

**ALEXANDRA HALL**  
**COMMUNITY ASSET COMMITTEE**  
**MINUTES OF A MEETING HELD IN THE GUIDE HALL**  
**THURSDAY 23<sup>RD</sup> NOVEMBER 2023 AT 7:00PM**

**WELCOME:**

Chairman Rob. Cocu extended a welcome to everyone present.

**PRESENT:**

J. Gunstone, H.Lockland, M.Egan, H.Gunstone and  
R.Cocu Ms.R.Rodger..A.R.C representative.

**APOLOGIES:**

W.Gason, C.Healy, Dr.T.Harrison.

M.Egan

H.Lockland

That apologies be accepted.

CARRIED

**MINUTES OF MEETING HELD 27.07.2023**

R.Cocu

H.Gunstone

That Minutes of Meeting  
held 27/07/23 be taken as  
true and correct.

CARRIED

**BUSINESS ARISING OUT OF MINUTES:**

**Cleaning of interior windows and window sills.**

Have not had any success in obtaining any Co., to carry out cleaning of interior windows etc.

**New Refrigerator purchased., at a cost of \$799.00 "THANK YOU"** to Rob Cocu and Wayne Gason for attending to purchase, pick up and relocation of the unit in the kitchen of the Guide Hall. The old unit was also disposed at the same time.

**INWARDS CORRESPONDENCE:**

.1. From Origin Energy - Account showing we have a Credit of \$43.01 with next reading of meter due 04/12/2023.

2. From Ararat Rural City (a) \$2,400.00 Maintenance Grant was paid into our Bank Account , and (b) enclosing Waste Disposal Posters for displaying in our facilities.

**OUTWARDS CORRESPONDENCE**

1. To Ararat Rural City Enclosing copy of Minutes of meeting held 27/07/23

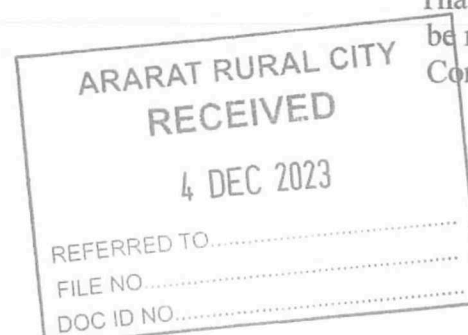
M.Egan

H.Lockland

That Inwards correspondence be  
be received and Outwards be  
Correspondence approved.

CARRIED

.....Page 2.



**TREASURER'S REPORT**  
**STATEMENT OF INCOME AND EXPENDITURE 14/11/2023**

<b><u>INCOME</u></b>		<b><u>EXPENDITURE</u></b>	
Hall Hire: Table Tennis	\$460.00	Power Main	\$394.55
Badminton Ass'n	\$540.00	Stationery	\$24.90
Guide Hall	\$550.00	New Stove	\$799.00
Trash & Treasure	\$195.00	Cleaning Reqs	\$ 4.60
Suicide Prevention	\$240.00		<b><u>\$1,223.05</u></b>
Casual	\$300.00		
Council Maintenance Grant	\$2,400.00		
Donation	\$50.00		
	<b><u>\$4,735.49</u></b>		

<b><u>BANK RECONCILIATION</u></b>			
Balance C/F	\$10,267.74	Bank Statement Balance	\$13,870.70
Plus Income	<u>\$4,735.49</u>	Less O/S Chq. No.120	<u>\$90.52</u>
	\$ 15,003.23		
Less Expenditure	<u>\$1,223.05</u>		
<b><u>TOTAL</u></b>	<b><u>\$ 13,780.18</u></b>		<b><u>\$13,780.18</u></b>

**BANK STATEMENT** **\$13,780.18**

**TERM DEPOSIT**  
Balance Carried Forward **\$44,190.19**

**TOTAL FUNDS AVAILABLE** **\$57,970.49**

Treasurer requested re-imburement for - toilet supplies **\$26.60**

M.Egan

H.Lockland

That the Treasurer be reimbursed  
\$26.60. and Treasurer's Report be  
received .

**CARRIED**

**GENERAL BUSINESS**

Very quiet time and both Main and Guide Hall running very well, maintenance is not causing any problems with the exception of one toilet in the Ladies area.

Our Council Representative will raise an order for the repair.

No further General Business, with a reminder our next meeting will be held

**FEBRUARY 15<sup>TH</sup> 2024.**

**Chairman declared the meeting closed 1at 7:25pm**

**R.COUC**  
**CHAIRMAN**

ARARAT RURAL CITY RECEIVED
4 DEC 2023
REFERRED TO: .....
FILE NO: .....
DOC ID NO: .....

Attending – Josiah P, Lauren S, Liv McG, John McG, Mary B, Xavier B, Marcus C, Tim W, David G, Rebecca Rodger

Apologies – Sally P, Dr Tim, Jodie S, Dr Tim

### Welcome to Country – Djab wurrung

I wish to acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present, and the Aboriginal Elders of other communities who may be here today.

### Correspondence –

\* Insurance - mower and business insurance renewal – we are looking into if this coverage is necessary

**Treasures Report** – (see below) (Moved – Dave Second – Mary)

**Previous Minutes** – (Moved – David Second – Mary)

\* C&C kitchen/bar - Dishwasher - Dave to organise a sign for how to use it properly to be done before trivia night.

\* Eftpos - Dave to organise a sign for how to use it properly. Dave will talk to Liv and Loz

\* C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. Tim to purchase the additional items that we need and be reimbursed. Dan to see if Mick Fay wants older equipment back. All done except cables- Tim

\* Upcoming Grants - *Tiny Towns* – Martha

\**Pacific Blue* – Dave has been busy with quotes especially one from Overlander in Ararat regarding the Food Trailer, We have additional support from Martha Haylett too, which may extend to additional funding.\* *Pacific Blue* won't fund the kitchen extension because it's a council owned building. Applying for a few other things they can fund though such as new mower, kitchen stuff, glass washer, food trailer for community use ( could potentially be hired out for \$300). Martha is also down for a referee for future grants.

