



MEETING MINUTES – SAMPLE TEMPLATE FORM 5

19104310

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

Committee of Management: WILLAURA HALL

Date of Meeting: APRIL 4 2019.

Time of Meeting: 8-00 PM.

Venue: HOW house Willaura Rec Reserve.

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|----------------------|--|-------------------------------|--|
| Chairperson: | <u>A. MILLER.</u> | | |
| Minute taker: | Name: <u>R. JENKINSON</u> | Signature: <u>[Signature]</u> | |
| Present: | <u>N. VANDERWERF A. BYRON A. EVANS. G. MCINNES. V ALBERT R. LAIDLAW CR. P. BEALS</u> | | |
| Apologies: | <u>J. JENKINSON R. PATTERSON</u> | | |

Confirmation of quorum: Yes No

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:

Mover/Seconder R. LAIDLAW N. VANDERWERF.

That the minutes of the previous meeting (insert date) be received and adopted.

CARRIED

| Item: Business Arising Out of the Previous Meeting | | | |
|--|--------------|-------------|-----|
| Discussion – List Business | Action Items | Responsible | Due |
| <u>Nil.</u> | | | |
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After the minutes have been confirmed, the Chairperson or substitute Chairperson must sign each page of the previous minutes to certify that they have been confirmed.

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

Ararat Rural City Council resolved on 20 September 2011 to grant an exemption to community members of Special Committees (section 86) from submitting Primary and Ordinary Returns of Interests (for conflict of interest purposes).

Notice of Disclosure for pecuniary interest or conflict of interest: Committee members should refer to the Conflict of Interest – A Guide for members of Council Committees (March 2012). Committee members must disclose conflicts of interest in committee meetings.

There are three steps to take when disclosing a conflict of interest:

1. Tell the committee that you have a conflict of interest. This must be done immediately before the matter is considered.
2. Tell the chair that you are leaving the meeting.

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:

3. Leave the room and any area where you can see or hear the meeting until the matter has been concluded. The committee member must leave the room and remain outside while any discussion is being held. They must also remain outside if any vote is being taken on the matter being discussed.
4. The minutes must state: who left the room, what time the committee member left the room, if any decision/vote on the matter was taken, and what time the committee member returned to the room.

Correspondence

If appropriate it requires two actions:

Secretary reads out the correspondence, followed by the motion "that the correspondence be received".

If any action is required as a result of the correspondence, appropriate motions should be moved, e.g. "that the Secretary reply to Mrs. Smith informing her that..."

| Item: Correspondence – Inwards/Outwards | | | |
|---|--------------|-------------|-----|
| Discussion – List Correspondence | Action Items | Responsible | Due |
| Email to Alison Jenkins R.C.A. confirming Halls contribution of \$2000 – towards Jaeger Carpet. | | | |
| R. Jenkinsen – Grant application to Bendigo Bank for carpet. | | | |

Mover/Seconder A. Evans V. Albert
 That the correspondence be received.

CARRIED

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.

| Item: Treasurer's Report | | | |
|---|--------------|-------------|-----|
| Discussion | Action Items | Responsible | Due |
| Same as previous reports, – R.C.A are payind Power & Water during Hall upgrade. | | | |
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| | | | |

Mover/Seconder R. Jenkinsen G. McInnes
 That the Treasurers Report be adopted.

CARRIED

Adjourned Business

Adjourned business takes precedence over all other business.

| Item: Adjourned Business | | | |
|--------------------------|--------------|-------------|-----|
| Discussion | Action Items | Responsible | Due |
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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:

