

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

Booking Officer:

Name: Marie Goodwin
Phone: 0400 968 599
Email: mariegoodwin31@gmail.com

Secretary:

Name: Liz Lollback
Phone: 0427 694 274
Email: melollback1@bigpond.com

MINUTES of Meeting held August 21st, 2023

Dungowan Hall

Meeting commenced at: 8.08 pm

Chairperson: Alison Leckie welcomed all to the meeting.

Present: Alison Leckie, Di Brown, Margaret Brady, Robyn Thompson, Liz Lollback, Michael Lollback, John Thompson, Marie Goodwin, Alex Steinbeck, Lyn Sommerville

Apologies: Jacqui Gidley-Baird, Suzanne O'Keefe, Wendy McRea

Minutes for the last meeting 15th May, 2023 were read

Moved: Marie Goodwin *Seconded:* Margaret Brady that minutes be accepted as read

Business Arising:

- Jacqui to check past power usage to see if more has been used than last year
- An email was sent to TRC (Jodie Archer) requesting a separate power circuit for the water use metering system. There has been no response – Liz to follow up
- Marie Goodwin is working on the inventory for tablecloths and serviettes as there have been more donations. Tablecloth hire – included but must be washed, ironed and returned.
- Marie will purchase a tub for linen storage *moved:* L Lollback *seconded:* Robyn Thompson
- Appliances have been tested and tagged a new power board extension lead have been purchased
- Yoga – Alison to follow up – maybe Sunday mornings.

DUNGOWAN HALL COMMITTEE CORRESPONDENCE – IN MAY 16TH to AUGUST 21ST 2023

| DATE | FROM | SUBJECT | COMMENT |
|---------|---------------------------------------|---|---|
| 16/5/23 | M Goodwin to Di Brown | Electricity overload Decision re. glasses purchase | Information filed in correspondence |
| 19/5/23 | Place Management | Thankyou to volunteers | Forwarded to Committee |
| 23/5/23 | M Goodwin | Hall cleaning time and day | Forwarded to Committee |
| 23/5/23 | Di Brown | Apology for cleaning | noted |
| 24/5/23 | More than Garages Jodie Archer TRC | Invoice INV-1470 RB#11277 Balance of Kit from More Than Garages \$3577 | TRC paid this account Filed in COBA file |
| 24/5/23 | Place Management | Active kids voucher Program | Forwarded to Committee |
| 24/5/23 | L Lollback to A Leckie | Dead branch at the hall | TRC removed the branch |

