working bee. Lock modified again. On working bee list.

\* Red Mower – Invoice sent to Beaufort Golf Club, for purchase, @ \$6k. Alison & Rich Invoice has been paid. Done

\* C&C Cool Room - Ben Fenn to remove asap, to enable cleaning in the stables. Mark & Josiah Ongoing

\* C&C Concept options - Potentially get Andrew to create a quote for concept designs for making the C&C compliant and update some existing features. Alison Will bring ideas to the next meeting he hopes to attend. Will hopefully have an invoice to assist us with future ideas and plans.

\* Cricket Club Rep - Request for new Cricket Club representative to step into our committee. Call conversations to be had to Chammo. Alison & Rich Ongoing. Rep needs to be attending meetings & have a pre-season discussion about expectations of club room use throughout season.

\* Oval - Quote to be requested from Chops for Winter oval work, to be completed. Rich Ongoing. Suggestion of 250-300T of sand needed to even out bumps. Gorst may have a spreader large enough to spread it. Alison to speak to Council about supply and spread of sand. Alison

\* Machinery auction, online Auctions Plus – Rescheduled to June 2<sup>nd</sup>, due to initial short timeframe. We need to check rates for commission. Advertising needed to be organised by Katie & Rich. Rich Skipton charged 10%, agent took 5% & Club took 5%. We potentially look at 10% under \$5k, 5% from \$5-\$20k, 3% above \$20k (per item). Ongoing.

\* C&C kitchen fridge - New shelves needed. Purchase through Thomas Catering Alison Potentially custom made, so replacement shelves will take more research. Ongoing.

\* Bar restocking - Drinks committee/Sunday stocktake. Committee members in on a Sunday or organise. Seems to be working. Continue as is.

\* Mowing - Fenny happy to do mowing. Key to be cut for mower shed & given to him Rich Mower is currently away getting serviced. Has been snapping belts. Ongoing.

\* Maintenance - Trees to be cut up. On working bee list.

\* Dobie Memorial Committee - Afternoon tea for opening event – April 24<sup>th</sup> - @ Pavilion. Bar open. Future meetings to be held at the Pavilion, if available. John Event open to anyone who may be interested, so please spread the word to anyone who may be keen.

- \* Ian Schwab - Retiring @ end of F/Y. Potentially organise an event @ end of June (Sunday, June 26<sup>th</sup>?) in recognition. **Idea** Ideas to be generated for a recognition gift. Ongoing.
- \* Secretary replacement - Do we need someone to cover Katie? If yes, who? Handover needed. **Alison** **Katie** Ongoing.

### Agenda Items

Title	Discussion	Who is following up
Cleaning Roster	New one to be circulated for April - July. Tayla and Katie to go on this one twice, to be off the following roster.	
Pitch Music Festival Community Grant	Application for \$5,000 grant submitted. Thanks for Damien Ferrari for organising and drafting the letter. Will hopefully hear back over the next few weeks.	<b>Katie</b>
Restoration/ Mens Club	Potentially kick off soon. Ferrari has been helping to get things moving as well. Possibly have the group look after the oval and manage it.	

Meeting closed 8:00pm

Next meeting – Tues, May 3<sup>rd</sup> @ 6:30pm

### Working Bee Jobs (orange indicated what will be focussed on at next working bee)

- \*Cricket Shed Tank stand to be created
- \*Mowing/spraying/weeding etc.
- \* C&C Landing screen
- \* C&C windows -re paint/varnish (nth side especially)
- \* Clean under C&C
- \* Clean out big shed
- \*Trees to be cut
- \* Burn pile near big shed
- \* C&C bar doors

### Community Dates to be mindful of...

- \* April 9<sup>th</sup> – Pavilion hosting Cricket Presentations for U13 team
- \* April 24<sup>th</sup> – Pavilion hosting Dobie Memorial Committee opening
- \* April 29<sup>th</sup> – Pizza Friday
- \* June 2<sup>nd</sup> - Machinery Auction
- \* June 26<sup>th</sup> - Ian Schwab Retirement Celebration

### Future points to discuss...

- \* Monthly pizza night @the Pavilion – last Sunday on each month. Advertise internally to see how we go. Aim for Friday, April 29<sup>th</sup> as our next one.

### Pavilion Extension Notes...

- \* External power access to enable power to big shed.
- \* External painting
- \* Septic – will existing system suffice?
- \* Solar Panels
- \* Floor covering for whole building
- \* Replace wood heater? New harth? (Gason’s to donate?)

Attending – John M, Rich D, Dan J, Katie S, Tayla F, Josiah P, Mark D, Mary B, Andrew  
Apologies – Dr Tim H, Jodie S, Melinda D, Alison T

**Welcome to Country – Mary**

**Correspondence – (Moved – Mary)**

\* Weebly C&C website annual renewal \$39.60

\* Beaufort Footy/Netball Club request for mid-season ball to be held at C&C on June 18<sup>th</sup>. Price & requirements have been provided. Waiting on a reply.

\* Letter from Baird & McGregor Re: Alistair Brebner donation of \$5,000.00. Thank you letter to be created to Chris & Berwyn Jarrett, acknowledging donation.

**Treasures Report – See below.**

**Previous Minutes – (Moved – Dan      Seconded – Josiah)**

\* Liquor Licence – Sign available for public to view at C&C, about alterations to license. Police and Council have approved. Letter for *Declaration of Business* to be created. Rich & Alison Has been submitted. Haven't heard back yet.

\* Pizza oven fencing/guarding – May need new bricklayer – Lee Ward. Currently busy & will view the job soon.

Mark Dan Ongoing

\* Pavilion Extension – Andrew is hoping to come to our next meeting to present designs. We need to continue to create a list of 'the little things' to consider/include. Alison Tim/Jenny See Agenda Items notes

\* Pacific Hydro Grant – Installation completed? Katie Blinds done. Pacific Hydro Report Back Form has been completed. New quote for west opening blinds supplied by *Shade & Sails*. 1 blind (not recommended) is \$3,063. 2 blinds with supporting removable post is \$4,235. These would be *Ziptrack* and slightly different to what we currently have. It is also recommended that these 2 blinds be installed within the posts (same as the north/south blinds), rather than the same as the current west blinds which are on the outside. Everyone agreed we go ahead with the 2 new west blinds, using the donations from Alistair Brebner. Passed by Mary & Mark.

\* C&C Cool Room - Ben Fenn to remove asap, to enable cleaning in the stables. John Ongoing

\* C&C Concept options - Andrew will bring concept design ideas to the next meeting he hopes to attend. Will hopefully have an invoice to assist us with future ideas and plans, for making the C&C compliant & updating existing features. Alison See Agenda Items notes

\* Cricket Club Rep - Request for new Cricket Club representative to step into our committee. Rep needs to be attending meetings & have a pre-season discussion about expectations of club room use throughout season. Alison & Rich Ongoing. Mark to chat to Athol.

\* Oval - Quote to be requested from Chops for Winter oval work, to be completed. Suggestion of 250-300T of sand needed to even out bumps. *Garst* may have a spreader large enough to spread it. Alison to speak to Council about supply and spread of sand. Rich Alison Ongoing.

\* Machinery auction, online Auctions Plus – June 2<sup>nd</sup>. Advertising needed to be organised by Katie & Rich. Skipton charged 10%, agent took 5% & Club took 5%. We potentially look at 10% under \$5k, 5% from \$5-\$20k, 3% above \$20k (per item). Rich Flyer has gone out. Rich to call a few who have expressed interest. Kelvin to show Rich how to put everything online, so he can assist others.

\* C&C kitchen fridge - Fridge was potentially custom made, so replacement shelves will take more research. Alison Ongoing.

\* Mowing - Mower is currently away getting serviced. Has been snapping belts. Key to be cut for mower shed & given to Fenny. Rich \$500 to fix it. Mower is back.

\* Dobie Memorial Committee - Afternoon tea for opening event – April 24<sup>th</sup> - @ Pavilion. Bar open. Event open to anyone who may be interested, so please spread the word to anyone who may be keen. John Successful event.

\* Ian Schwab - Event to be confirmed for Sunday, June 26<sup>th</sup>. Ideas to be generated for a recognition gift. John Ongoing

\* Pitch Music Festival Community Grant - Application for \$5,000 grant submitted. Thanks for Damien Ferrari for organising and drafting the letter. Hopefully hear back over the next few weeks. Katie Successful with grant for

garden equipment. Invoice sent. Thanks asked to be passed onto their committee & invitation to drop in on a Friday evening.

\* Restoration/ Mens Club - Potentially kick off soon. Ferrari has been helping to get things moving as well. Possibly have the group look after the oval and manage it. Ongoing

**Agenda Items**

Title	Discussion	Who is following up
Andrew	*C&C – <i>What do we want to achieve within the building?</i> A lift could potentially be \$100k. Stable floor would probably be heritage, so if we were to lift & re-lay, we may need to keep it the same (eg: fall for gutters etc.) *Pavilion Extension Plans – further modifications have been made, following discussion during meeting. Once new plans have been returned to us, we need to use plans to identify where we want power points / external power for big shed etc.	Everyone
Town Water Tank	GWM request for us or Council to take over responsibility of tank.	Katie Tim/Jenny
Keys		
Community Enquiry	Any other groups within the community are welcome to create their own committee, but will need to become an Incorporated Association, as required by current committees associated with the club.	

