

BCSC Meeting- 12/11/2019

Open – 6:42pm

Attending – Dan J, Rich D, Brett C, Mick M, Athol F, John M, Alison T, Mary B, Katie S

Apologies – Jodie S, Rob A

Previous Minutes – (Moved, as read – John Second – Dan)

* Bolt pump down. Pipe Moved. Brett to continue working on it.

* Cricket pitch has been modified. Thanks Brett

* Tennis line marking to happen at the end of this week, weather pending

* Door handles – Brett swapped back door (near fire) & main door handles. Still waiting to hear about C&C door.

Correspondence –

* Email from Dom McInnes (to Dan) – further discussion around plaque unveiling. Dan to report back.

* Letter from liquor license – all applications can be done online & approval will be emailed to us.

* Letter regarding kitchen registration check. Rich to talk to Jodie, as to when it will suit

* Paperwork needed to be completed from Ararat Wind Farm grant for BBQ. Photos to be included of us using it.

Dan to follow up

Treasures Report (Moved – Alison. Seconded – Brett C)

*\$180 for new mower belt. Bernie Fitzpatrick (Ararat Engineering) donated parts, for benefit of cricket club

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Chalk	No chalk drawings to be done outside.	
Shipping Container	Donated shipping container has been offered to us, from Damien. Committee don't think we will need it. Focus on clean out first	
Wish List	Created at beginning of 2020. Enables us to be ready for events, grant etc.	
Oval	Has been repaired by Council. Wider mowing area to be larger in future	
Cricket Club Break Up	To be held Sunday, 8 th December, @ Pavilion. Match to start @ 10:30. Celebration to follow match	
Key for Primary School	Sally Peacock has asked for Buangor PS to have a Pavilion key, for evacuation purposes.	Dan to talk to Paul Buncle, regarding his old key. Alternative - green hallway key.
C&C Events	<p>*Nov 21st (Thurs) – Women in Farming (Anna Green). Working Bee – Nov 20th (Wed) from 5:30pm (Mick – mow lawns earlier in week)</p> <p>*Dec 6th – Police Christmas Party. Committee to run bar – beer & spirits.</p> <p>Dec 10th – Buangor PS Graduation. No cost to the school. Committee to clean after Police function. School Committee asked to clean after their event.</p>	<p>Rich to discuss with Jodie (does Anna need Kitchen? Tables?)</p> <p>Rich to discuss with booking organiser</p> <p>Rich to discuss with Jodie.</p>
Eftpos	*Need a new machine. Mary suggested <i>Square</i> (app). This will hopefully help to avoid tabs, in future.	*Katie to pick up modem from OfficeWorks in Ballarat. *Rich to follow up
Buangor Community Xmas Party	<p>*Damien to cook spit. Meet to be organised through Beaufort Butcher (roasts & sausages)</p> <p>*All attendees to bring a salad + sweet. Drinks @ bar prices.</p> <p>*Date – Sunday, Dec 15th, from 3pm. Dinner served from 5:30.</p>	*Sarah (Rob) to create flyer. *Flyer to be sent to CR Mayor Jo Armstrong & Dr Tim Harrison CEO
Sheep Drive	<p>*Flyer – Katie to put into <i>Weekly Times</i> on Wed morning @ Buangor.</p> <p>*Everyone to send pic message around to contacts.</p> <p>*BBQ – Rich to sort out. Sausages/onion/bread/sauce.</p> <p>*John to sort out wool donations.</p> <p>*Dropping off sheep- Rich, Dan, Damien (possibly borrow trailer from Pitch)</p> <p>*Rich has Stat Dec organised. All donators need to tell Rich their PIC number</p>	

Closed – 8:03pm

Next Meeting – Tues Dec 10th, 2019

Future meeting discussion points...

- *Shed door
- *Community notice board
- *Plaque unveiling (potentially tie in with PS reunion – March 7th, 2020)
- *List to be created for potential plan for next 12months – what do we want to achieve?

