

# Dungowan Hall Committee

A Section 355 Committee of Tamworth Regional Council  
Committee Mailing Address: c/-Alison Leckie, 445 Ogunbil Rd, Dungowan NSW 2340

*Contact Information:*

**Chairperson:**

Name: Alison Leckie  
Phone: 0411 061 064  
Email: [hato.leckie@bigpond.com](mailto:hato.leckie@bigpond.com)

**Booking Officer:**

Name: Marie Goodwin  
Phone: 0400 968 599  
Email: [mariegoodwin31@gmail.com](mailto:mariegoodwin31@gmail.com)

**Secretary:**

Name: Liz Lollback  
Phone: 0427 694 274  
Email: [melollback1@bigpond.com](mailto:melollback1@bigpond.com)

## MINUTES of Meeting held May 15<sup>th</sup>, 2023

Dungowan Hall

Meeting commenced at: 7.10pm

**Chairperson:** Alison Leckie welcomed all to the meeting and passed around the sign on sheet.

**Present:** Alison Leckie, Margaret Brady, Robyn Thompson, Liz Lollback, Michael Lollback, John Thompson, Marie Goodwin,

**Apologies:** Di Brown, Jacqui Gidley-Baird, Alex Steinbeck, Karen Herring, Lyn Sommerville

**Risk Awareness Statement:** tabled

**Minutes of previous meeting:** *moved* Marie Goodwin, *seconded:* Margaret Brady that minutes be accepted.

**Business Arising from the previous meetings:**

- We were successful in being granted \$8500 through the Facility Improvement Application submitted in January 2023.
- A voucher for \$100 was purchased and presented to Graham Leight for lawn mowing at the Hall
- Jodie Archer was notified of possible water leak at the hall. Followed up by TRC and toilet cisterns have been replaced.

### DUNGOWAN HALL COMMITTEE CORRESPONDENCE – IN FEBRUARY 21<sup>ST</sup> – MAY 15<sup>TH</sup> 2023

<u>DATE</u>	<u>FROM</u>	<u>SUBJECT</u>	<u>COMMENT</u>
23/2/23	Tamworth Election Manager's Office - 2023 NSW State Elections	- Notification of Fundraiser at Voting Centres - 25 March	Forwarded to Committee
23/2/23	<b>Jodie Archer</b>	Dungowan hall water pump	Work Request for Building Services to investigate created Reference WR001005. <b>Copied/filed</b>
26/32/23	Alison Leckie	Draft Dungowan Hall AGM and meeting minutes 15 August 2022	Forwarded to Committee
26/2/23	Alison Leckie	Bingo night income and expenses	Table at next meeting
26/2/23	Alison Leckie	Chair's Report Dungowan Hall AGM August 2022	Copy of report presented at AGM 2022 Filed with minutes

<b>DATE</b>	<b>FROM</b>	<b>SUBJECT</b>	<b>COMMENT</b>
fil1/3/23	Placement Management to Alison Leckie	BBQ area grant has been approved!	Committee notified <b>Filed in COBA file</b>
2/3/23	Jacqui, John and Robyn, Marie, Di, Karen	Congratulations for funding approval	noted
8/3/23	NSW Electoral Office	Remittance advice	Forwarded to J Gidley-Baird
13/3/23	Placement Management	Councils Covid Safe Workplace Policy - information for Section 355 and Visitor Information Outlet Volunteers	Forwarded to Committee <b>Copy printed and filed</b>
14/3/23	MTG Sales Laura	Copies of invoices re. outdoor BBQ area	Forwarded to Alison Leckie
14/3/23	MTG sales Laura	Terms and conditions	<b>Printed and filed in COBA file</b> “
15/3/23	Place Management	S355 Responsibilities in regards to Maintenance and Venue Hire	Forwarded to Committee <b>Printed and filed in correspondence</b>
15/3/23	Laura MTG sales	Draft plan for invoices	<b>Printed and filed in COBA file</b>
16/3/23	Alison Leckie	Test and Tag	<b>Alison to contact Jodie Archer</b>
17/3/23	Jodie Archer to Laura at MTG sales	Payment of invoices by Council	Printed and filed <b>COBA file</b>
17/3/23	MTG sales to Jodie Archer	invoice INV-1464 RB#11277-Deposit and Manufacture...PO#P365706 from More Than Garages ITF McDonnell Family Trust for Tamworth Regional Council - Dungowan hall	Invoice paid by Council <b>Filed in COBA file</b>
21/2/23	Laura MTG Sales	Check colour of outdoor area is Classic Cream	Yes!
23/3/23	Laura MTG Sales	Date for site visit by Mick	Forward to relevant persons postponed by MTG
23/3/23	Alison Leckie	Apology for site visit and suggestions	<b>Printed and filed</b>
24/3/23	Maura Burke, Don Grant replies to site visit	Site visit	New date to be set by MTG
24/3/23	Place Management	Facility Improvement Fund 2022-2023 Round 2 - Open now - closing Thursday 27/04/2023 at 5pm	Only for FYI
24/3/23	Place Management, Jodie Archer	Toilet cisterns	<b>Discuss at next meeting</b>
4/4/23	Alex Smith AEC Division of New England/Marie Goodwin	AEC Referendum Polling Place Review	<b>Printed table at next meeting</b>
6/4/23	Marie Goodwin	Hall Bookings	Committee notified of next hall bookings <b>Set dates for working bees</b>
26/4/23	Liz Lollback	Reminder for next meeting May 15 <sup>th</sup> . Minutes from Feb meeting attached	Sent to Committee