Sub-committee/Working Group reports (if any)

| Item: Sub-Committee/Working Group Reports | | | |
|---|--------------|-------------|-----|
| Sub-Committee & Discussion | Action Items | Responsible | Due |
| Next meeting Monday 8 th April to discuss progress & Opening | | | |
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Agenda Items

| Item: Agenda Items | | | |
|---|--------------|-------------|-----|
| 1. Maintenance Undertaken (standing Agenda item) | | | |
| 2. Facility Good Governance implementation (standing Agenda item) | | | |
| 3. | | | |
| Discussion | Action Items | Responsible | Due |
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General Business

| Item: General Business | | | |
|--|--------------|-------------|-----|
| Discussion | Action Items | Responsible | Due |
| L. Boatin - a print "Out Came the Sherrin" by Artist Susan Sutton has been donated to Willaura RSL to be on permanent display at Hall. | | | |
| Working B on 23 rd April @ 4.00pm for Anzac day | | | |

Next Meeting:

Date: JUNE 6

Time: 8-00 PM.

Venue: WILLAURA HALL.

Meeting closed at: 8-52 pm.

Forward meeting dates:

- JUNE 6
-
-

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:



Ararat Rural City

MINUTES

Meeting of the Warrak Hall Committee of Management

Date: 29th April, 2019

Time: 7.00pm

Venue: Warrak Hall

| | |
|----------------------|---|
| Chairperson: | Ruth Kaliszewski |
| Minute taker: | Jane Goninon |
| Present: | Sarah Stacey, John Warren, Shane Goninon, Melissa McCadie |
| Apologies: | Nicola Goatley, Paul Harrington, Alec Beveridge, Cheryl Dunne |
| | |

Confirmation of quorum: Yes No

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.

The President welcomed all.

The Minutes of the meeting held on 13th February, 2018 were read and adopted with minor changes to the recording of the Treasurer's Report.

Moved: John Warren Seconded: Shane Goninon

CARRIED

Treasurer's Report

A copy of the report is attached.

\$14,880.47 was transferred from the old Warrak Hall Ladies Auxilliary account into new joint Council CBA bank account.

The purchase of consumables for the hall has become problematical. The proposal is to have a visa debit card attached to a second Hall account where two signatories are required to transfer money from the main account to the visa debit card account to be used to buy consumables. The reason for the second account is that bank accounts with visa debit cards can only have one signatory whereas community accounts require a minimum of two signatories to operate. This ensures transparency for use of the accounts for the Hall but allows consumables to be purchased with greater ease.

The motion that

“the Warrak Hall Committee agree to open an account at Bendigo Bank for the purpose of purchasing consumables for the Hall is to be opened. This account is to have a visa debit card to allow these transactions”

Was moved by John Warren and seconded by Shane Goninon.

Ruth and Jane to provide identification to Bendigo Bank.

Moved: Jane Goninon Seconded: John Warren

CARRIED

Minutes of Warrak Hall Committee held 29th April 2019

Correspondence

No correspondence

Business Arising

Painting of building exterior

John Warren will follow this up.

Noticeboard and Hall Ceiling Space -It was noted Cr Allgood was following this up and she was not at the meeting. Cr Allgood has not provided any information so it was agreed that the Secretary would write to Council asking them to visit and check the health, electrical and fire risks of the ceiling space.

Kitchen splashback - ongoing

General Business

Old Stove

It was agreed to sell the old Hall stove to Alec Beveridge for \$50 on the basis that he remove the stove at his cost.

Fashion Parade

The bi-annual fashion is being held on Tuesday, 14th May and all are invited. Places to promote it were suggested including the Council digital sign, community service announcements on local radio stations and the Weekly Advertiser.

AGM

Scheduled for 19th August, 2019 at 7.00pm.

Recreation Reserve

Sarah Stacey, the President of the Recreation Reserve Committee noted that the Treasurer, Remi Gray was unable to obtain the accounting books and bank account information from previous Treasurer. She will continue to try and obtain them.

Sarah noted a number of concerns; the power box required upgrading, fire period signs were being obtained to reduce the risk of people lighting fires in the summer and the trees surrounding the reserve are now listed under the Council Heritage Plan which required liaison between DEWLP and ARCC. Photos and location of trees at risk of falling have been forwarded to DEWLP.

Meeting closed at 8.10pm

Next meeting 19th August, 2019 - AGM