Future Jobs...

- *Paint posts @ tennis shelter
- *Clean out – under C&C, Pavilion shower room & shed – skip required.
- *Community Notice Board inside Pavilion

**MEETING MINUTES**

19110374

Committee of Management: Elmhurst Mechanics Institute

Date of Meeting: Thursday 24th October 2019

Time of Meeting: 7.30pm

Venue: Elmhurst Mechanics Institute, High Street, Elmhurst

Chairperson:	Margaret Rivett (MR)
Minute taker:	Janine Curtis (JC)
Present:	Shirley Lockhart (SL), John Rivett(JR), Donald Milne (DM), Janine Curtis (JC), Margaret Rivett (MR), Dorothy Belden(DB), Jean Penna(JP)
Apologies:	Christine Preston (CP), Russell Preston(RP), Alan Peacock(AP), Mayor Councillor Peter Beales (Ararat Rural City Council Representative)

Confirmation of quorum: Yes**Confirmation of Minutes of Previous Meeting:**

Moved SL, Seconded DM, that the minutes of the previous meeting on August 8th 2019 be received and adopted.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Photograph Restoration	To obtain quotations on restoring historical photographs	JC	Ongoing
Red Cross Plaque	Awaiting reply from Geoff Penna (Elmhurst Community Development Group) regarding this group funding the plaque. They have already committed to providing funds for the lectern and a microphone/sound system	MR	12/12/2019
Gas bottles/Gauges	Still to be discussed with Peter Martin (local plumber)	JR	12/12/2019

Disclosure of any pecuniary interest or conflict of interest of any member - Nil**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:**

Correspondence

Item: Correspondence – Inwards/Outwards			
Discussion – List Correspondence In	Action Items	Responsible	Due
IN - Minutes from the Elmhurst Hall Redevelopment PCG as well as plans for proposed kitchen upgrades <ul style="list-style-type: none">- Community Support Grant Guidelines from Ararat Rural City Council- Pacific Hydro General grant application letter stating we were unsuccessful in receiving funding for a stove- Pacific Hydro Crowlands Windfarm grant application letter stating that we were successful in receiving grant monies of \$9550 for a new stove <p>Facilities maintenance grant for 2019-2020 of \$2400</p>	General overview given – discussed in Sub Committee/Working Group reports Nil at present Nil further SL has replied and accepted the grant on behalf of the committee as was due by 18/10/2019. SL and MR to attend a presentation on Wednesday the 30 th October at 5.30pm to accept the grant. To be used within 12 months. Nil at present	SL and JR SL and MR	24/10/19 30/10/2019
OUT – Nil			

Moved IC

Seconded DM

That correspondence be received

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
The treasurer reported a balance of \$13760	Nil action required SL continues to be having some difficulty in receiving timely bank statements but is working on improving the situation	SL	Ongoing

Mover SL

Secunder DB

That the Treasurers Report be adopted.

CARRIED

Adjourned Business

Nil

Item: Adjourned Business			
Discussion	Action Items	Responsible	Due

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

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

Item: Sub-Committee/Working Group Reports			
Sub-Committee & Discussion	Action Items	Responsible	Due
Elmhurst Hall Redevelopment PCG Points raised at latest meeting included: <ul style="list-style-type: none"> - Tenders for work probably going out this Monday 21/10/2019, ? will take several weeks post this for works to commence - Old section of the hall floor to be redone as part of the works undertaken - Alison Tonkin has now left employment with the Ararat Rural City Council and Sree Tiwari now in charge of the project 			

Agenda Items

Item: Agenda Items			
<ol style="list-style-type: none"> 1. Maintenance Undertaken (standing Agenda item) 2. Facility Good Governance implementation (standing Agenda item) 3. 			
Discussion	Action Items	Responsible	Due
Governance Manual	All committee members to be given the opportunity to read manual – new version obtained 13/10/2016 to replace previous version	JC to distribute	Ongoing