<u>DATE</u>	<u>FROM</u>	<u>SUBJECT</u>	<u>COMMENT</u>
26/4/23	Di Brown	Next mowing dates 18 <sup>th</sup> May and June 15 <sup>th</sup> 2023	Discuss at meeting re. working bee
26/4/23	Jodie Archer	FYI Facility improvement deadline extended	Information only
1/5/23	Marie Goodwin	State General Election 2023 - BOND REFUND	Forwarded to J. Gidley- Baird Printed and filed
2/5/23	Laura MTG sales	Site inspection date	Forwarded to relevant personnel 11/5/23
2/5/23	A. Leckie Don Grant	Apology for site visit Able to attend	noted
5/5/23	Wendy McRae, Di Brown	Apologies for meeting on 15/5/23	Note in minutes
11/5/23	Di Brown	Information about electricity Purchase of drinking glasses	<b>Discuss at meeting</b>
<b>November 2021 – February 2022 CORRESPONDENCE - OUT</b>			
23/2/23	Liz Lollback	Dungowan hall water pump	Jodie Archer created work request for TRC
1/3/23	Draft AGM and General minutes	Draft AGM and General minutes	Sent to Committee to check
11/3/23	Liz Lollback to Alison Leckie	Facility Improvement Fund 2022-2023 - Dungowan Hall S355 Committee	Discussed
16/3/23	Liz L to Exec and Don Grant	Facility Improvement Fund 2022-2023 - Dungowan Hall S355 Committee	Payment plan outlined to Exec and Don Grant Printed and filed
17/3/23	Maura Burke	Dungowan Hall outdoor BBQ facility	Acceptance of quote for joe Burke to prepare the site
18/3/23	Jodie Archer, Don Burke, Laura MTG	Dungowan Hall outdoor BBQ facility thankyou for getting project underway so quickly	
25/4/23	Place Management	Dungowan Hall AGM and General meetings August 15th 2022 and notification of change for the Committee	Sent to Place Management cc to Committee
26/4/23	Liz Lollback	Next General Meeting 15 <sup>th</sup> May 2023	Minutes from Feb meeting attached and agenda items requested from Committee
11/5/23	Liz Lollback	Reminder of site visit 11/5/23 Reminder of meeting 15/5/23	

**Moved:** by Liz Lollback that correspondence be accepted as read **seconded:** Marie Goodwin

Treasurers Report: See separate report

### **Booking Officer's Report:**

- **27/5/23** – Booking for 21<sup>st</sup>, \$2000 bond paid; **Working Bee 24/5/23 at 10.00am**
- **19/6/23** – Dungowan/Ogunbil Garden Club Luncheon **Working Bee date to be decided**

### **General Business/ Business Without Notice:**

- Recent electricity bills to be monitored for any significant changes
- The toilet cisterns have been replaced and a tap has been installed with separate power to the pump
- **Moved** by John Thompson That TRC provide a separate power circuit for the water use metering system **Seconded:** Margaret Brady
- Liz L to email Jodie Archer to advise of this motion
- Michael Lollback outlined the progress of the COBA site visit held on May 11<sup>th</sup> 2023 with Mick from MTG, John Thompson and Don Grant from TRC. The location has been moved to level ground which will make the construction process much easier. The new location will also allow for the construction of disabled access via the back door at a later date.
- The deposit for the manufacture of the kit has been paid by TRC grant money \$ 3579 (March 2023) to MTG.
- Liz L to email Jodie Archer re. test and tag of hall appliances
- Discussion around the purchase of water drinking glasses for hall functions – decision not to proceed with the purchase
- Tablecloths, serviettes have been donated to the hall – Marie to develop an inventory
- Donations of tea towels requested.
- Change of date for Bingo night – **now October 28<sup>th</sup>** as it will be warmer – donations for prizes will be greatly appreciated. More discussion at August meeting.
- An auction at the hall was suggested to consider in 2024
- Yoga on Saturday mornings was suggested to use the rest of the PHN grant funding – Alison L to follow up

**Meeting closed at:** 8.12pm

**Next meeting:** August 21<sup>st</sup> 2023 at 7.00 pm at Dungowan Hall