Meeting closed 9:00pm

Next meeting – Tues, June 7<sup>th</sup> @ 6:30pm

**Working Bee Jobs** (orange indicated what will be focussed on at next working bee)

- \*Cricket Shed Tank stand to be created
- \*Mowing/spraying/weeding etc.
- \* C&C Landing screen
- \* C&C windows -re paint/varnish (nth side especially)
- \* Clean under C&C
- \* Clean out big shed
- \*Trees to be cut
- \* Burn pile near big shed
- \* C&C bar doors

**Community Dates to be mindful of...**

- \* June 2<sup>nd</sup> - Machinery Auction
- \* June 26<sup>th</sup> - Ian Schwab Retirement Celebration

**Future points to discuss...**

\*

**Pavilion Extension Notes...**

- \* External power access to enable power to big shed.
- \* External painting
- \* Septic – will existing system suffice?
- \* Solar Panels
- \* Floor covering for whole building
- \* Replace wood heater? New harth? (Gason's to donate?)

# Profit and Loss

Buangor Community Sports

Centre Inc

For the period 5 April 2022 to 2

May 2022

<u>Account</u>	<u>5 Apr-2 May 2022</u>
<b>Opening Bank Balance</b>	<b>\$ 35,940.24</b>
<b>Trading Income</b>	
Drink sales	\$ 2,462.00
Grants received	\$ 5,000.00
Interest Income	\$ 0.31
Other Revenue	\$ 5,000.00
<b>Total Trading Income</b>	<b>\$ 12,462.31</b>
<b>Gross Profit</b>	<b>\$ 12,462.31</b>
<b>Operating Expenses</b>	
Bank Fees	\$ 3.00
Bar expenses	\$ 1,545.78
General Expenses	\$ 5,247.61
Office Expenses	\$ 27.50
Repairs and Maintenance	\$ 86.00
<b>Total Operating Expenses</b>	<b>\$ 6,909.89</b>
<b>Net Profit</b>	<b>\$ 5,552.42</b>
<b>Closing Bank Balance</b>	<b>\$ 41,492.66</b>

Attending – Alison T, John M, Rich D, Dan J, Katie S, Josiah P, Mary B, Melinda D, Mark D

Apologies – Dr Tim H, Tayla F, Jodie S

### Welcome to Country – Mary

**Correspondence** – \*Weebly Website annual renewal.

\* Sophie Dyer – request for C&C this coming Sat for 21<sup>st</sup> – need to change venue. **Jodie to do the bar. 7pm until 12:30. \$500. Dyer family to pay Jodie for the night. Place will be clean, following Friday night.**

**Treasures Report** –

\*\$5,000 from Pitch Music Festival.

\*Power bill & deposit for new blinds have been paid.

**Previous Minutes** – (Moved – John Seconded – Melinda)

\* Liquor Licence – Completed! Thanks for Rich & Alison for their efforts to get this done. **Focus on compliance and only 1 person at a time behind the bar.**

\* Pizza oven fencing/guarding – May need new bricklayer – Lee Ward. Currently busy & will view the job soon. **Mark Dan Ongoing**

\* Andrew - Pavilion Extension – Further modifications have been made, following discussion during previous meeting. Once new plans have been returned to us, we need to use plans to identify where we want power points / external power for big shed etc. **Alison Tim/Jenny See main minutes**

\* Andrew - C&C Concept options - *What do we want to achieve within the building?* A lift could potentially be \$100k. Stable floor would probably be heritage, so if we were to lift & re-lay, we may need to keep it the same (eg: fall for gutters etc.) **Council not able to commit more finances towards this, this year, especially with the Pavilion extension being undertaken. It will need its own funding model.**

\* *Shade & Sails Blinds* - Everyone agreed we go ahead with the 2 new west blinds, using the donations from Alistair Brebner. Passed by Mary & Mark. Progress? **Installation is due for 3<sup>rd</sup> week of July Katie**

\* C&C Cool Room - Ben Fenn to remove asap, to enable cleaning in the stables. If not, do we put into the auction? **John Extra sets of hands needed for removal. To be done at working bee on June 19th**

\* Cricket Club Rep - Request for new Cricket Club representative **Mark Conversation with Athol has been had. Apparently there is a lot of interest and Athol will follow up with some conversation.**

\* Oval - Quote to be requested from Chops for Winter oval work, to be completed. Suggestion of 250-300T of sand needed to even out bumps. *Gorst* may have a spreader large enough to spread it. Alison to speak to Council about supply and spread of sand. **Rich Alison Dr Tim spoke to Rich and was going to provide a cost per metre for the sand. Chops – spray and spread was \$800 approx. He will come back and spray the onion grass, and then we need to maintain the mowing. Council is happy to assist where we can, once we know what is required. Potentially move towards getting Chops in once a year with, for approx. \$800-1000, and we maintain it.**

\* Machinery auction, online Auctions Plus –June 2<sup>nd</sup>. **Rich \$4500-\$5500 commission for the club. Few items are still being finalised. For a potential future online auction, we should push the smaller items & possibly alter the timing to Spring**

\* C&C kitchen fridge - Fridge was potentially custom made, so replacement shelves will take more research. **Alison Ongoing. Race Club just got 8 new ones through a grant. Mark to follow up.**

\* Ian Schwab - Event to be confirmed for Sunday, June 26<sup>th</sup>. Ideas to be generated for a recognition gift. **John Flyer to be generated.**

\* Restoration/ Mens Club - Potentially kick off soon. Ferrari has been helping to get things moving as well. Possibly have the group look after the oval and manage it.

\*Letter from Baird & McGregor Re: Alistair Brebner donation of \$5,000.00. Thank you letter has been send via solicitors **Katie Solicitors haven't forwarded on the letter of thanks. A copy is to be dropped in their mailbox.**

\* Town Water Tank - GWM request for us or Council to take over responsibility of tank. **Katie Tim/Jenny If the Committee want to keep the tank, and it is in a "fit for purpose" condition, Council is happy to have ownership transferred if required.**

### Agenda Items



Title	Discussion	Who is following up
Pavilion Extension	*Survey – community feedback favours 'option 2' – pitched roof with dark roller door.  *Funding is secure for the project, as we move into a new financial year.  *Building within 100m of creek – Council have provided information and will assist with CHMP plan, if necessary.	
Altered meeting time/day	Dr Tim has meetings between 5-7pm on the first 2 Tuesdays of the month. He wants to attend our meeting, but is currently unable to due to the clash.  Meeting moved to Wednesday 6:30pm.	
Committee - potential restructure	*Potentially have a 'maintenance crew' – those who have expressed a willingness to help around the grounds. Less for the main committee to be doing. *Need a list of those who may be interested in joining the main committee moving forward. *Community meetings (" <i>community conversations</i> ") – open to everyone to attend and discuss ideas/issues etc. *AGM to be advertised widely	

Meeting closed 8:25pm

Next meeting – Wed, July 13<sup>th</sup> @ 6:30pm

#### Working Bee Jobs (orange indicated what will be focussed on at next working bee)

- \*Cricket Shed Tank stand to be created
- \*Mowing/spraying/weeding etc.
- \*C&C Landing screen
- \* C&C windows -re paint/varnish (nth side especially)
- \* Clean under C&C
- \* Clean out big shed
- \*Trees to be cut
- \* Burn pile near big shed
- \* C&C bar doors

#### Community Dates to be mindful of...

- \* June 19<sup>th</sup> – Working Bee? Move cool room / clean around grounds / C&C Landing screen.
- \* June 26<sup>th</sup> - Ian Schwab Retirement Celebration

#### Future points to discuss...

\*

#### Pavilion Extension Notes...

- \* External power access to enable power to big shed.
- \* Septic – will existing system suffice?
- \* Floor covering for whole building
- \* External painting
- \* Solar Panels
- \* Replace wood heater? New harth? (Gason's to donate?)

# Profit and Loss

Buangor Community Sports  
Centre Inc

For the period 3 May 2022 to 6  
June 2022

**Account** **3 May-6 Jun 2022**

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**Opening Bank Balance** **\$ 41,656.66**

## **Trading Income**

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Drink sales 1,787.50

Grants received 5,000.00

Interest Income 0.35

**Total Trading Income** **6,787.85**

---

**Gross Profit** **6,787.85**

---

## **Operating Expenses**

---

Bank Fees 44.77

Bar expenses 2,383.84

General Expenses 2,117.50

Repairs and Maintenance 3,300.00

Water 82.58

**Total Operating Expenses** **7,928.69**

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**Net Profit** **(1,140.84)**

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**Closing Bank Balance** **\$ 40,515.82**

*Cash on Hand* *\$ 2,900.00*

*Sale Commision* *\$4500 - \$5500*



# MEETING MINUTES

Committee of Management: **ELMHURST HALL**

Date of Meeting: Wednesday 9<sup>th</sup> February 2022

Time of Meeting: 7.30pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

<b>Present:</b>	Margaret Rivett
<b>Chairperson:</b>	
<b>Minute taker:</b>	Jean Penna
<b>Committee Members:</b>	Russell Preston (RP), Donald Milne (DM), Christine Preston (CP), Shirley Lockhart (SL), Margaret Rivett (MR), Joh Rivett (JR), Jean Penna (JP), Elise Tucker (ET)
<b>Council Officers:</b>	
<b>Apologies:</b>	Allan Peacock, Dr. Tim Harrison, (Chief Executive Officer, Ararat Rural City Council)
<b>Quorum Failure Time:</b>	YES <i>A quorum shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.</i>

<b>Conflict of Interest Declarations:</b>	CAC Members: Council Officers:
<b>Confirmation of minutes of the previous meeting</b>	That the minutes of the previous meeting of the Elmhurst Hall Committee held on 24 <sup>th</sup> November 2021 be confirmed Moved DM: Seconded RP Outcome: Carried

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Council must have fixed the Laser-light	Fixed		
Grant from Pacific Hydro	Money in Hall account		

That the business arising out of the Previous Meeting report be received.