\*Sporting Grant - Ararat City Council will apply on our behalf Josiah David Dr Tim

*Nutrien Ag* –Due to be announced at the end of this month. Grant has been approved and money is in the bank towards refurbishing windows at C&C.

\* C&C Trivia Event - \$600 to cover Trivia and their travel. We need to provide 6 gifts (Mary). 10 tables of 10. Try Bookings or contact the school. 18+ event. BYO nibbles. \$20 per head. Drinks at bar prices. 6:30pm bar open, 7:30pm trivia starting. License Extension applied for until 1am \$238. Liv and Caleb are on bar duties.

Loz to call about extension of licence. We need to book 6 tables to go ahead.

\*C&C Autumn Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. Tim is waiting to hear back from them.

\* C&C Alcohol & Fridges -. Paul is ready to start and place them under the stairs. Requested a provisional budget of \$2000 – approved. Paul has been paid, just waiting on him as he is busy, Tim will keep in contact with Paul. Tim

\* Liquor Rep - Dave to find out additional information to determine the repercussions for an incorporated association. Any transfer of license rep will require 3 months approx. for handover. Dave is finding it very challenging to speak to anyone at VCGLR and may need to speak to a commissioner to get some liability questions answered. John to stay on until 2024 license is due (thank you!) and we have 15mths to ensure everything is sorted. Having no luck thus far , Rebecca from the council will look into it for us. Rebecca

\* Trolley for salad bar - Kim Peacock quote for \$2-3000 approximately for the salad bar fridge trolley. Josiah Almost ready to go should be ready for the christmas party Loz spoke to Kim materials should be arriving this week of 13/11

\* Step/tripping hazard at the C&C – Photos emailed to Dr Tim to follow up grinding the concrete back with Ian Cooper. Dr Tim Council have put a bit of hot mix on there for a temporary fix.

\* Defib - Serial number reports that the unit is 20 years old. Would need a software update and a substantial amount spent on it. Ambulance Aux may have spare ones. Sally Rebecca will chat to Chandra about where to get a new one. Rebecca

\* Sheep/Wool Drive - Still to go ahead. Sunday Nov 19<sup>th</sup>. Bbq meat is in the freezer. Pitch, John and Dan to be contact people. Pick up available. Flyer to be circulated. Loz Some great donations coming through, Loz will print a flyer for clubrooms and send a PDF to the council of all events...

- \* Mower - Fenny has sourced 2 new belts, after another belt has gone. Potentially 6yrs old. Keeps breaking, hopefully the grant comes through for a new one ... keep old mower for around buildings and new one for oval... Fenny and Dave will check the belt path, pulleys are all good.. Dave & FENNY
- \* C&C Heaters - Adam Flemming has been contacted. He will hopefully be out in 3 weeks. Repair issues and service all units. -Katie. Adam has been, has given a report. We have correspondence and will discuss the next meeting.
- \* Christmas day toilet access - Discussions to continue around creating easy access for C&C toilet use without access to alcohol stock. need to look underneath and the upstairs before xmas FENNY
- \* Working Bee - Location for donated council tables. Completed looks great thanks everyone for the help.
- \* Need to put signs up nobody besides RSA holders behind the bar and only when asked by bar staff, sign to say the bar cannot open until half an hour after kids training & games, Chain across bar to stop people going behind without permission. Dave LOZ LIV
- \* Redgum Bollards x4, chain and rock needed for around the wooden cart to preserve it as long as possible Loz and Fenny
- \* Matt Harris will be out to do a quote on refurbishing the windows at he C&C. Dave

### Agenda Items

Title	Discussion	Who is following up
	Katrin's wedding 24th Feb	

:: Meeting closed 7:18pm

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

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

- \* November 18<sup>th</sup> Saturday- Cricket Halls Gap VS Swifts/Great Western
- \* November 19<sup>th</sup> Sunday - Pavilion Community Event – Sheep Drive
- \* November 25<sup>th</sup> Saturday – Cricket Chalambar VS St Andrews & C&C Community Event – Trivia
- \* December 2<sup>nd</sup> Saturday – Pavilion Booking – Dave
- \* December 4<sup>th</sup> Monday– CnC booking Buangor P.S Graduation
- \* December 9<sup>th</sup> Saturday Cricket St Andrews VS Rhymney/Moyston
- \* December 16<sup>th</sup> Cricket Chalamar VS Swifts/ Great Western
- \* December 17<sup>th</sup> Sunday – Pavilion Community Event - Christmas Party
- \* December 25<sup>th</sup> Monday – Pavilion Booking – Adrian Phillips
- \* January 26<sup>th</sup> Friday - Australia Day Celebrations
- \* February 24<sup>th</sup> 2024 - CnC booking for Katrina- Wedding

### Working Bee Jobs

- \*Cricket Shed Tank stand to be created
- \* Mowing/spraying/weeding etc.
- \* C&C windows -re paint/varnish (nth side especially)
- \* Council table/chair combos to be concreted in place - Done
- \* Burn pile near big shed
- \* Clean out big shed
- \* Topsoil relocation
- \* Roses to be cut- Done
- \* C&C bar doors
- \* fridges/freezers

### Maintenance List

- \* Fire extinguisher – mount to wall in Pavilion?
- \* C&C Heaters – not all working. Adam Fleming has completed a report

### Future points to discuss...

- \* Community meetings ("*community conversations*") – open to everyone to attend and discuss ideas/issues etc.
- \* Pavilion Extension
- \* Club potentially owning a bus.
- \* Kitchen oven space use & back room storage
- \* Outside Maintenance
- \$5k Pitch Festival Grant. Whipper snipper? 4 stoke blower available, but not whipper snipper. Another option is Aldi merchandise. Decision to be made before Spring, 2023.
- Mower Maintenance – Check list to be created to ensure oils and air filters etc are checked by our wonderful volunteer crew.
- \* *Day on the Green* - Ferrari is a link to the promoters. They organise everything. We run the bar. No camping would be available. Potentially 12mths out.
- \* Cameras at outdoor area
- \* Electricity Bill - Quite excessive. David to look into swapping to another provider.
- \* Maintenance / Men's Shed group
- \* Bike Track - Nathan (Buangor Primary School) looking at quotes for rejuvenating the space.