General Business

Item: General Business			
Discussion	Action Items	Responsible	Due
Ride to Remember Motor Bike Riders Coming through Elmhurst 2/2/2020 Up to 500 people participating ? a community joint venture to provide morning tea ?\$5 for tea/coffee/slice x 2/ sandwiches x 2 pts Di Radford co-ordinating same MR suggested that we consider getting the hall floor polished professionally by Dritron once the Hall refurbishments are completed	Nil at this time, to discuss further closer to the event To consider once works completed		
Cup day celebrations at the Hall	A reminder that this event is open to all this cup day 5/11/2019	SL	5/11/2019
Old trestle tables have become wet and slightly swollen (water leaking under door)	Now placed up on timber to raise off the floor	Complete	
Shrubs trimmed at the front of the hall	Thanks JR	Complete	
Spider “bombs” required for meeting room and shed.	JR to organise. Also has been reimbursed for grease for the mower	JR	12/12/2019

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:

Meeting closed: 8.10pm

Next meeting

Date: Thursday 12th December 2019

Time: 7.30pm

Venue: Elmhurst Mechanics Institute

Forward meeting dates

Thursday February 13th 2020

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

ELMHURST MECHANICS INSTITUTE

FINANCIAL STATEMENT FROM
8th AUGUST 2019 TO 24TH OCTOBER 2019

INCOME

Balance C/F	\$ 11068.66
Hall Hire	490.00
Int (J.A.S.O.)	9.99
Maint. Grant	2400.00

EXPENSES

Elgas (rental)	79.20
GM Water	9.52
Power	220.93
<u>Balance as at 24/10/2019</u>	<u>\$13760.00</u>

TOTAL **\$14069.65**

TOTAL **\$14069.65**

Pomonal Hall Committee 2019 - 7th August

MINUTES

Time and date	7/08/2019 6:00 pm	
Chairperson	Richard Flecknoe	
Location	Pomonal Hall	
Attendees	Barb Venn Colin Macaffer	Claire Evans Simon Freeman
Apologies	Lyn Mc kinnon, Jodi Mathews, Luke Roberts, Anita, Bill Braithwaite	
Purpose	Manage the facilities and activities at the Hall and Reserve.	
Papers	Minutes from previous meeting - Moved: Col Seconded: Richard	

Item	Description	Action	Move	2nd
1.	Business arising from previous minutes: <ul style="list-style-type: none"> Shed power - Grant writing. ARCC to help. Work in with the Master plan Carpet Bowls to be moved to back shed? Projector Richard - Carry over Working bee 24th August Assets list Lyn - Carry Over Fridge - Simon to look into it 	Barb - Talk to Alison about carpet bowls, email user groups about working bee. Claire - Richard - Look at Grants and selling old fridge, Talk to Danny about sculpture	Col	Simon
2.	Correspondence in: <ul style="list-style-type: none"> 6th June - Facility Grants program 8th June - PPA report and newsletter 14th June - APS wildflower show request to put marquee on oval and 25 chairs and ongoing maintenance of garden - can hall committee buy some mulch please? 14th June - Men's Shed working bee 	.Check irrigation on oval and no chair allowed outside on dirt.		
3.	Correspondence out <ul style="list-style-type: none"> 19th July - Letter of support to APS for new projector, laptop and microphone set. 			
4.	Finance Report. see attached Motion "That the financial statements for the month of April and May be ratified and all accounts approved for payment"		Barb.	.Simon
5.	General business <ul style="list-style-type: none"> Keep pushing back on the ground work. Sourdough - Nick and Jac. Keep going as is. Direct debit \$50 per session. No invoice required. 			