**CARRIED**

<b>Item: Secretary's Report</b>

Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
The Committee have agreed to accept the proposal to erect an Honour Board in the Hall. Elmhurst Development Group to recognise the local people that have given service to their country in conflicts since WWII.	Go ahead given to Elmhurst Development Group.	MR	On Going
Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Thank-You card from Lindsay Johnson's Family			

That the Secretary's report including correspondence be received.

**CARRIED**

Item: Treasurer's Report			
<i>The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurers report. The Treasurer moves for the adoption of the report.</i>			
Discussion	Action Items	Responsible	Due
Grant from Pacific Hydro for Sanding and Polishing Floor \$5,967.50			
Treasurer's Report - Cr Bal. \$23,675.91			

Moved SL. Seconded ET

That the Treasurers Report be adopted.

**CARRIED**

Item: Sub-Committee/Working Group Reports (if any)			
Sub-Committee & Discussion	Action Items	Responsible	Due
NA			

That the Sub-Committee/Working Group Report be adopted.

**CARRIED**

Item: Agenda Items			
<ol style="list-style-type: none"> <li>1. Maintenance Undertaken (standing Agenda item)</li> <li>2. Facility Good Governance implementation (standing Agenda item)</li> <li>3.</li> </ol>			
Discussion	Action Items	Responsible	Due


That the Standing Agenda Items Report be adopted.

**CARRIED**

<b>Item: General Business</b>			
<b>Discussion</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
Working Bee	Cancelled		
Re cupboards for kitchen, need more space to store crockery etc	Elise to follow up Commercial Kitchen Equipment		
Hall Booked for... State Election May 22 <sup>nd</sup> 2022	Christine Preston has booking	CP	
ANZAC Day		CP	25.1.2022
WI-FI Person from Council to set up WI-FI in the Hall. Thursday 10 <sup>th</sup> February. Council has their own key to Hall	Cancelled		
Wheels on Trolley to be fixed	Replacement of wheels	JR	On going
Fence on West side of Hall to reduce Rabbits entering	Working Bee	JR	On going
Trees still to be planted Trees coming from council	When weather conditions are correct	JR	On going
Sanding and Polishing Floor to be done after 28 <sup>th</sup> February. Working bee to remove furniture Sunday 21 <sup>st</sup> at 10.00am	Top Gun Flooring To Repair floor	MR	09.02.2022
How to Use the New Oven!!! Need to have training before using oven, staff from TCE to come and give a demo	Staff from TCE to be contacted to give training. A date to be fixed	SL	09.02.2022

That the General Business Report be adopted.

**CARRIED**

**Next Meeting:**

Date: Wednesday 11<sup>th</sup> May 2022

Time: 7.30pm.

Venue: Elmhurst Public Hall, High Street Elmhurst

Forward meeting dates: List for next 12 months

- 
- 
- 

Meeting closed at: 8.15pm.

**Minutes to be forwarded to Council's Governance and Administration Coordinator within 14 days of meeting.**

**CONFIRMATION OF MEETING MINUTES:**

To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted at the next meeting of the Committee.

\_\_\_\_\_  
*Meeting Date Minutes are confirmed:*

\_\_\_\_\_  
*Chairperson Signature & Date:*

**ELMHURST MECHANICS INSTITUTE  
FINANCIAL STATEMENT FROM  
24th NOVEMBER 2021 to 9th FEBRUARY 2022**

INCOME		EXPENSES
Balance C/F	\$17,708.03	No Expenses
Interest	.38	
Pacific Hydro Grant	5,967.50	Balance 9/2/2022
<b>TOTAL</b>	<b>\$23,675.91</b>	<b>\$23,675.</b>

**ELMHURST MECHANICS INSTITUTE  
FINANCIAL STATEMENT FROM  
9th FEBRUARY 2022 to 11th MAY 2022**

INCOME		EXPENSES	
Balance C/F	\$ 23,675.91	Power	136.55
Interest	.70	Top Gun Flooring	5,967.50
Total	\$23,676.61	Petty cash	100.00
		Water	5.36
Balance 11/5/2022	17,467.20		
<b>TOTAL</b>	<b>\$23,676.61</b>		

# WARRAK HALL MEETING 21.3.2022

Meeting opened 7 pm.

Apologies Sherryl Dunne

Moved John Warren 2<sup>nd</sup> Shane Goninor

## Minutes of last Meeting

Discussion L.E.D Lighting and painting of Hall  
The floor has been sanded and polished.

Moved Shane Goninor, 2<sup>nd</sup> Bronwyn Sholders.

Business arising from minutes

NIL

Correspondence

NIL

## Treasurers Report.

As per attached.

Moved Mark Pilgrim 2<sup>nd</sup> Bruce Hester

## General Business

Next meeting to be held at Shane and Janes 6<sup>th</sup> June '22, inviting Leo and Doreen Watkins to acknowledge their commitment to the Warrak Hall over the years and their most generous donations of a sound system and dishwasher for the Hall.

Endeavour to hold a fashion parade again in October '22.

To look into purchasing a pie heater and a refrigerator.

To consider holding a car boot sale later in the year and having a casserole night

Next meeting 6<sup>th</sup> June '22 at 6.30pm

Meeting closed 7.33pm.



RECEIVED

1 JUN 2022

REFERRED TO..... 21 - 3 - 2022

FILE NO.....

COMMITTEE.....

Date -

WARRAK PUBLIC HALL COMMITTEE

ARARAT RURAL CITY COUNCIL

COMMONWEALTH BANK A/C

BAL 30-6-21

\$ 14637.18

## Income

12-8-21 HALL HIRE 50 00

3-9-21 ARARAT R.C. COUNCIL 2500 00

\$ 17187.18

## Expenditure

23-8-21 OBIT.-ARARAT ADV. 100 00

23-8-21 Tango Energy 177 71

13-10-21 Top Gun Flooring 3815 00

20-12-21 Lollies Xmas -Comm. 100 00

23-12-21 Tango Energy 206 43

2-2-22 Cash. Cleaning Equip. 200 00

20-2-22 Tango Energy 240 60

4839.74

Balance

21/3/2022

\$ 12347.44

Petty Cash \$ 25.00

Hall Hire \$ 50.00

Willaura Hall General Meeting  
3/2/22 at 8.00pm

PRESENT

A.Byron ,R Jenkinson, A Millear, N Vanderwerf , R Patterson, G McInnes ,V Albert  
J Filliponi

APOLOGIES

A Evans R Laidlaw, D McRae.

Moved A Millear, V Albert

MINUTES APPROVED

Moved J Filliponi A Millear

BUSINESS ARISING

Nil

TREASURERS REPORT

ARC a/c \$3629.65

Willaura. \$3069.06

Accounts paid.	Cleaning product.	\$41.00
	Origin Energy.	\$306.46

Moved R Jenkinson N

Vanderwerf

CORRESPONDENCE.

Kitchen registration received to 2023

Service request to ARC for spouting on the east side of the  
hall be cleaned.

GENERAL BUSINESS

March 2. Bendigo bank to host a "Mens night" Hall Committee to organise and run the bar. JFilliponi to follow up with Willaura supermarket supply and return of drinks for the night. Working bee to set up hall and bar. A Byron to organise licences.

Any future maintenance requests to be lodged with ARC CEO Dr T Harrison or Jenny Woolcock.

Covid Safe documentation /signage /plan for the Hall to be updated. R Jenkinson to meet with ARC Joel Farrow to follow up.

Future projects for consideration for the hall \*Remodel the bar area. \*New kitchen Oven. \* Acoustics improvement in supper room. \* Resurface hall main floor. Any further items for consideration please let me know and I will add to the list for discussion.

Meeting Closed 8.39 pm

Next Meeting. Thursday 7 April at 8.00pm

Willaura Hall General Meeting  
7/4/22 at 8.00pm

PRESENT. A Evans R Jenkinson A Milllear. R Patterson G McInnes V  
Albert. J Filliponi D McRae R Laidlaw

APOLOGIES A Byron. Moved R Laidlaw. R Patterson

MINUTES APPROVED. D McRae. R Patterson

BUSINESS ARISING. Nill

TREASURERS REPORT. Willaura a/c. \$7005.62  
Ararat a/c. 2888.11

A/c Paid. GWM Water. \$88.11  
Cleaning 52.25

Other items yet to be finalised from Bar operations from Bendigo Bank Mens  
Night and Blues Bros evening at the hall.

Moved R Jenkinson. V Albert

GENERAL BUSINESS.

\*Working bee to set up hall for Anzac Day on Friday  
22 at 4.00pm.

- \* A debrief , general discussion on running the bar for Bendigo Bank mens  
night and Blues Brothers at the hall as to improvements that can be made  
for future events. R Laidlaw moved a vote of thanks to all that were  
involved in organising and running the events.
- \* A letter of thanks to Grampians Estate for their donation of a box of wine  
for the Blues Bros evening.
- \* Narapumlap inquired if the hall committee was interested in catering for  
their Easter event. Declined.
- \* R Patterson moved signatures for hall accounts be President, Treasurer,  
and one other to be determined by the executive. Second V Albert.

Meeting Closed. 9 10pm

Next meeting Thursday June 2 at 8.00pm

Willaura Hall General Meeting  
9/6/22 at 8.00pm

PRESENT

. R Jenkinson, A Byron, A Evans, G McInnes V Albert, R Laidlaw,  
J Philliponi, D McRae.