**BCSC General Meeting- Open – Wednesday 6<sup>th</sup> December 2023 @ 6:36pm**

Attending – Josiah, John McG, Mary B, Tim W, David G, Rebecca Rodger, Liv, Ben, Loz

Apologies – Dr Tim, Poacher, Marcus, Sally P, Jodie,

**Welcome to Country – Djab wurrung**

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**Correspondence –**

\* Insurance - mower and business insurance renewal – we are looking into if this coverage is necessary

**Treasures Report – (Moved- Mary Second -John)**

**Previous Minutes – (Moved- John Second- Tim)**

\* C&C kitchen/bar - Dishwasher - **Dave** to organise a sign for how to use it. ONGOING

\* Eftpos -. **Dave** to organise a sign for how to use it properly. **Dave** will talk to **Liv** and **Loz** ONGOING

\* C&C Sound System - Tim has removed older systems that are no longer needed & they have been placed downstairs. **Tim** to purchase the additional items that we need and be reimbursed. Dan to see if Mick Fay wants older equipment back. All done except cables- Tim has everything needed purchased just got installation to complete.

\* Upcoming Grants - *TINY TOWNS* **Rebecca** Says this has just been released in the last few days grants up to \$50,000 looking at eligibility closes Feb 25 announcements in May.

sports infrastructure fund...end of March, 2 rounds

\*Sporting Grant - Ararat City Council will apply on our behalf **Josiah David Dr Tim Rebecca** added to this we have Spoken about tennis courts being refurbished could be something to look at...Vic state gov looking at all inclusive community centres in future which we are.

\**Pacific Blue* – Mower and food truck got knocked back however we recieved funding for a new glass washer & fridges for the Cobb & Co.

\*Ararat Hills Grants- these will open in March for them ones **Rebecca**

*Nutrien Ag* –Grant Approved, money is in the bank and just need to get photos of what we purchased as proof. **Josiah David**

\* C&C Trivia Event - Great Success lets book it in again next year sometime, council would love a table or 2 for this event. **Josiah David**

\*C&C Autumn Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. **Tim** is waiting to hear back from them. Tim is still working on it.

\* C&C Alcohol & Fridges -. Paul is ready to start and place them under the stairs. Requested a provisional budget of \$2000 – approved. Paul has been paid, just waiting on him as he is busy, Tim will keep in contact with Paul. **Tim** ONGOING

\* Liquor Rep - **Dave** to find out additional information to determine the repercussions for an incorporated association. Any transfer of license rep will require 3 months approx. for handover. **Dave** is finding it very challenging to speak to anyone at VCGLR and may need to speak to a commissioner to get some liability questions answered. John to stay on until 2024/2025 license is

due (thank you!) and we have 15mths to ensure everything is sorted. Having no luck thus far , Rebecca from the council will look into it for us. Rebecca Rob from council, Dave is looking into it further...

\* Trolley for salad bar - Kim Peacock- COMPLETED It has been used for Daves 50th Kim donated his labour to build this...Need to organise a thank you gift for Kim Loz

\* Step/tripping hazard at the C&C – Photos emailed to Dr Tim to follow up grinding the concrete back with Ian Cooper. Dr Tim Council have put a bit of hot mix on there for a temporary fix. Nobody tripped on this at the Trivia night so this was a good quick fix.

\* Defib - Serial number reports that the unit is 20 years old. Would need a software update and a substantial amount spent on it. Ambulance Aux may have spare ones. Sally Rebecca will chat to Chandra about where to get a new one. Rebecca spoke to chandra it is our responsibility we need to look into this further, Dave has contacts and will try and figure it out..

\* Sheep/Wool Drive - Considering the prices it was the most successful drive we have had! 79 sheep in total, money is in the bank cheque has cleared, over \$5,000! David Preston thanks, thank you cards to who donated Loz

\* Mower - Its working good at the moment, council to do some of the peripheral ground work to save our mower, There is a council regime that we will be fitting into .... Community Grant with council 5k maybe look at next year 2-3 rounds Rebecca will let us know when that one will be up again....

\* C&C Heaters - Adam Flemming has been contacted. He will hopefully be out in 3 weeks. Repair issues and service all units. -Katie. Adam has been, has given a report. We have correspondence and will discuss the next meeting. Adam Flemming has given a detailed report which cost us \$1,200 which we think is a bit steep. We might need to think about upgrading the system at some stage as one is completely dead & with gas getting phased out maybe look at electric bar heaters as it could be cheaper in the long run ... leaning towards Elec system..ONGOING

\* Christmas day toilet access - Discussions to continue around creating easy access for C&C toilet use without access to alcohol stock. need to look underneath and the upstairs before xmas FENNY COMPLETED- bottom door lockable Top door lockable. Fenny donated his time!

Picnic Tables- look at shade sails, gazebos. Gazebo in Buangor colours would be something to consider that way cricket and the school can possibly use it also. Possibly look at a shade sail in future as more permanent structure.

\*Need to put signs up nobody besides RSA holders behind the bar and only when asked by bar staff, sign to say the bar cannot open until half an hour after kids training & games, Chain across bar to stop people going behind without permission. Dave LOZ LIV looking at maybe saloon doors for the bar...

\*Water- Looking at a water cooler as our water is not drinkable, get a filter for taps, possibly talk to GWM Water for a bubbler for outside as they gave one to another club.