<ul style="list-style-type: none"> ● community questionnaire - Carry over ● Keyboard - move to shed ● Large piece of art - Dani to donate it ● Pomonal Art Show liquor licence ● ladder - Caire to look at quotes ● Questionnaire ● poor council rep ● working bee jobs list, hooks in cupboard, cleaning liquids, tile carpet meeting room ● APS room on side of hall, bay in shed, how much money do they require for mulch? Ongoing maintenance costs of the garden? ● Barb to email council concerning: can we buy a ladder, stone mulch, see a maintenance schedule for the oval/recreation reserve, have council Rep at the meetings. 	<p>Claire - Ladder Quotes, Talk to Blue Wren Bakery</p>		
---	--	--	--

Meeting closed 7.22pm
Next Meeting November 6th 2019

**MEETING MINUTES**

To be submitted to Council's Governance and Administration Coordinator within 14 days of meeting

Committee of Management: Wickliffe Recreational Committee

Date of Meeting: Monday 18th November 2019

Time of Meeting:

8pm

Venue: Wickliffe Recreation Reserve Wickliffe

Chairperson:	M Braatt
Minute taker:	Kerri Nicholson Signature:
Present:	B.Dalgliesh, K. Walker. Luke Blake, P Remfrey ,Chris McRae, Garry McInnes Cr,Gwenda Allgood , M Allgood. Ian Nicholson. R Pickett Dr Tim Harrison CEO ARC.
Apologies:	S.Ford, T Remfrey, J Patterson.

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:

Moved Ian Nicholson Seconded Ian Pickett That the minutes of the previous meeting (28th February 2019) be received and adopted.

CARRIED

Item: Business Arising Out of the Previous Meeting			
Discussion – List Business	Action Items	Responsible	Due
Key Register	M Braatt confident he has list of all key holders		
Tennis shed Access	Shed to be secured and cleaned up Moved B Dalgliesh @nd R Pickett	Exec	ASAP
Security system for Recreation rooms	Enquires still in process with ARC	M Braat	
Asset Register	Photos of all assest and honour boards completed		

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).

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:

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.
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
Facilities Maintenance Grant \$2400	Treasurer to manage		
Facilities Maintenance Grant \$2400	Treasurer to manage		
Account from Origin Energy for \$308.59	Auditor to follow up for better deal from alternate company Moved Ian Nicholson Seconded Kirsten Walker	Ian Nicholson	

Moved Garry McKinnes Seconded Luke Blake 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
Treasurers report provided by B Dalglish.			

Moved Chris McRae Seconded Peter Remfrey 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
Seasonal Users Agreement discussed	Cricket club to continue paying all power and water bills over cricket season	Luke Blake	

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
No sub committee required at this time			

Agenda Items

Item: Agenda Items			
<ol style="list-style-type: none"> 1. Maintenance Undertaken (standing Agenda item) 2. Facility Good Governance implementation (standing Agenda item) 3. 			
Discussion	Action Items	Responsible	Due
General cleaning of facility was carried out in early November	completed	Committee	
Tables sanded and repainted			
New sewage system in place			
Awaiting demolition of old toilet block		ARC	

General Business

Item: General Business			
Discussion	Action Items	Responsible	Due
Cricket equip for practice nets have not arrived	CEO will discuss with Mathew Simpson		
Solar Power submission	Still awaiting grant application through ARC	ARC will advise	
Thank you and momento for retiring member George Burdett	To be presented at Wickliffe Xmas Tree function on 20 th December 2019.	Kerri Nicholson & Barry Dalgliesh	
Camping fees and honour box need further discussion will hold over to next meeting			
General tidy of storage room and removal of outdated equipment in recreation room and build some storage shelves Steam cleaning of carpets overdue	Will require working bee Quote for steam cleaning (Secretary)	President	ASAP

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:

Next Meeting: AGM

Date: Thursday 12th December 8pm

Time: 8pm

Venue: Wickliffe Recreation Reserve

Meeting closed at: 9.45pm

Forward meeting dates: TBA

-
-
-

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