APOLOGIES Tim Harrison, R Patterson, A Milliar  
Moved D McRae, A Byron

MINUTES APPROVED Moved G McInnes , V Albert

BUSINESS ARISING. Nill

TREASURERS REPORT. ARC a/c \$2329.93  
Willaura a/c. \$7570.37

Accounts paid. Origin. \$325.18  
GWM Water \$93.25

Moved R Jenkinson A Byron

CORRESPONDENCE. Letter of thanks to Grampians Estate for donated  
wine.

GENERAL BUSINESS

\*Test and tag electrical cords and fire extinguishers DONE

\*Kitchen inspection completed by health inspector , all OK

\*Thomas Electrical have completed temporary repairs to the projector  
system, and will return to complete job when parts are available . R  
Jenkinson to follow up.

\*The new PIN number for front door key locker is 3849

\*Many thanks to committee members for working the bar at the Ararat town  
hall "Blue ribbon ball". A donation to the hall to follow.

\*Forward a service request for water leaking in the foyer, and the store room  
on the RHS of the stage. R Jenkinson to follow up.

Meeting closed 8.30pm

Next meeting 4/8/22 @ 8.00pm

## Willaura Recreation Reserve Special Meeting

At How House/ Scout Hall @ 6.00pm on 20/1/22

PRESENT R. Jenkinson , D Shalders —Rec Reserve.N Vanderwerf, E McCartney -Lees Willaura Lions club. K Robinson, J & S Walter— Willaura Scouts And Guides/Willaura Historical Group. Dr T Harrison. CEO Ararat Rural City Council.

OVERVIEW This meeting was requested by the Willaura Scout and Guide Hall Committee of management with the view of moving into the hall Which is currently occupied by the Willaura Lions Club.

Discussion. R Jenkinson opened the discussion explaining how the Rec Res Is required to operate as a Community Asset Committee of Management ( formerly Section 86 Committee ). The meeting was Opened for discussion . K Robinson informed the meeting that a Peppercorn rent was still being paid to the ARC for the site foot print Only of the building.( Notes attached as tabled in hard copy) Dr Harrison advised that all these Anomalies should have been dealt with when section 86 committees Were formed and it had been an over site by council . It was resolved that the Lions club meet with the Scout Reps to Formulate a way forward to enable both groups to occupy the Hall. Once this is resolved the Rec committee will enter into a user Agreement with each party individually .

Meeting Closed. 6.30pm

Next Meeting TBA

Willaura Recreation Reserve General Meeting

Willaura Rec Club room @ 6.30 pm 20/1/22

PRESENT D Shalders , R Jenkinson ,A Gray,K Gleeson, P Platen, J Filliponi  
Dr T Harrison

APOLOGIES. S Kumnick Moved K Gleeson , J Platen

WELCOME to new member Jeff Filliponi. Moved K Gleeson , J Platen

BUSINESS ARISING. No quote from Matt Harris for painting brickwork on the  
Front of the club rooms

CORRESPONDENCE. Out. Agenda items for tonight's meeting.  
Dr Tim some items needing completion on new build  
To follow up.

IN Willaura Scout and Guide Hall Committee of  
Management  
Council request for late payment of Kitchen Registration

TREASURERS REPORT.	Term	\$70847.25
	ARC	11153.36
	Willaura Rec.	33704.85
	Com Meals	10163.06
	Committed.	10949.09
	Cumulative Closing Balance	\$114919.43

GENERAL BUSINESS. \*Anna has followed up kitchen Rego late payment  
request  
Payment had been made and Receipt 52102 was issued.

\*Thomas Catering has the fridge ordered ready for  
delivery. Ron to organise delivery.

\* EFPOS device for club rooms . Anna to investigate  
suitable equipment etc.

\* Ron to organise a meeting with MWFNC Kelly Evans  
and Tennis club to progress their proposal for additional storage at the new netball  
courts.

\*Willaura Swimming Pool —Ron and Karen have had discussion with council re the poor management of the Willaura Swimming Pool, Dr Tim to follow up.

\*A general discussion was had re Cost to hire of club rooms / special rates for individuals/ cleaning club rooms and campers shower & toilet/Valenskis use of kitchen,meals etc ./Big shed clean out / Painting brickwork/reassemble club rooms / any additional purchases required prior to opening rooms/rooms opening event. These items require further discussion at our next meeting.

\*Anna to follow up with Brad McLean re seasonal oval maintenance.

Meeting closed. 8.10 pm

Next Meeting. TBA Depending on building progress.

Dr Tim left the meeting at 7.30pm

Willaura Recreation Reserve  
Special Meeting at the Tennis Shed  
Thursday 10/2/22 at 6.00 pm

PRESENT D Shalders, R Jenkinson,( Rec) A&K Evans ( MWFNC)

APOLOGIES. J Keynes (Willaura Tennis)

GENERAL BUSINESS

This meeting was called to finalise a proposed storage shed at the existing tennis shed for the out of season storage of equipment. A letter and drawings of the proposal from the MWFNC attached in hard copy. After some discussion it was agreed the building proceed with some conditions.

- \* The MWFNC to bear the full cost of construction and all necessary permits etc. and ongoing maintenance , repairs and insurance in the future.
- \* This is to be confirmed by Dr T Harrison CEO ARC (done by R Jenkinson on14/2/22 phone)
- \* The Rec Committee be kept updated with the progress of the project.

Prior to the meeting the Willaura tennis indicated they would not contribute to this project (phone call to R Jenkinson).

Meeting Closed 6.30pm



Willaura Recreation Reserve General Meeting

Willaura Rec Club Rooms @ 6.00pm 24/2/22

PRESENT D Shalders, R Jenkinson, K Gleeson , P Platen, R Townsend, S Kumnick , J Filliponi .

APOLOGIES. A Gray

CONFORMATION OF PREVIOUS MINUTES. J Platen, K Gleeson

BUSINESS ARISING. Nill

CORRESPONDENCE IN. Brad McLean ---oval maintenance  
GWM Water ---Increase reuse water application .

TREASURERS REPORT. Not available

GENERAL BUSINESS

\*The new build should be certified compliment and certificate of occupancy be issued tomorrow 25/2/22. This will be followed on Saturday with a working bee to clean and move items back into the clubrooms.

\*Julie Cronin ARC to give handover of building to Rec. Committee next week on completion of project and compliance certification. Any items identified needing further attention to be noted.

\*Report was given as to the progress of the additional storage at the tennis shed . NOTE Permission was granted on the condition no cost for construction or ongoing maintenance /insurance be incurred by the Rec committee or Council as discussed with ARC CEO Dr T Harrison.

\*The building is wired internally for a telephone service, NOT required for connection at this point of time.

\*A Gray has set up a Rec email a/c WillauraRecCommittee@gmail.com . Anna to give a presentation at our next meeting how to access this account and how it should operate before this is fully implemented.

\* A Gray is investigating TYRO eftpos facility for use by the Rec committee .

\* Items to purchase identified at present , with additional items to add as identified. Glass washer detergents and additional washer racks(wire), wall mounted wine glass racks. 2 cash registers, Heavy duty vacuum cleaner, Bar fridge. TV mounting wall brackets and TV if applicable. Moved S Kumnick ,K Gleeson

\* Club room hire rate ---\$200.00 private hire . Other users to be considered by the Rec committee on merit. Moved S Kumnick,J Platen.

\* 2 keys will be issued by ARC to the Rec, 1 for the key locker at the front door and 1 held for emergency's .

\* Rec to reimburse the Willaura Cricket club for Liquor licence . R Jenkinson to follow up with ARC re the possibility for a liquor licence for the Rec club rooms .

- \* A sub committee of D Shalders , R Jenkinson, S Kumnick, K Gleeson negotiate with Erica and Scott Velenski re Friday night meals and use of the club rooms and formalise a user agreement .Moved R.Townsend ,J Filliponi.
- \* Other Items to follow up. \*General cleaning of club rooms and campers shower/toilet room. \*MWFNC Football club seasonal user agreement . Seasonal user agreements with Willaura historical group and Willaura Lions Club and Willaura Bowling club . The Rec is waiting on ARC Dr T Harrison to contact the Willaura Bowls Club as to their intentional use of their Clubrooms now that their club has been in recess for some time. \* Service the oval lighting( damage has occurred to wiring up high) a cherry picker is required . Adjustment is also required at the new netball courts of the overhead lighting.
- \* Projects to consider— Solar panels to help reduce power bills.

Meeting closed 7.15pm

Next meeting. TBA

Willaura Recreation Reserve General Meeting  
1/4/22 at 6.00pm Willaura Rec

PRESENT. D Shalders R Jenkinson K Gleeson P Platen J Filliponi

APOLOGIES R Townsend

CONFORMATION OF PREVIOUS MEETING. Moved. J Platen  
K Gleeson

BUSINESS ARISING Nil

CORRESPONDENCE Nil

TREASURERS REPORT.

No report presented. A Gray has resigned as treasurer and from the committee. K Gleeson will now take the position of treasurer.

Moved R Jenkinson D Shalders

GENERAL BUSINESS

\*R Jenkinson to follow up with Dr Tim Harrison Proposed opening of the club rooms. Council liquor licence and the use of ARC ABN for eftpos facilities at the clubrooms.

\*Seasonal agreement for the football club for this season has been sent , waiting for completion. Costings to be worked out with the club as they become known from the new facility.

\*Oval Lighting. D Shalders has organised new lights and protective covering for wiring to be installed before the start of the football season. Re focus of lights at netball courts also done while travel tower is at the Rec. Rec Committee to pay for the upgrade and improvements.