\*Chamo is going to the association to charge them per game here \$50-100, Rebecca said others charge over \$120. ABN is in cricket club name then we pay them ... Using councils ABN as council ground, council will then invoice us then we can donate the savings to kid's cricket. Dave will look further into this.

\*Redgum Bollards x4, chain and rock needed for around the wooden cart to preserve it as long as possible as it is a part of the history of the Cobb & Co Loz and Fenny.... Mark has other carts possibly as some members of the public believe that the old cart is an eyesore. John

\* Matt Harris will be out to do a quote on refurbishing the windows at the C&C. DaveRebecca is working on it...

\*Australia Day Looking for a band to play, face painting and jumping castle again as a possibility, looking at doing steak sangas and chicken burgers with chips and salad for adults & nuggets, party pies, sausage rolls and chips for kids. This will also have a head charge.

: Meeting closed-7.31pm

Next meeting – Wednesday 10th January 2024 6:30pm

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**Community Dates to be mindful of:**

- \*December 16th Cricket Chalamar VS Swifts/ Great Western
- \* December 17<sup>th</sup> Sunday – Pavilion Community Event - Christmas Party
- \* December 18th Monday - Pac Blue announcements- charge for hire....
- \* December 25<sup>th</sup> Monday – Pavilion Booking – Adrian Phillips
- \*January 26th Friday - Australia Day Celebrations
- \* February 24th 2024 - CnC booking for Katrina- Wedding



**BCSC General Meeting- 10-01-2024**

Open – 645pm

Attending – Josiah, John McG, Tim W, David G,  
jodie, Ben, Loz, Sparks, poach  
Apologies – Liv, Mary, Dr Tim,

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**Correspondence –**

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**Treasures Report – (Moved-Dave Second -Tim)**

**Previous Minutes – (Moved- Tim Second-Dave )**

\* C&C kitchen/bar - Dishwasher & Eftpos- **Dave** to organise a sign for how to use it **Dave Liv LozJodie**  
ONGOING

\* Upcoming Grants - *TINY TOWNS* **Rebecca** Says this has just been released in the last few days grants up to \$50,000 looking at eligibility closes feb 25 announcements in may. **DavidRebecca**

sports infrastructure fund...end of March, 2 rounds

\*Sporting Grant - Ararat City Council will apply on our behalf **Josiah DavidiDr-TimRebecca** added to this we have Spoken about tennis courts being refurbished could be something to look at...Vic state gov looking at all inclusive community centres in future which we are.

\**Pacific Blue* – Mower and food truck got knocked back however we got funding for a new glass washer & fridges for Cobb & Co. \*\*\*\*\*Coming Monday need helpers to unload....COMPLETED

\*Ararat Hills Grants- these will open in March for them ones **Rebecca \*\*\* Working progress**

\*C&C Autumn Wine event (*Sips in the Stable* retake) - Regional Wine Association is happy to advertise any event we hold. **Tim** is waiting to hear back from them. Tim is still working on it.. Kirsty Baker Seppelt - She is the wine club contact to organise events with, she asked **Tim** to summarise what we want it'll be the week before easter Sat or Sun 12-4 or 1-5 we sell pizza or bbq or both we as a club won't sell wine no charge for stalls tim to organise music Expressions of public interest to warrant getting a bus from Beaufort. possibly looking at Spring time.

\* C&C Alcohol & Fridges -. Paul is ready to start and place them under the stairs. Requested a provisional budget of \$2000 – approved. Paul has been paid, just waiting on him as he is busy, Tim will keep in contact with Paul. **Tim** ONGOING **Sparks** is going to touch base with Paul

\* Liquor Rep - **Dave** to find out additional information to determine the repercussions for an incorporated association. Any transfer of license rep will require 3 months approx. for handover. **Dave** is finding it very challenging to speak to anyone at VCGLR and may need to speak to a commissioner to get some liability questions answered. John to stay on until 2024/2025 license is due (thank you!) and we have 15mths to

ensure everything is sorted. Having no luck thus far , Rebecca from the council will look into it for us. Rebecca Rob from council, Dave is looking into it further...Sparks and David going to see a lawyer peter glare.

\* Step/tripping hazard at the C&C – Photos emailed to Dr Tim to follow up grinding the concrete back with Ian Cooper. Dr Tim Council has put a bit of hot mix on there for a temporary fix. Nobody tripped on this at the Trivia night so this was a good quick fix.Need to chase up a more permanent fix ... Rebecca and DrTim

\* Defib - Serial number reports that the unit is 20 years old. Would need a software update and a substantial amount spent on it. Ambulance Aux may have spare ones. Sally Rebecca will chat to Chandra about where to get a new one. Rebecca spoke to Chandra. It is our responsibility we need to look into this further, Dave has contacts and will try and figure it out.. Dave Spoke to Aux thinking they may just need a rejig and new battery he has to take photos to send to them to see if it can be serviced. David

\* Mower - Its working good at the moment, council to do some of the peripheral ground work to save our mower, There is a council regime that we will be fitting into .... Community Grant with council 5k maybe look at next year 2-3 rounds Rebecca will let us know when that one will be up again....Possibility of buying the Racecourse mower....Fenny Dave Pitch

\* C&C Heaters - Adam Flemming has been contacted. He will hopefully be out in 3 weeks. Repair issues and service all units. -Katie. Adam has been, has given a report. We have correspondence and will discuss the next meeting. Adam Flemming has given a detailed report which cost us \$1,200 which we think is a bit steep. We might need to think about upgrading the system at some stage as one is completely dead & with gas getting phased out maybe look at electric bar heaters as it could be cheaper in the long run ... leaning towards Elec system..ONGOING Waiting on confirmation from Rebecca, all members believe that split systems would be best for the cobb n co as they can be heat and cooling especially with the fans ..

Picnic Tables- look at shade sails, gazebos. Gazebo in Buangor colours would be something to consider that way cricket and the school can possibly use it also. Possibly look at a shade sail in future as a more permanent structure. We are thinking of going with a shade sail... Ongoing....