| DATE | FROM | SUBJECT | COMMENT |
|-------------|---|---|---|
| 24/5/23 | Community Choices Program Essential Energy | Will we apply this year? | Forwarded to Committee Decision not to apply |
| 1/6/23 | Place Management | Electricity network maintenance - Nundle, Kootingal, Bendemeer and surrounds | Forwarded to Committee |
| 2/6/23 | Place Management | Marketing support on offer for local events ahead of an action-packed year - 020623 - Applications close Tuesday 22 June 2023 | Forwarded to Committee FYI |
| 6/6/23 | Place Management | Call for volunteers - assistance with Tamworth Quality Business Awards preparation | Forwarded to Committee |
| 12/6/23 | Di Brown | Gas for Garden Club meeting | M Goodwin checked all good! |
| 13/6/23 | L Lollback | Meeting August 21 st , minutes attached | Sent to Committee |
| 14/6/23 | J Archer | Payment information for COBA | Forwarded to J Gidley- Baird |
| 3/7/23 | Place Management | Volunteers not to work at heights | Forwarded to Committee |
| 13/7/23 | Place Management | Village Halls - extinguisher and lighting service - commencing tomorrow 13/07/2023 | M Goodwin followed up with J Archer |
| 17/7/23 | Place Management | Reminder for s355 AGM | Minutes and notice of meeting sent out to Committee |
| 21/7/23 | MTG Laura | notice for concreting on 26/7/23 | Postponed pending information from TRC Don Grant |
| 24/7/23 | A Leckie to L Lollback | Drawing of location for COBA | J Burke prepared site ready for concreting |
| 26/7/23 | L Lollback | Photos of COBA Site | Sent to J Archer at TRC |
| 2/8/23 | Place Management | Help shape the future of events in the region | Forwarded to Committee FYI |
| 10/8/23 | D Grant | Update on concreting prep | Site prepared on 10/8/23 |
| 10/8/23 | A Leckie | Photos showing proposed roofline | Sent to D Grant |
| 15/8/23 | M Brady | Names of interested people to attend AGM | Emails sent |
| 16/8/23 | MTG | Invoice INV-1477 RB#11277 Concrete Work from More Than Garages \$4536 | TRC to pay and invoice DHC for difference |
| 17/8/23 | MTG | Construction of kit on site \$3006 | As above |
| 21/8/23 | Jodie Archer | Approval of accounts and notification of TRC payment | TRC will send DHC an invoice for payment. |
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| <u>DATE</u> | <u>FROM</u> | <u>SUBJECT</u> | <u>COMMENT</u> |
|--|-----------------------------|---|--|
| CORRESPONDENCE OUT May 16th to August 21st 2023 | | | |
| 16/5/23 | J Archer | test and tag at Dungowan Hall | We need to organise our own test and tag |
| 17/5/23 | J Archer | Dungowan Hall electrical issues | No response |
| 13/6/23 | M Goodwin D Brown | Prep for GC meeting | J Thompson will light the heaters and organise the urns for safety |
| 12/6/23 | J Archer | Query about MTG payment | TRC follow up with MTG |
| 21/7/23 | Laura MTG sales | Concern re. site prep before concrete | J Burke contacted to prepare site |
| 25/7/23 | A Leckie | Update on COBA re. compliance cert. | TRC follow up |
| 26/7/23 | Place Management | Notice of AGM and list of current Committee | Forwarded to TRC |
| 1/8/23 | D Grant J Archer | Photos of prepared site Update? | Sent to TRC D Grant updated |
| 2/8/23 | L Lollback | Next meetings information | Sent to Committee |
| 10/8/23 | A Leckie, D Grant | Roofline for COBA | Discussed and sorted |
| 17/8/23 | J Archer | Re. payment of MTG accounts | Spoke to Don Grant TRC will pay and invoice DHC |
| 17/8/23 | J Gidley – Baird, M Goodwin | Agenda items, treasurer balance | Table at meeting on 21 st August |
| 21/8/23 | L Lollback to J Archer | Reply to J Archer re. invoice to MTG | Tabled at meeting |

Treasurers Report: See separate report (attached)

Committee contribution for COBA will be invoiced by TRC (\$8500)

Booking Officer's Report:

- Since August last year we have had an average of 2 bookings per month
- A total of \$1840 has been taken in bookings – weddings, prawn and chicken night, election,
- A wedding is booked for January 2024
- Discussion about promoting the hall as to what it has to offer for hiring. Alison will contact Tamworth event Planners and Ivory Lane Styling.

General Business:

- Update on **COBA progress**. Insulation needs to be added MTG will complete this. Thank you to Alison and Hugo Leckie for the time they have put in so far.
- Hugh Leckie will tidy up and fill in the edges ready for landscaping – working Bee?
- Electrical work – Volunteer electrician - Alison L follow up
- BBQ – quotes Liz L
- **Bingo Evening** – decision to combine the evening with the opening of the COBA with a sausage sizzle to begin the evening.
- Liz L follow up with the band who played in 2022.
- Alex S follow up Advertising Banners
- Jacqui G-B be asked to design the flyers – Liz follow up
- Contact Northern Daily Leader (Alison), Bush Telegraph, School Newsletters
- No childrens Bingo as they can assist the adults
- Michael L to ask Barry Pratten if he is available to call the Bingo

- Liz L will organise a raffle for the evening
- It was suggested that we open a “square” account to enable payment via credit card – Jacqui G-B to follow up.
- There will be a Committee Meeting to plan the evening on September 25th at the hall commencing at 7.00pm
- **Country Music Camping 2024** – there is a lot of work to prepare the Rec grounds and amenities cleaning, reading meters, rubbish removal,
- So far there are 2 expressions of interest.
- John Thompson moved that we abandon Country Music Camping 2024. The motion was rescinded
- It was suggested that if we give notice, Community Services may tidy the grounds and prepare the amenities. The Camping area will also need slashing.
- Decision to revisit at the next meeting. Alison L is happy to meet with the chairperson of the Rec grounds prior to our next meeting.
- **Grounds at the hall:** Di Brown suggested we purchase some native shrubs to soften the front of the Hall – Alison L follow up - Landcare?
- Di Brown *moved:* that we purchase 2 solar lights for the corner of the hall *seconded:* Alex S

Meeting closed at: 9.12 pm

Next meeting: Monday September 25th at 7.00pm – COBA Opening and Bingo evening planning

Monday November 20th at 7.00 – General Meeting