\* The Willaura Lions have moved from the HOW House/ Scout hall to the Willaura bowls club building and have an agreement with the bowls club for use. Willaura Historical Group is moving into the HOW house / Scout hall. A user agreement is to be signed with Rec Committee.

\* Brad McLean has been contacted to spray out board leaf weeds on the oval.

\* Bar Ventilation. This area requires more ventilation as heat from fridges is being retained in the room . Solid roller shutters have replaced the original open shutters . L Shalders and J Filliponi to install flow thru ventilation.

\*Scrap metal collected for the Rec at D Shalders property has been sold .

\* Social room cleaning . After Friday night meals rooms are to be cleaned ready for use on Saturday before the home football games.D Shalders to organise.( Heather Townsend)

\* Washing machine to be re installed in campers shower room.

\* The new net ball courts have some surface defects. Kelly Evans ( MWFNC )to follow up with ARC for repair.

\*Kitchen dishwasher not working properly. On closer inspection the unit was connected to the cold water, should be to the hot. This has been rectified by Rec.

\* An additional fridge is required for the bar for football club use. D Shalders to purchase an additional unit.

Meeting closed 7.10 pm

Next meeting TBA

Willaura Recreation Reserve General Meeting  
25/5/22 at 6.00pm at the Rec.

PRESENT.

D Shalders ,R Jenkinson, K Gleeson, P Platen, R Townsend S Kumnick  
J Filliponi

APOLOGIES

Nil

CONFORMATION OF PREVIOUS MINUTES.

K Gleeson J Filliponi

BUSINESS ARISING

Sale of scrap metal is still being finalised

CORRESPONDENCE

IN. GWM Water have requested we continue the agreement to water and cut the oval . Agreed. R Jenkinson to advise we are in favour of continuing the agreement with a proportionate cost increase etc.

OUT Dr Tim follow up.

TREASURERS REPORT

K Gleeson has just received the treasurers books from A Gray.  
K Gleeson to send account to Dr Tim ARC for the power used on the clubrooms building project now completed. This was agreed at the commencement of the project.  
K Gleeson to organise banking facilities with the Willaura Bendigo Bank for change of treasurer. Investigate merging of accounts . Pay outstanding accounts.  
Moved K Gleeson , S Kumnick  
Total funds on hand \$109440.14

GENERAL BUSINESS

\*Thermometer for kitchen fridge has been provided to monitor temperature.  
\*Test and tag and fire extinguisher service has been completed  
\* Light in pump shed not working. Matt Peel to rectify.  
\*S Kunnick has been in contact with Brad McLean- to spray board leaf weeds next week and report on any further maintenance required.  
\*Campers washing machine has been installed.  
\* Kitchen dishwasher problem , the unit is now connected to hot water as required.  
\* An additional bar fridge has been purchased to help with peak demand on game days.

\*A roof vent has been purchased to vent the heat build up from the bar area. D Shalders and J Filliponi to install.

\*K Gleeson to investigate and purchase a suitable device to conduct credit card transactions. Moved J Filliponi. P Platen

\* Lino repair adjacent to the bar not complete . R Jenkinson to follow up with Carpet Choice-Rod Mills.

Meeting Closed 6.55pm

Next Meeting TBA

## GENERAL MEETING MINUTES FORM 5

**To be submitted to Council's Municipal Recreation Officer within 14 days of meeting**

Committee of Management: YYP Community Centre

**Date of Meeting:** Sunday 20<sup>th</sup> March 2022

Time of Meeting: 3:15pm

Attendance: Amy and Simon Barr, Ema and Troy Smith, Suzanna Christie, Heather Phillips, Amanda Brady, Annie Fraser, Michael and Melissa Hope

Apologies:

John Foster, Jack Armstrong

Confirmation of quorum:

*A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.*

**Confirmation of Minutes of Previous Meeting:** Minutes of AGM held on 22/11/21 circulated prior to GM. Melissa Hope moved that they are true and correct and seconded by Heather Phillips.

General Meeting Minutes on 22/11/21 circulated

<b>Item: Business Arising Out of the Previous Meeting</b>			
<b>Discussion – Business</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
Cracks in courts filled and lines remarked	Council have completed both	S.Barr/Council	Completed
Fix seals in toilet	Asked council to do	S.Barr/Council	Completed
Replace external lock on door	Asked council to do	S.Barr/Council	completed
Lop several of blue gum trees	Asked council to do	S.Barr/Council	
Tidy up store room	Amy and Heather have commenced this. Need to see if members of public would like some of the memorabilia or ? leave in there?	A.Barr/H.Phillips	completed
Replace sandpit shade	Council to do	S.Barr/Council	Completed
Repaint hall	Council approached to do this and were happy to. Works continue for this	S.Christie/Council	completed
Refloor hall	In process of getting quote. Discuss types of flooring interested in	S.Christie	2022

Signature change	Need to get done ASAP	S.Christie and A.Barr	
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**Disclosure of any pecuniary interest or conflict of interest of any member**

**Correspondence**

<b>Item: Correspondence – Inwards/Outwards</b>			
<b>Discussion – List Correspondence</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
N/A			

**Treasurer's Report**

Financial report A.Barr

Cheque Acc: \$10669.89 as of December 2021

**Adjourned Business**

**Sub-committee/Working Group reports (if any)**

**Agenda Items**

**Item: Agenda Items**

**1. Maintenance Undertaken (standing Agenda item)**

Since the AGM in November the Community Centre (inside) has had the main room painted. Old curtain rods were removed and quotes for blinds have been made. Amy and Heather have cleaned up the store room.

Outside, the lock for the main door has been replaced, lights have been replaced outside the hall, sandpit shade was replaced. Tank downpipe replacement and gum tree lopping still to take place.

**2. Sheep Drive**

Discussed fundraising using a sheep drive. Sometime in September. To discuss at later date regarding volunteers.

**3. Court Update**

Courts had cracks filled in November 21. New lines were marked Dec 21. Courts used Feb 22 and the courts were found to be substandard. Council aware of this and are to grind down to try and smooth over, with stage 2 of this plan considering either flexipave or synthetic grass as alternatives to the current courts.

**4. Grants – council grants now open.**

Discussed grant opportunities from community banks, windtowers, council. Considered our needs being a new playground.



### **General Business**

1. Concerns regarding the current state of the tennis courts are felt by all. If Council are not able to rectify the problems with the courts, we will have to consider resurfacing the courts. This will require a large amount of fundraising by the committee, however something we are all prepared to do if we need to resurface the courts.
2. New blind quote circulated to committee, Michael Hope moved to go ahead with ordering the blinds, Annie Fraser seconded.
3. New flooring to be considered for hall next year.

**Next Meeting:** AGM NOVEMBER (exact date and time TBA)

Venue: YYP community Centre

Closed: 3:40 pm



# MEETING MINUTES

**Committee of Management:** **ELMHURST HALL**

**Date of Meeting:** **WEDNESDAY, 11 MAY, 2022**

**Time of Meeting:** **7.30 PM**

**Venue:** **ELMHURST HALL**

<b>Present:- Chairperson:</b>	Margaret Rivett
<b>Minute taker:</b>	Jean Penna
<b>Committee Members:</b>	Margaret Rivett (MR), John Rivett (JR), Shirley Lockhart (SL), Russel Preston (RP), Elise Tucker (ET), Jean Penna (JP), Christine Preston (CP), Alan Peacock (AP), Donald Milne (DM),
<b>Council Officers:</b>	
<b>Apologies:</b>	
<b>Quorum Failure Time:</b>	YES                      If no, Failure Time: <i>A quorum shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.</i>

<b>Conflict of Interest Declarations:</b>	CAC Members: Council Officers:
<b>Confirmation of minutes of the previous meeting</b>	That the minutes of the previous meeting of the Hall Committee held on 10th February 2021 be confirmed Moved: AP Second: DM Outcome: Carried

<b>Item: Business Arising Out of the Previous Meeting</b>			
<b>Discussion – List Business</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
Kitchen	General Business		11.05.2022
Fence	Ongoing Working Bee	JR	On going
Trees	To come from Council	JR	On going

Moved AP Seconded DM

That the business arising out of the Previous Meeting report be received.

**CARRIED**

<b>Item: Secretary's Report</b>
Nil
<b>Correspondence – Outwards</b>

Discussion – List Correspondence	Action Items	Responsible	Due
Quotation Thomas Catering	Kitchen Cupboard	General Business	11.05.2022
Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Nil			

Moved ET Seconded RP

That the Secretary's report including correspondence be received.

**CARRIED**

**Item: Treasurer's Report**

*The Treasurer's Report includes receipts and expenditure of the period just passed and shows the balance in hand. Attach the Treasurers report. The Treasurer moves for the adoption of the report.*

Discussion	Action Items	Responsible	Due
Credit Balance \$17,467.20		SL	11.05.2022

Moved SL Seconded ET

That the Treasurers Report be adopted.

**CARRIED**

**Item: Sub-Committee/Working Group Reports (if any)**

Sub-Committee & Discussion	Action Items	Responsible	Due
NIL			

That the Sub-Committee/Working Group Report be adopted.

**CARRIED**

**Item: Agenda Items**

1. Maintenance Undertaken (standing Agenda item)
2. Facility Good Governance implementation (standing Agenda item)
- 3.

Discussion	Action Items	Responsible	Due

That the Standing Agenda Items Report be adopted.