\*Need to put signs up nobody besides RSA holders behind the bar and only when asked by bar staff, sign to say the bar cannot open until half an hour after kids training & games, Chain across bar to stop people going behind without permission. Dave LOZ LIV looking at maybe saloon doors for the bar...

\*Water- Looking at a water cooler as our water is not drinkable, get a filter for taps, possibly talk to GWMWater for a bubbler for outside as they gave one to another club. ONGOING Pitch....Rebecca

\*Chamo is going to the association to charge them per game here \$50-100, Rebecca said others charge over \$120 .. ABN is in the cricket club, then we pay them ... Using councils ABN as council ground, council will then invoice us then we can donate the savings to kids cricket.. Dave will look further into this.. Cricket club to receive a donation instead of using their ABN ... .Possibility of purchasing equipment also checking with the council if they can subsidise some of our fuel..

\*Redgum Bollards x4, chain and rock needed for around the wooden cart to preserve it as long as possible as it is a part of the history of the Cobb & Co. **Loz** **Fenny** .... Mark has other carts possibly as some members of the public believe that the old cart is an eyesore. **John**

\* Matt Harris will be out to do a quote on refurbishing the windows at he C&C. **DaveRebecca** is working on it...

\*Australia Day Looking for a band, face painting & jumping castle again as a possibility, looking at doing steak sangas and chicken burgers with chips and salad for adults & nuggets, party pies, sausage rolls and chips for kids.. This will also have a head charge.\*\*\*\*\* Deciding to not get a band Tim has offered his sound system,going with a BBQ might need to buy some more meat to top up,, Booked jumping castle, Not doing face painting this time. **Loz**

BOC- Dave to sort out who to go through etc..... **DAVE**

Katrina Doodt Wedding 24th Feb Bar Staff? Kitchen needed? Tables chairs clothes crockery cutlery Working bee before wedding

Barn Dance- May Jodie to organise.\*BBQ pulled meat.....**JODIE**

Bar Staff and Cleaning Rosters...Responsibilities of everyone ie.alcohol order,gas,cleaning supplies. kegs to be taken away...**LOZ**

BOC bottles we now have 1 bottle try to use for both premises cobb n co to go towards just using pre mixed.

Ice Maker request...**LOZ**

Range Hood removal or Oven- air fryer check if we need a range hood.

Anti Grip device for Stairs at cobb n co!

Photos to be taken around the area for a time capsule. Paper work inside pavilion for this

School to see if they want to do the bottle and can collection. **Dave**

:: Meeting closed: 8:27pm

Next meeting – Wednesday 7th February 2024 6:30pm

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### Community Dates to be mindful of:

- \*Up until 17th Feb Cricket
- \*January 26th Friday - Australia Day Celebrations
- \*January 27th Saturday - Tennis
- \*February 3rd - Tennis
- \*February 10th - Tennis
- \* February 24th 2024 - CnC booking for Katrina- Wedding
- \*March 2nd Fennys 40th pavilion
- \*Cricket 2nd and 3rd March

## ELMHURST HALL - AGM MINUTES

Committee of Management: ELMHURST HALL

Date of Meeting: ANNUAL GENERAL MEETING – 8th November 2023

Time of Meeting: 7.30pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

Present:-

Chairperson: Elise Tucker – Welcome to Country

Minute taker: Jean Penna

Alan Peacock (AP), John Rivett (JR), Donald Milne (DM), Christine Preston (CP), John Galea (JG) Jaqui Gale (JG) Holly Melrose (HM)

Apologies: John Rivett, Shirley Lockhart

Quorum Failure Time: Yes If no, Failure Time:

Chairperson's Report – Elise Tucker

Financial Report - As listed \$10,693.82

Move that Report be Accepted: Moved AP Seconded DM

MINUTES - That the minutes of the previous meeting of the Elmhurst Hall Committee held on 14th November 2022 be confirmed.

Moved: AP Seconded: CP Outcome: CARRIED

ELECTIONS - All seats declared vacant. - Allan Peacock took seat for Election of New Office Bears

Chairperson – Donald Milne Nom. by Jean Penna

Vise Chairperson – Allan Peacock Nom. by Christine Preston

Secretary - Jean Penna Nom. by Elise Tucker

Treasurer --Shirley Lockhart Nom. by Jean Penna

General Committee

Elise Tucker, Holly Melrose, Jaqui Gale,

John Rivett, Johnny Galea

Meeting closed 7.45 pm



# MEETING MINUTES

Committee of Management: **ELMHURST HALL**

Date of Meeting: GENERAL MEETING – 8<sup>th</sup> November 2023

Time of Meeting: 7.30pm

Venue: Elmhurst Public Hall, High Street, Elmhurst

<b>Present:-</b>	
<b>Chairperson:</b>	Donald Milne
<b>Minute taker:</b>	Jean Penna
<b>Committee Members:</b>	Alan Peacock (AP), John Rivett (JR), Shirley Lockhart (SL), Christine Preston (CP) John Galea (JG) Jaqui Gale (JG) Holly Melrose (HM)
<b>Council Officers:</b>	
<b>Apologies:</b>	John Rivett, Shirley Lockhart
<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 Elmhurst Hall Committee held on 9 <sup>th</sup> August 2023 be confirmed. Moved: ET. Seconded: AP. Outcome: CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Rabbits	To be monitored	JR	Ongoing
Fence	To be handled by Council	Dr.Tim	
Trees	To come from Council The trees have arrived	Dr. Tim & JR	Ongoing

Moved CP Seconder AP

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

**CARRIED**

**Item: Secretary's Report**

Correspondence – Inn			
Discussion – List Correspondence	Action Items	Responsible	Due
Letter from Ararat Rural City Ararat Rural City	Facilities Maintenance Grant 2022/2023 Recycling Posters		
David Celabos	Advised he wishes not to seek Re-election		
Correspondence – Outwards			
Discussion – List Correspondence	Action Items	Responsible	Due
Margaret Rivett	Card and Thankyou Gift for service over 9 years		

Moved ET Sec AP

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
Opening Balance \$11,746.35	Origin \$236.24 Water 8.16		
Interest S.O.N .27	Gas Rental 92.40		
A.E.C. Hall Hire 330.00	Mower Fuel 35.00		
Chair Hire 25.00	Spider bombs 36.00 Balance \$10,693.82 Balance 8/11/2023		
Total \$11,101.62	Total \$11,101.62		

Moved DM. Seconded JG. That the Treasurers Report be adopted.

Dr. Tim Harrison advised the committee to Invest money for better Interest Rate

Donald Milne to have Signature to be Registered at Bendigo Bank

**CARRIED**

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

Mover xx/Seconder xx

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


**Mover xx/Seconder xx**

That the Standing Agenda Items Report be adopted.

**CARRIED**

<b>Item: General Business</b>			
Discussion	Action Items	Responsible	Due
Big T.V. screen need Help to operate	Council		
Weather Strip for Double Doors on left			
Toilets – Septic Tank - Odour in Hall Hall Cleaning Controls – Air-conditioner Elmhurst Hall email. Accounts Key holders and Lock Box Honour Board from School	Council Roster  Christine Preston - Lock Box 709501 Mandy Preston	JP Elise Chris Council Elise JP	ASAP
New Lawn Mower	\$5,299.00	JP	
Dish Washer – soap suds flowing out		JP	
Hall Hire for Funeral	\$150.00 ?		
Public Address System to be Priced		JP	

**Mover xx/Seconder xx**

That the General Business Report be adopted.

**CARRIED**

**Next Meeting:**

Date:

February 14th

Time: 7.30pm

Venue:

Elmhurst Hall

Forward meeting dates: List for next 12 months

- February 14th
- May 15th
- August 14th
- November 13th A.G.M. and General Meeting
- 

Meeting closed at: 8.45pm.

**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.

# Pomonal Community Assets Committee Meeting - MINUTES

1st November 2023 at 7 pm.



<b>Time and date</b>	November 1st 2023 at 7 am	
<b>Chairperson</b>	President: Barb Venn	
<b>Location</b>	<b>Pomonal Hall</b>	
<b>Attendees</b>	Committee -Rachel Whitaker, Simon Freeman, Keith Ward, Lisa Ashdowne, Michelle Stewart, Andrea Shelley	Darryl Tonkin
<b>Apologies</b>	None	
<b>Acknowledgement of Country</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 and acknowledge that sovereignty was never ceded"	
<b>Purpose</b>	Manage the facilities and activities at the Hall and Reserve.	
<b>Minutes</b>	<p><b><i>Motion: " That the minutes for the previous Hall and reserve Committee meeting be approved as a true and accurate record of proceedings"</i></b></p> <p>Minutes from previous meeting: <b>Moved:</b> <b>Second:</b></p>	

Item	Description	Action	M o v e d
1.	Correspondence : in /out— from October 11 th to November 1st 2023 is attached.	<p>Moved:</p> <p>Seconded :</p> <p>Discussion was had on correspondence and recorded in General business</p>	
2.	<p><b>Finance Report</b></p> <p>Motion : That the financial statements for the previous months be ratified and all accounts approved for payment</p>	<p>No financial report given at this meeting.</p> <p>Moved :</p> <p>Seconded:</p>	





3. Tennis club report

Michelle spoke about the plans for the "Ride to Remember" event on 4th February 2024. She will attend to Hall booking requirements with PPA.

Issues with the power supply to tennis rooms is being investigated. Andrea is waiting for a reply from Electrical Laser Horsham who did electrical work on the Hall building for advice.

Tennis club committee has been advised by Dr. Tim Harrison that ARCC may assist with resurfacing of tennis courts in 2024

The tennis club is looking into grants for lights for the courts.

Keith, Rachel and Andrea have discussed hiring fees for 2024, further input was given by other committee members. When updated, Andrea will send this when a booking enquiry is made.

Fees have mostly stayed the same. Users have two options - 1/ An Annual fee, or 2/ A pay as you go/per usage. The annual Fee will remain at \$400 per annum. Hourly/daily rates will also remain the same including a local fee schedule.

A motion was moved to move the annual fee billing schedule to coincide with the financial year rather than the calendar year.

4. Pomonal Hall Hiring fees review

After analysing some user fee data from 2022-2023 it was concluded that the Pomonal Market is our largest user group and an amendment needs to be made to the Pomonal Progress fee schedule as the market operates within this group. A draft of a letter to be sent to PPA re asking for an annual fee for the Pomonal market was discussed. When updated, this will be sent.

New fee schedule will come into effect as of January 1st 2024.

Annual user fees will be dated according to the financial year. An invoice for January to June will be sent.

Keith also shared some more data analytics in regards to Hall expenditure. Data reveals that the HOT water system requires the most power as it is constantly heating up water. In a previous meeting this was discussed with DR Tim and he assured the Committee he would replace the hot water system. The committee have heard nothing further on this matter and eagerly await an answer from the shire.

The Community asset committee would like at least two actions taken on the overwhelmingly high power expenses.

1. A new hot water system
2. A night switch for the hot water.

5. Master plan update

The quote from Cameron Evans for the footpath, bike track and car track was presented. All agreed this was reasonable but a second quote will be needed for comparison. Simon suggested Shea Earthmoving company in Great Western. To be arranged in early 2024.

A priority list of actions for 2024 to be started regarding actions on the masterplan, maintenance issues and equipment needed.

Discussion to be had on where to put the ' message screen Daryl has made.

Discussion on the responsibilities of the committee to ARCC and a report prepared to be presented to Narelle Cleary and Dr. Tim Harrison in 2024.

6. For December Meeting

Meeting closed at 2030

Next meeting to be held on December 6th 2023 at 7 pm.