**CARRIED**

2022

<b>Item: General Business</b>			
<b>Discussion</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
<p><b>Kitchen Thomas Catering</b>            Quotation for kitchen cupboard            22.03.2022            Cupboard to go in under bench in kitchen behind the door into hall.            Dishwasher, Fridge, Stove</p> <p><b>Cupboard and Oven-Stove</b>            To go at head and purchase the cupboard and stove            Cost 22.03.2022 could change            Door/Panel Kit for Bench \$2570.00            Turbofan E33 Convection Oven \$4200.00            Stand for Turbofan E33 \$ 690.00            Installation and Delivery -----  <u>Total \$7460.00</u></p> <p><b>Shed Full of Kitchenware</b>            Garage Sale to unload any unwanted crockery and kitchenware, etc            Piano, Tressels</p> <p><b>WIFI</b>            In the Kitchen – possibly relocated</p> <p><b>Chairs</b>            Scratching the floor. need to have stopper or felt stoppers</p> <p><b>Election Day 21.05.2022</b></p> <p><b>Main Power Board</b></p>	<p>Moved ET. Seconded RP</p> <p>Suggestion that a Garage Sale and see if there could be other people interested in have a stall</p> <p>Donald checked that the gas heaters were working.            Geoff Penna has a key to open Hall for Election Day.            John and Alan to set up the Hall with 6 tables and 10 chairs</p> <p>Power not to be turned OFF at any stage as the pump for septic tank needs to be ON all the times.</p> <p>Needs to have a chart on Power Board switches and steps to follow for the use of power in Hall</p>	<p>SL</p> <p>JP</p> <p>SL</p> <p>AP, JR</p> <p>JP</p>	<p>TBC</p> <p>10.082022</p> <p>19.05.2022</p> <p>20.05.2022</p>

**CARRIED**

**Next Meeting:**

Date 10th August

Time: 7.30 pm

Venue: Elmhurst Public Hall, High Street Elmhurst

Forward meeting dates: List for next 12 months

- 9th November 2022
- 
- 

Meeting closed at: 8.10pm

**Minutes to be forwarded to Council's Governance and Administration Coordinator within 14 days of meeting.**

**CONFIRMATION OF MEETING MINUTES:**

To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted at the next meeting of the Committee.

\_\_\_\_\_  
*Meeting Date Minutes are confirmed:*

\_\_\_\_\_  
*Chairperson Signature & Date:*

## MOYSTON HALL COMMITTEE

### MINUTES OF MEETING 22<sup>ND</sup> FEB 2022

#### 1) Correspondence:

V.E.C, Elections in November (State)

2) Booking for Vintage Car Club Afternoon Tea. Rob to speak to Advocate re photos of event. Set up night before. Tablecloths, Plunger Coffee. Di to talk to Rosie Re: Tea Pots

3) Treasurers Report: Moved: Jim, Seconded, Peter

4) Sue to update Hall webpage. Sue and Brian happy to continue managing Bookings.

5) Last Sunday in May (29<sup>th</sup>) for the return of the High Tea. The theme will be just delicious food.

6) Community Dinner: Friday 1<sup>st</sup> July

7) Mulch: date for Mulching 16<sup>th</sup> March

8) Find out about Memorial Restorations from the State Government

- 9) Shed: Robert to email Jenny Woolcock
- 10) Bill Daley has put in powerpoint, Light and air con to be fixed. Council will do.
- 11) Sue to design letterhead.
- 12) Festival Of Small Halls. Rob to apply for Summer Programme
- 13) Next Meeting May 24<sup>th</sup>, 7pm

# Pomonal Hall Committee 2021 - Dec 1st Minutes -

<b>Time and date</b>	01/12/2021 7:00 pm	
<b>Chairperson</b>	Vice President: Simon	
<b>Location</b>	<b>Pomonal Hall</b>	
<b>Attendees</b>	Simon Freeman Jenny Kier Jodi Mathews	Claire Evans Barb Venn Tim Harrison
<b>Apologies</b>	Jenny Woolcock, Lachlan Green, Richard Flecknoe, Andrea Shelly	
<b>Purpose</b>	Manage the facilities and activities at the Hall and Reserve.	
<b>Papers</b>	<p><b>Motion: " That the minutes for the previous Hall and reserve Committee meeting be approved as a true and accurate record of proceedings"</b></p> <p>Minutes from previous meeting: <b>Moved:</b> Simon      <b>Second:</b> Claire</p>	
<b>Acknowledgement of Country</b>	<p><b>Claire -</b> "I begin today by acknowledging the Djab Wurrung and Jardwardjali people, Traditional Custodians of the land on which we gather today, and pay my respects to their Elders past and present."</p>	

Item	Description	Action	M o v e d	2nd
1.	<p><b>Business arising from previous minutes:</b></p> <ul style="list-style-type: none"> <li>• <b>Soft furnishings</b> - guest Acoustics Specialist and Lisa Ashdowne</li> <li>• Gluing on batts <b>Richard</b> . Jenny K to talk about carpet quotes and additional soft furnishings</li> <li>• <b>Cricket club/turf</b> - Lachie to pay water bill</li> <li>• <b>Nature Based playground - Claire</b> - to catch up with Carly in regards to the nature based playground and Dan Tehan Grants.</li> </ul>	<p>Dollar curtains have given us a quote - \$875</p> <p>Pomonal Hall committee to pay half this fee with Pomonal Progress Committee.</p> <p>Simon moved a motion to proceed and get the small window completed also. - \$437.50 plus half a baton. Seconded Jodi and Barb.</p> <p>Richard to Glue on Batts next week.</p> <p>Barb got a quote from Red door carpets in Ballarat - \$1550. Moved a motion to go ahead with this. To be delivered and installed in February.</p> <p>Richard to Talk to Lachie in regards to the water payment.</p> <p>Playground - Carry Over</p>		



	<p>Skate Park/Pump Track. Mens shed mentoring program. Check out pop up/wheelie acoustic walls.</p> <ul style="list-style-type: none"> <li>• <b>Banking</b> - Moving to Bendigo Bank. Waiting for ARCC</li> <li>• <b>ARCC</b> - septic, trees and bollards</li> <li>• <b>Festival of Small Halls</b> -</li> </ul>	<p>Septic is completely blocked/Reed beds</p> <p>We are booked in . Dates TBC. Local artist. Welcome to country. Simon to do bar?</p>
2.	<p><b>Correspondence in:</b></p> <ul style="list-style-type: none"> <li>• Art group - shed bay</li> <li>• PPA</li> <li>• Mens Shed minutes</li> <li>• Richard - SAT 9th April music event.</li> <li>• Market report</li> <li>• Dolar blind quote</li> <li>• Spotlight Quote</li> <li>• Duke of Ed booking</li> <li>• ARCC water bill</li> </ul>	<p><b>SHED STORAGE:</b></p> <p>The shed has several bays. Richard to do a check of the bays. Can we do an assets list of what we have in Storage?</p> <p>Art group would like one bay for storage. - Barb to email Art Group. Check insurance cover.</p> <p>APS has one bay</p> <p>Pomonal Primary School has one bay</p> <p>Cricket club has a mower in storage</p> <p>Progress has a bay for market stuff</p> <p>Hall committee has a bay for excess furniture.</p> <p>9th April Music Event - No Bar run by the committee. Mainly because it's in the school holidays.</p>
3.	<p><b>Correspondence out:</b></p> <ul style="list-style-type: none"> <li>• RAV Grants</li> </ul>	<p>Richard submitted the Grant application.</p>
4.	<p><b>Finance Report.</b></p> <p><i><b>Motion: " That the financial statements for the previous months be ratified and all accounts approved for payment"</b></i></p>	<p>Carried over (Richard unwell)</p>
5.	<p><b>General business</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• <b>Master Plan/Wish List :</b></li> <li><input type="checkbox"/> <b>Double the outdoor decking area</b></li> <li><input type="checkbox"/> <b>pizza oven</b></li> <li><input type="checkbox"/> <b>power to the shed</b></li> <li><input type="checkbox"/> <b>shelter</b></li> <li><input type="checkbox"/> <b>fence around the oval</b></li> <li><input type="checkbox"/> <b>electric BBQ</b></li> </ul>	<p>A motion moved for Barb to close the commonwealth Bank account and transfer fund into a new Bendigo Bank Account.</p> <p>Volunteer need to be double vaccinated - how does that work for working bees? Do you need to be double vacced to be on the POMonal Recreation reserve?</p> <p>Jodi to revisit annual user agreements. Invite the church to join?</p>

- shade
- seating

Vaccines cited from:

Simon

Claire

Jodi

Barb

Meeting closed:

8:32pm



Ararat Rural City

## GENERAL MEETING AGENDA FORM 5

**To be submitted to Council's Municipal Recreation Officer within 14 days of meeting**

Committee of Management: Tatyoon Recreation Reserve

**Date of Meeting:** Monday March 7<sup>th</sup> 2022

Time of Meeting: 7:30pm

Attendance: J.King, C.Drum, B.Robertson, K.Armstrong, I.Armstrong, D.Carter, H.Astbury, A.Brady, P.Hartwich, CEO Dr T.Harrison

Apologies: R.McKay, R.Bibby A,Tucker

Confirmation of quorum:

*A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.*

**Confirmation of Minutes of Previous Meeting:**

General Meeting Minutes on \_\_\_\_\_ circulated k.Armstrong B.