# Minutes of Pomonal Community Assets Committee Meeting held on 6th December 2023

<b>Time and date</b>	Date and time: 6th December 2023 at 7 pm.	
<b>Chairperson</b>	President: Barb Venn	
<b>Location</b>	<b>Pomonal Hall</b>	
<b>Attendees</b>	Andrea Shelley, Keith Ward, Simon Freeman	
<b>Apologies</b>	Dr. Tim Harrison, Rachel Whittaker, Lisa Ashdowne, Darryl Tonkin	
<b>Acknowledgement of Country</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 and acknowledge that sovereignty was never ceded"	
<b>Purpose</b>	Manage the facilities and activities at the Hall and Reserve.	
<b>Minutes :</b>	<p><b><i>Motion: " That the minutes from the previous Pomonal Community Assets Committee be approved as a true and accurate record of proceedings"</i></b></p> <p>Minutes from previous meeting: <b>Moved: Barb Venn Second: Simon Freeman</b></p>	

Item	Description	Action	Moved	2nd
●	<p><b>Business arising from November meeting</b></p> <ul style="list-style-type: none"> <li>Annual fees review for users groups</li> <li>ARCC - Replacement of Hot water system</li> <li>Damp smell in foyer</li> </ul>	<p>Updates from the December meeting are below :</p> <ul style="list-style-type: none"> <li>Letters to annual user groups advising of annual fees for 2024 have been sent.</li> </ul> <p>Only the Men's shed committee has replied. Refer to the finance report.</p> <ul style="list-style-type: none"> <li>To be discussed with ARCC in 2024</li> </ul>		

<ul style="list-style-type: none"> <li>• Power outlet for market use</li> <li>• Internet reliability review</li> <li>• Electrical usage monitor installations and an update on submission for walking and bike paths around the oval.</li> <li>• Same locks for all buildings</li> <li>• Position of advertising board</li> <li>• Electrical supply to Tennis club room</li> </ul>	<ul style="list-style-type: none"> <li>• Some community members continue to comment on this problem. Further investigation and solutions are required.</li> <li>• A request for this update will be added to the list of electrical work needed in the Hall.</li> <li>• Internet issues occur at times due to maintenance on towers in the area and high public use in the area.</li> <li>• Discussion to continue at the February 2024 meeting and submissions written for funding.</li> <li>• Discussion to continue with ARCC as to whether all buildings should be using the master key or does the cricket club and tennis club give the CAC secretary a key to their rooms.</li> <li>• Further discussion required on placement for and use of the advertising electronic board at the February 2024 meeting.</li> <li>• No further information has been received This item will be discussed at the February 2024 meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>● <b>Correspondence in and out :</b> <b>List of significant emails available at the meeting.</b>  Correspondence that requires addressing is included in general business discussions.</li> </ul>	<p>Moved : Andrea Shelley Seconded: Simon Freeman</p> <p>Email with invoice received on 6 December from Evolution tree has been forwarded to ARCC.</p>	
<ul style="list-style-type: none"> <li>● <b>1-Finance Report.</b> <b>Months report</b> <b>Budget</b> <b>Development strategy</b> <i><b>Motion: “ That the financial statements for the previous months be ratified and all accounts approved for payment”</b></i></li> </ul>	<p>Moved:Barb Venn Seconded: Simon Freeman</p> <p>Keith spoke on the need for a 2024 budget plan to be done using the ARCC Instrument of delegation responsibilities as our reference for our predicted costs of managing and maintaining the Hall and reserve. This will be presented to Dr. Tim Harrison at the February 2024 meeting.</p> <p>Action Keith</p>	
<ul style="list-style-type: none"> <li>● <b>General business:</b></li> </ul>		

- Responsibilities of Pomonal CAC committee in relation to the ARCC Instrument of Delegation.

- Annual user fee for Mens shed and Cricket club

- 3. Maintenance List for 2024
- A) Window cleaning - big window and screen
- B) Deck Maintenance
- C) Fibro cement window sill-painting and repair
- D) Kitchen- Power points for fridge
- E) Garden
- F) Door seals and mats
- G) Solar panels
- H) Roof gutters
- I) Septic maintenance
- J) Exit door
- K) Tennis club rooms - update on power supply, resurfacing and lights
- L) New hot water system and a night time switch

Keith has done a review of CAC responsibilities according to the Instruction of Delegation. All agreed on his summary of the responsibilities and the need for a 5 year plan to be done and presented to the committee for input and approval.

Action: Keith and Andrea

Discussion was had re asking the Pomonal cricket club and Mens shed committees for a fee of \$100 for this financial year as their contribution to the management of the Pomonal Hall and reserve maintenance costs. Committee did acknowledge the 'inkind' work that some members of the cricket club do in regard to mowing and maintaining the oval. Responsibility for doing this is stated in the Instrument of Delegation as a responsibility of the user or CAC. Motion was presented

Motion : That Pomonal CAC agree to ask the Pomonal cricket club committee and the Pomonal Mens shed committee for an annual fee of \$100 for the 2024 financial year.

Moved : Barb Venn Seconded: Simon Freeman

- A) Request to be sent to ARCC to organise outside window cleaning. Committee feels this needs to be done by a professional window cleaning service as access to windows is difficult due to the design of window sill.
- B) Deck maintenance date to be arranged with Rachel
- C) Committee would like to discuss options with ARCC for covering the fibro cement window sill. Tiling is an idea.
- D) Committee agreed to add 'moving powerpoints for the fridge' to Matt Peel's quote.
- E) APS Grampians Group has been asked to give CAC dates for working bees for 2024 for the hall garden upkeep.
- F) Door seals and mats to be inspected and report for next meeting
- G) ARCC to be asked if solar panel cleaning is their responsibility to arrange or is it Pomonal CAC? If ours, we agreed to do this. A motion was presented : CAC to book Ultra Solar clean company to clean the Hall Solar panels
- H) ARCC to be asked to clean roof gutters on Hall, Mens shed, cricket club and tennis club roofs as part of a Fire prevention plan that needs to be developed for the area. ARCC to be asked to have a plumber review the Hall roof gutters and advise whether these are the cause of the mould issues in the Hall and suggest what action can be taken to reduce this occurring after rain.
- I) Septic system requires operation review and repair as required

3.Shopping List

- Cart Trolley
- Flag design for seat - drop off, pick up.
- Other

4. Priorities for the Master Plan/ Precinct Development

5. Policy on set up of the stage

6. Review of business from previous meetings.

Next meeting to be held on Wednesday February 7th 2024 at 7 pm.