<b>Item: Business Arising Out of the Previous Meeting</b>			
<b>Discussion – Business</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
GMW WATER	Applied	C.Drum	In Progress
Hand towel	3 purchased \$53.50 each	J.King	A.Brady and D.Carter to install.
Grants	Split system netball rooms? J.King to ask Simone TFNC treasurer if money has come in for this grant.	K.Armstrong	In Progress
Fence on Netball Court	Adjourned to later	J.King	HELD
Food Safety	To have food booklet to record data and complete labelling of food	J.King	Completed for Footy Season
North End Fence Culvert on north end	Fencing off area ARCC	R.Bibby C.Drum B.Robertson	
Oval Maintenance	Coring and sanding of oval	C.Drum	
Carpet in visitors changeroom		D.Carter	
Mowing of Grass	I.Armstrong mowed North End. Rec responsible for mowing reserve.	I.Armstrong	Completed
Arcc and asbestos of netball shed and any designs	What are we doing with this shed? T.Harrison is going to ask Keith at ARCC to have a look and see if there is any asbestos.	ARCC	J.King to action

**CONFIRMATION OF MEETING MINUTES:** To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

Recreation Reserves and Public Halls Governance Manual – Meeting Minutes Sample Template

Version Date: 18 June 2012

**Disclosure of any pecuniary interest or conflict of interest of any member**

**Correspondence**

<b>Item: Correspondence – Inwards/Outwards</b>			
<b>Discussion – List Correspondence</b>	<b>Action Items</b>	<b>Responsible</b>	<b>Due</b>
In: EMAIL 22.10.21 Michelle Stewart - Food Safety Booklet	Resources to aid in Food Safety and recording sheets.	J.KING	COMPLETED
In: Email 26.10.21 ARCC Jenny Woolcock Information on Poppy sales for Remembrance Day	Covid rules around the selling of poppies	J.King	n/a

**Hall Booked:**

26.2.22 Dick Reynolds 50<sup>th</sup>

10.3.22 Gorst Rural

26.11.22 Election Day Friday to access Hall. \$400

7.04.2022 Royal Children's hospital fundraiser – K.Armstrong

**Treasurer's Report**

Financial report B.Robertson

Cheque Acc: \$31004.09 See Attachments

This figure represents the donations from grain. Suggestions of maybe getting a fundraising account. Motion to be moved next meeting. B.Robertson to find out if this is possible and if any fees associated.

Grain so far – \$25,000 plus three people who donated from today's text message reminder. So this figure will go up. C.Drum stated that this is an outstanding array of local donations and some deposits were huge. Very generous.

K.Armstrong stated that the Tennis Club is fine to pay full fees which were altered in covid period.

B.Robertson still to invoice cricket and tennis clubs for season just passed.

Treasurer's report moved by B.Robertson and seconded by A.Brady.

**Adjourned Business**

**Sub-committee/Working Group reports (if any)**

J.King. D.Brady and D.Carter met with Tim in November 2022

J.King read out timeline of what we have achieved so far. (See Attached, Appendix 2)

T.Harrison stated that the ARCC are definitely on board with this project. It has been spoken about at council and councillors know of the future plans of a new facility at Tatyoon.

Tim stated that the Federal election is coming up at the end of the year and he wanted this to be shovel ready by election.

Tim stated that we just need to now contact an architect and get this project moving.

J.King to follow up with Tim the process of PHASE 1 and PHASE 2 and to keep committee informed.

Phase 1 – Architect – ARCC to find

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**CONFIRMATION OF MEETING MINUTES:** To be completed by the Chairperson once the Meeting Minutes have been Confirmed and Adopted

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Meeting Date Minutes are confirmed:

Chairperson Signature & Date:

PHASE 2 – QS AND COSTINGS. ARCC to complete and get back to us with findings.

## Agenda Items

### **Item: Agenda Items**

#### **1. Maintenance Undertaken (standing Agenda item)**

C.Drum thanked the following people: I.Armstrong mowing north side.

Andy Tucker around courts

R.Bibby mowing oval and grounds

Door – North side . J.King to contact ARCC to get this fixed properly. Maybe latch on inside needed as wood moves.

Reece plumbing donated fittings for grounds . J.King to write thankyou note.

R.McKay – chops coming to air rate next week. 200tonne of sand to be spread.

I.Armstrong spreader needed. C.Drum to action

All sprinklers off beforehand

Ricki Woods supply sand \$23tonnes for 200 tonnes sand

Turf sand

Rich taking kobota mower for first service to Ballarat. D.Carter stated that they said that the first service should be done here.

C.Drum to ring Danny Cameron.

Chops going to sew rye. Fully completed a month before footy.

Gorst Rural sponsorship – will pay for chops.

Broad leaf herbicide over again.

Working Bee needed – Footy Netball hand over.

Should club rooms be locked? Cricket balls need to be locked in bar. Valuables in back of bar from now on. Discussion around that is hard to monitor children over in club rooms on a tennis night.

Briony sprayed tennis courts.

#### **2. Facility Good Governance implementation (standing Agenda item) - Food Safety booklet -**

#### **3. Overall Maintenance of Grounds**

#### **4. Fundraising – Moved to Treasurers report.**

**Grain**

**Plan needed then buy a brick.**

### **Facebook - 'Tatyoan Community'**

Committee all passed.

## General Business

New gas bottle obtained behind hall – big one. Swap and go.

### **Suggestions for North side of Rec Reserve:**

John Kane levelling north side of courts. This will allow parkland to be easily maintained.

Drain stops at tennis courts at the moment

Drain to go south north in Doug Laidlaw's paddock.

East – west drain under road out to the Burns.

Pipeline will be putting tank in for CFA. Culvert needed. I.Armstrong to action.

Too bigger job for Bron Ferguson committee agreed.

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Craig Drum, (President) to action with Andy Tucker to get John Kane to get stumps and level North side of Rec Reserve. This will allow space to be maintained more easily and parkland created. Do fence after drain.

Drain also to be completed by John Kane.

Netball shed

Viewing area for netball and scorers

Tennis use a little bit for storage.

Fix it by filling concrete in enclosed area with concrete.

B.Robertson to ring Hitchcock Concreting to concrete and action.

Sink may be needed.

**Next Meeting:** Date JULY      Time: Venue:      Closed:8:30pm

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## GENERAL MEETING AGENDA FORM 5

**To be submitted to Council's Municipal Recreation Officer within 14 days of meeting**

Committee of Management: Tatyoon Recreation Reserve

**Date of Meeting:** Tuesday June 14<sup>th</sup> 2022

Time of Meeting: 7:30pm

Attendance: C.Drum, B. Robertson, J.King, H.Astbury, A.Tucker, R.Bibby, D.Carter, R.McKay, K.Armstrong

Apologies: A.Brady, P.Hartwich, T.Harrison, I.Armstrong,

Confirmation of quorum:

*A quorum at any committee meeting shall be a majority of members of the committee. No business shall be conducted by the committee unless a quorum exists.*

**Confirmation of Minutes of Previous Meeting:**

General Meeting Past Minutes on 10.5.2022 circulated. Moved by D.Carter and seconded B.Robertson.

**Item: Business Arising Out of the Previous Meeting**

Discussion – Business	Action Items	Responsible	Due
GMW WATER	Applied	C.Drum	In Progress
Grants	Split system netball rooms? Money in and just waiting on final quote from Stawell as prices have gone up since the netball grant went in. Committee decided to continue with Gary Lewis quote. 7W \$2929.00. Rest of grant money can be deducted off another bill from Gary. \$262 credit. Action needed to ensure split system installed.	J.King	In Progress
Fence on Netball Court	Adjourned to later	J.King	HELD
North End Fence Culvert on north end	North End levelling completed. Thankyou to A.Tucker. Fencing off area - west fence needed to be put up again. Culvert to be placed in later when GMW water comes through. Moved to Agenda item.	R.Bibby C.Drum B.Robertson A.Tucker	Earth moving completed
Oval Maintenance	Sand on oval. Needs to be a yearly job. Thankyou to R.McKay. Oval looking great.	C.Drum R.McKay	Completed
ARCC and asbestos of netball shed and any designs	What are we doing with this shed? K.Armstrong and B.Robertson have made contact with D.McDougall. Discussed possible alterations to make space workable. Quote to install - window in south end of shed – Scorers box - new door - shelving. No concrete as Builder thought that funds could be spent in a better way. A.Tucker wondered if too much asbestos. B.Robertson to discuss with builder again. Had been an issue with getting rid of bees in past.	B.Robertson K.Armstrong	In Progress
Savings Account	Treasurer to find out if fees are associated with opening new account. No fees and motion to be moved in meeting to open new account.	B.Robertson	Completed
Old Netball Shed	Quote from Hitchcock concreting Committee agreed that Concreting floor was not needed	B.Robertson	Cancelled

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**Disclosure of any pecuniary interest or conflict of interest of any member**

**Correspondence**

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
No Correspondence			

**2022 Hall Bookings:**

26.2.22 Dick Reynolds

10.3.22 Gorst Rural

13.6.22 ARCC Budget Community Forum

20.06.22 Southern Farming 9am – 1pm Lisa Miller [lmiller@sfs.org.au](mailto:lmiller@sfs.org.au) Ph:0488 600 226

23.08.22 Ag Communications 8am – 2pm Contact: Belinda Cay [Belinda.cay@agcomminicators.com.au](mailto:Belinda.cay@agcomminicators.com.au)

Ph:0423295576

26.11.22 Election Day Friday to access Hall. \$400

**Treasurer's Report**

Financial report B.Robertson

Cheque Acc: \$49050.21

(See Appendix 1 Profit and Loss)

(See Appendix 2 Balance Sheet)

Treasurer discussed the following in detail to inform committee of current financial status:

**Banking**

- Current Bank account product is outdated. Bendigo Bank would like us to update our account, and signatory details. As a result, we may obtain some interest. Current signatories are Andy Tucker, Craig Drum, Jane King and Briony Robertson. Forms were filled and copies of Licences were obtained for the bank to update records.

B.Robertson moved **Motion: To update existing account with new name. Business Easy Saver.** Seconded H.Astbury. All in favour.

Term Deposits – Treasurer had researched, and it was possible to open a new savings account to assign all fundraising donations for New Building. No fees associated in doing so.

- Grain Drive - Great response to the grain drive with donations from 2021/22 harvest. Good yields and higher grain prices have resulted in a significant amount of money. As a result, B.Robertson proposed to committee to open a new account at the Bendigo Bank 'Asset **Purchase & Facility Development Fund**' to keep clear and transparent, the community money being donated and its subsequent use.

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In 2021 a Kubota Mower was purchased from this source, and we had a rollover balance of \$2064.77. With current 2021/22 Donations to date of \$43,954.38, this will take the balance of these funds to \$46019.15.

B.Robertson moved **Motion: To open account named Asset Purchase & Facility Development Fund. This account will be linked to our current account, and the same signatories will apply.** Seconded by K.Armstrong. All in favour.

Action: Once account is then authorised B.Robertson will transfer all fundraising donations to Asset Purchase & Facility Development Fund account. All in favour and agreed.

- Account Balance  
Once the grain drive funds are transferred out, our everyday trading account balance will \$6451.06

Projects that have been large expenses –

- North End  
JAK's contracting \$13, 250. Earthworks to the north end of the recreation reserve, leveling, stump removal and concrete/asphalt removal, also including installation of a drain along our entire west boundary to the north, and continuing the drain east down to meet the road. The septic lines were also buried, and carparking area levelled and gravelled to the north of the clubrooms making it a more useable space. Thank you to Andy Tucker for his time & equipment used in aiding this project – approx. 36.5 hrs, in addition his donation of the 6 loads of 40mm crushed rock from Western Quarries to complete the parking area.
- **Sand was also another significant cost \$4840. The product was the only cost. The sand was spread on the oval to assist with surface structure. Freight was donated, as was the equipment and time involved in the spreading of the sand.**

B.Robertson stated that these two projects have highlighted, and serve as a reminder of the generous donations of time and money that are made by community members behind the scenes, and more often than not, go undocumented.

Oval Maintenance

Rob McKay presented an invoice at the meeting for oval surface works undertaken by Brad McLean \$5700. This included sowing, spraying, fertilising and sprinkler replacement. The Tatyoon Cricket Club applied for a grant and were successful in obtaining the sprinkler component of the invoice.

Treasurers report moved by B.Robertson and seconded by R.Bibby.

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## Adjourned Business

### Sub-committee/Working Group reports (if any)

#### Agenda Items

##### **Item: Agenda Items**

##### **1. Maintenance Undertaken (standing Agenda item)**

**Oval and Sand** – R.McKay stated that invoice from Brad McLean for maintenance on grounds received \$5700. This dates back to last November.

R.McKay mentioned invoice included the following main works:

- Broadleaf spray
- Sprinklers \$1100– Cricket club received grant.
- Air rating sand
- Gypsum
- Urea
- Resowing

Now oval is set up for the ongoing wet weather and drainage is good. C.Drum thanked again R.McKay for the extensive work that he had done with the oval. Looking amazing.

Action: C.Drum and R.McKay will action discussing with Gorst and payment.

C.Drum has already spoken to Gorst and they are happy to continue supporting but we may have to contribute if extensive work is continually completed. Also Brad McLean now sourcing his products from elsewhere which makes it a little more difficult to invoice through Gorst.

R.Bibby happy to use the Oval Improvement Fund if need be through TFNC.

##### **North end levelling**

**C.Drum again thanked A.Tucker for his work with John Kane. Committee discussed sowing area now with grass seed.** Gorst will most likely help out.

Rec reserve will have to build new fence on west side for Doug Laidlaw and pay for materials.

Action: C.Drum will discuss with Gorst any left over seed Gorst may have. Also ask Jeffrey Leloup if he would use his seeder and resow grounds. Also touch base with Doug Laidlaw about fence he requires on west boundary.

Committee discussed fencing off around church to stop children smashing windows.

Action: J.King to discuss with P.Hartwich about fence around church.

**Gravel** - Donated generously from A.Tucker. 6 loads of gravel as discussed in Treasurer report.

C.Drum again thanked A.Tucker for his tremendous work in helping to level the north end of the reserve and working with John Kane. He also thanked R.McKay for his on going work with improving the oval and drainage.

##### **2. Facility Good Governance implementation (standing Agenda item)**

##### **3. Overall Maintenance of Grounds**

**Gas refills** – B.Robertson asked question if we needed two 190kilo gas cylinders? \$240 each per year.

Discussion that we are not using as much gas in hall due to the new electric oven and no netball showers.

A.Tucker questioned if it was cheaper in long run to buy the cylinder out right?

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Action: B.Robertson to cancel one cylinder on invoice and discuss possibility of buying cylinder out right.

**Collapsed tank** – Action: J.King to discuss future plan with T.Harrison.

B.Robertson has quote for another tank approx \$3000.00

**Lightbulbs** – currently only 6 blown. However very costly to replace. \$480 each. TFNC had previously thought maybe more had blown but Barry Davidson had fixed tripped wires in light towers.

Questions were raised over LED Lights?

Action: R.Bibby to contact Tristian Ritchie and see what his thoughts are as Lake Bola had just upgraded to LED Lights.

R.Bibby stated that maybe we have to look out for grants through Stockyard wind towers.

**Generator** – currently borrowing Broadbents. C.Drum thanked Broadbents for the loan of this generator which ensured us to carry on. In the meantime, R.Bibby has taken old generator to Clayton to be assessed. \$260 to be assessed and then see if it is worth repairing. Hopefully find out in a week.

C.Drum thanked R.Bibby for generously donating his truck to transport broken generator to Melbourne, driving and fuel. Also thank you to R.McKay for working with Barry Davidson to rewire Broadbents generator and use of his telehandler to move generators. This has been a big job. Thank you to Barry Davidson for his prompt support to ensure we were able to run the generator and have lights at training again.

R.McKay thought we need to look at future plan for generator as they are extremely expensive.

To run our lights we need over 160KVA generator or bigger. Price tag \$50k plus.

Barry Davidson opinion was because we are single phased, generator was essential even if LED Lights were used.

T. Harrison had mentioned to J.King and C.Drum that Ararat Trotting tracks generator is not being used at the moment and could potentially be borrowed. Also T. Harrison had heard that there are many second hand generators not getting used currently in our shire and other shires.

R.McKay stated that this was quite urgent and needed attention as Broadbents will need their generator back.

Action: C.Drum to discuss with T.Harrison options.

**Culvert** – Committee agreed to hold off on laying culverts down in North End drain until GMW water pipeline came through as location may change.

### **Fundraising**

C.Drum thanked the community for the huge donations we have received so far in grain. D.Carter stated because people have already donated through grain they might now need to see official plans before we offer 'buy and brick' fundraiser option. Committee agreed to continue Grain drive and wait until we had concrete plans before any other type of fundraising occurred.

### **General Business**

Phase 1 of New development will be completed by ARCC.

J.King stated that she had spoken to T.Harrison and our project was still in his overall plan, even though there were major budget cuts. ARCC were hoping to have Phase 1 of the Tatyoon new build beginning by the end of the financial year.

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J.King discussed with committee that Tim Harrison had raised that pricing had a least doubled and a QS was vital in the planning of this project. J.King discussed that we just needed be patient and keep fundraising as much as possible.

C.Drum discussed that he had been at the ARCC meeting Monday night at Tatyoon to discuss ARCC budget. He showed committee brochure received and discussed the main projects outline by council.

*ACTION: J.King to continue to communicate with Tim to ensure PHASE 1 is moving forwards.*

**Next Meeting:** Date August AGM and General Meeting      Time: Venue:      Closed:8:45pm

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# Profit and Loss

Tatyoan Recreation Reserve Inc

For the period 7 March 2022 to 13 June 2022

7 MAR-13 JUN 2022

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## Trading Income

Facilities Hire - Tatyoan Cricket Club	3,450.00
Facilities Hire - Tatyoan Tennis Club	805.00
Facilities Maintenance Reimbursements	915.99
Hall Hire	100.00
<b>Total Trading Income</b>	<b>5,270.99</b>

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**Gross Profit** 5,270.99

## Other Income

Donations received	40,429.94
<b>Total Other Income</b>	<b>40,429.94</b>

## Operating Expenses

Asset Purchases	1,000.00
Cleaning - Cleaning Consumables	585.49
Cleaning - Professional Cleaning	1,365.10
Electricity & Gas	1,290.07
Hall & Facilities Maintenance	19,264.15
Insurance	730.00
<b>Total Operating Expenses</b>	<b>24,234.81</b>

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**Net Profit** 21,466.12

# Balance Sheet

Tatyoon Recreation Reserve Inc  
As at 13 June 2022

13 JUN 2022

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## Assets

### Bank

Tatyoon Recreation Reserve Inc	49,050.21
<b>Total Bank</b>	<b>49,050.21</b>

### Current Assets

Accounts Receivable	3,420.00
<b>Total Current Assets</b>	<b>3,420.00</b>

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<b>Total Assets</b>	<b>52,470.21</b>
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<b>Net Assets</b>	<b>52,470.21</b>
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## Equity

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Current Year Earnings	30,293.97
Retained Earnings	22,176.24
<b>Total Equity</b>	<b>52,470.21</b>