- J)Exit door hinge has been repaired, key lock still needs to be changed to master key system. ARCC to be reminded.
- K)No report was given re tennis club issues.
- L)No update on changing hot water system and including a night switch from ARCC

Barb to open a Mitre 10 account at Stawell store and purchase the trolley and door runners for under the inside Hall doors.

Flag design to be presented at the next meeting.

Action Michelle

4. Discussion to be had at next committee meeting

5. Action Barb and Andrea will write a policy on the set up and use of stage. This will be presented at the February 2024 meeting

For discussion at the February 2024 meeting

- Development of a 5 year plan to fit in with ARCC budgeting of capital works to be done in 2024, to be submitted before end of February - Action, Barb, Keith and Andrea
- Position of advertising screen- in meeting room Action Darryl

# Your notes

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General Meeting Willaura Recreation Reserve  
8/11/23 at 6.16pm

WELCOME.

Welcome to the new committee members , Erica Velenski , Nadine & Scott Maconachie

PRESENT

D Shalders, R Jenkinson , K Gleeson, S Kumnick, T Harrison , E Velenski  
N & S Maconachie , J Coish.

APOLOGIES

R Townsend , J Platen

PREVIOUS MINUTES CONFIRMED

S Kumnick R Jenkinson

BUSINESS ARISING

Nil

CORRESPONDENCE

OUT. Service requests— Scout hall roof needs attention  
Tennis court net posts need re  
fixing.  
GWM water re irrigation  
requirements for EPA demands.

TREASURERS. REPORT

Balance General a/c.	54781.02
Investment a/c.	74003.70
ARCC. A/c	2708.05
Statement a/c.	27.37

Maintenance grant of \$4000.00 has been received from ARCC for this year.  
Look at investing surplus funds from general a/c. Treasurer to investigate.  
Moved S Kumnick , R Jenkinson

GENERAL BUSINESS

\*EFTPOS machine is up and running  
\* Painting the external brick area of the clubrooms etc. in  
conjunction with other painting maintenance carried out by ARCC completed .The  
Rec contributed \$4180.00  
\*2 sprinklers replaced on the oval.  
\*A sub committee to organise special events for the rec  
fundraising —E Velenski , N&S Maconachie  
To liaise directly with the committee for proposed events. Treasurer to  
arrange banking facilities. Friday night meals to remain as is .  
\* Liquor licence still a work in progress!!



\* The new location for a 190Kg LPG bottle is nearly complete .  
Thanks to ARCC for their support to make the gas usage more cost effective.

\*Still waiting for assessment on the new kitchen freezer as to its possibility for repairs or replacement.

\* J Coish is looking into creating a digital presence for the Rec.

MEETING CLOSED. 7.05pm

NEXT MEETING. TBA

General Meeting  
Willaura Recreation Reserve  
24/1/24 at 6.00pm

PRESENT. D Shalders , R Jenkinson , K Gleeson, , R Townsend ,  
Dr T Harrison , J Filipino , E Velenski ,  
N Maconachie , J Coish

APOLOGIES J Platen, S Maconachie

CONFIRMATION OF PREVIOUS MINUTES                      Approved

BUSINESS ARISING

Kitchen freezer has been re gassed , E Velenski to monitor .

CORRESPONDENCE.

ARC Oval hire/ use for Ararat clubs for pre season training.  
ARC Clarification of Rec fundraising opportunities as per

Tabled letter.

ARC. Liquor licence update . The Moyston WFNF have  
agreed to give the Willaura Rec the Friday from their limited club licence. Due to  
lack of co operation of the Willaura Cricket Club to give the Friday from their  
licence ,Dr T Harrison to get some legal advise with regard a new ARC based  
licence for the clubrooms

TREASURERS REPORT

General a/c	\$63999.91
ARCCa/c.	\$2195.09
Rec	\$122.39
Sandhurst	\$74843.09

K Gleeson moved to transfer \$40000.00 from General a/c to Sandhurst investment  
a/c.      Second. J Coish

GENERAL BUSINESS

\*A new air conditioner is required for the bar area . D  
Shalders to organise .                      Moved J Filliponi, K Gleeson

\*A crockery and cutlery audit is required to cater for 70  
place settings . E Velenski to to let R Jenkinson what is required and will  
purchase . Moved R Jenkinson , 2nd E Velenski.

\* The new 190 lpg bottle is now in service and working well

\*A wiper sniper is required for Rec maintenance .T Harrison  
has kindly donated his wiper sniper as he has no further use for same . Many  
thanks .

\*N Maconachie to organise carpet cleaning for the social  
rooms.

\* A near new BBQ has been donated to the Rec by Hamish  
and Michelle Deans ( visiting campers) . A new regulator and hose is required , R  
Jenkinson to purchase.

\* There is no dress code for the social rooms, common sense should apply.

\*D Shalders to investigate costings and placement of new light towers on the Hospital side of the oval and report to committee for consideration.

\* Upcoming events Harvest cutout. 2/2/24

Farm to pub. 17/2/24

Hospital Market. 3/3/24

Moyston WFNC to start training 1/4/24

\* J Coish gave a presentation for a website for the Willaura Rec.

It was concluded we proceed . J Coish to proceed , build and manage the site and also look into updating the current Facebook page. Running costs to be met by the Rec. Moved J Coish , 2nd R Jenkinson

MEETING CLOSED. 7.05pm

NEXT MEETING. TBA

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