

MINUTES of Meeting held Saturday 30 April 2022

Hanging Rock Community Hall, Barry Road, Hanging Rock

Meeting commenced at 2:30pm

1. **Chairperson** – Welcomed everyone to the meeting
2. **Present:** Tommy Taylor(Chairperson), Simon Derrett (Deputy Chairperson), Neroli McAulay (Secretary), Narelle Derrett, Cheryl-Anne Hill, Russel Sydenham, Meg Sydenham, Marion Wheeler & Chris Hendy (community observer)
Guests: Nil
3. **Apologies:** Karen Lawrence, Sue Robinson, Janet Sanstrom, Kelly Jaffa, Keith Ryan, Warwick and Sally Rodgers, Tony Crawley, Tim Kalousek & Rodger Sydenham
Moved - Tommy Taylor Secoded - Simon Derrett
That the apologies be accepted
4. **Membership:** New Members - Cheryl-Anne Hill, Russel Sydenham & Meg Sydenham
Moved - Neroli McAulay Secoded - Tommy Taylor
That the nominated persons be accepted as committee members
All in favour - motion carried
5. **Risk Awareness Statement:**
6. **Minutes of previous meeting:** Held 2/02/22 copies were given out to those in attendance to read.
Moved - Narelle Derrett Secoded - Tommy Taylor
7. **Business arising from the previous meetings:**
7.1 *3/02/22 meeting - Communication Tower at hall* - Keith Ryan was to investigate possible fire service funding
No report available as Keith Ryan was not at the meeting.
Tommy Taylor advised that he had recently met Barnaby Joyce on Friday 22 April 2022 at a social outing and took the opportunity to discussed the communication issues at Hanging Rock. Mr Joyce advised he was aware of this issue and to send him an invitation to meet with community after the election.

Motion - Simon Secoded - Tommy
The committee write to Minister Joyce (or if he is not re-elected the relevant Minister) after the election regarding communication issues at Hanging Rock
All in favour, motion carried

7.2 3/02/22 meeting - **Concrete Slab project under awning** - Kay Burnes to follow-up with contractor. Tommy advised that Bruce Brand is contracted to do the slab and that he is in the process of arranging for the slab to be done.

7.3 3/03/22 AGM - **Treasurer Position** - Vacant

Cheryl-Anne Hill be Treasurer

Nominated - Russell Sydenham **Seconded - Tommy Taylor**

Cheryl-Anne accepted the position

7.4 3/03/22 AGM - **Nominate Bank Signatories**

Cheryl- Anne Hill (Treasurer), Neroli McAulay (Secretary) and Kay Burnes (TRC Representative) were nominated as Bank Signatories.

Nominated - Simon **Seconded - Tommy**

That Cheryl-Anne Hill, Neroli McAulay and Kay Burnes by Bank Signatories

7.5 3/3/22 AGM - **Review Committee Strategic Plan** - Draft Plan presented to committee for discussion

Moved - Simon **Seconded - Tommy**

Strategic Plan adopted as amended

7.6 3/3/22 AGM - **Set Fees and Charges for up-coming year** - Draft presented to committee for discussion

Moved - Simon **Seconded - Tommy**

Fees and Charges adopted as amended

8. **Correspondence In:**

8.1 Correspondence in from 3/02/22 (last meeting) to date - Secretary addressed each item

- **email 9/03/22 -TRC Lawnmower update** - *TRC have new mower for Hanging Rock Hall, currently have no key for shed, TRC advised lock barrel needs to be changed by them and then old mower replaced with new one. OHS training for volunteers who will be using mower to be done prior to using new mower - TRC to arrange.*
- **emails 17/03/22 & 22/3/22 - TRC AED training and TRC catch up with Committee Executive re: governance procedures and cancelled AED training** - *AED training cancelled but Executive Committee met with Kay Burnes on 23/03/22*
- **email 21/03/22 - TRC Asbestos Register Hall Induction held on 28/3/22**
Tommy and Neroli met with Zac from TRC and were advised about the Asbestos Register, Zac placed the register on the Kitchen wall
- **email 29/03/22 - TRC COVID update re Committees Managing Facilities**
Read out by Secretary
- **emails 5/04/22 - TRC COVID Induction Cleaning meeting dates & Invitation for COVID Cleaning Induction to be held on 19/4/22**

Tommy, Simon and Neroli undertook the Cleaning Induction and Neroli advised that all the COVID Cleaning information is in the Kitchen and that there are new forms to be completed when the hall is hired.

Moved - Tommy Seconded - Simon

That the Correspondence In be accepted

9. **Correspondence Out:** Nil

10. **Treasurer's Report:** No formal Treasurer's Report due to position being vacant. Neroli presented report - Financial Information as at 30/04/2022.

11. **Booking Officer's Report:** NIL bookings

12. **Future Bookings**

1 booking for 8 June and 2 more possible bookings, 1 in the next 2 months and the second in approx August.

13. **General Business:**

13.1 **Hall locks and keys -**

Karin Lawrence (email 18/04/2022) **Motion** - that the locks and keys on the hall be replaced. There appears to be way too many keys unaccounted for, with no idea which previous committee members still have them, and have access to the hall.

Simon - originally 3 sets of keys to the hall, however the new executive committee were only given a Master key and 2 kitchen keys. **On Sat 23/04/22 as an emergency measure to secure the hall, Simon and Tommy put a new lock on the Kitchen and a bolt on the inside of the side door.**

Narelle - advised that since she was last at the hall and in the storeroom (approx 2- 3 months ago) items (rolls of historical papers) are missing.

Motion- Simon Seconded - Narelle that:

- The Committee endorse the emergency measure taken to install a new lock on the Kitchen door and the internal bolt on the side door.
- deadbolts (with padlock) be installed on both master lock doors (side and front) with a mechanism to enable them to be locked open when the hall is in use.
- a proposal be put to TRC to change master locks and put a lock on the store room.

All in favour, motion carried

14. **Business Without Notice:**

Telephone - Marion asked why the Telephone Bill was so high and what was going to be done about it.

Tommy said that nothing could be done about the previous phone bills however the phone had been taken off the wall and placed in a cupboard as an interim measure. Several ideas were discussed on how to control phone usage ie phone code, only bring out when hall is hired. Committee to look into these and other possibilities.

Electricity - Marion also asked why the Electricity bills were also high given that the hall has been barely used in the past 2 years.

Tommy again advised nothing can be done about past bills, Tommy and Simon have turned off the fridge and left it open.

Moved - Marion Secoded - Simon

That the fridge be left off and only turned on 24 hours before use or hire and that it be turned off, cleaned out and left open after every use.

All in favour, motion carried

Notice Board - has been sourced to be installed by TRC - it was decided to put it either near the front gate or under the awning near the kitchen.

Working Bee - Narelle put forward a motion for a Working Bee to clean out the hall on Tues 10 May at 10am.

Moved - Narelle Secoded - Simon

Historical Record - Russell suggested that these need to be digitised to avoid loss through age or fire.

Engie Sponsorship Program - closing soon, Russell asked if the Hall committee wanted to put in an application, the grants are \$3,000. Committee discussed ideas and it was decided an application be submit once it is determined what the committee would like to apply for.

Partition or screening near Toilets - Narelle asked if the committee could look at a way of separating the Toilets from the rest of the hall as when it is full of people or tables set up near the toilet it is an issue.

Screen Doors - Narelle asked can the Committee look into putting Screen Doors on side and front door, Extreme issue with flies and blowflies especially in summer. Can be a deterrent to potential hirers of the hall.

15. **Next Meeting:** Saturday, 30 July 2022 at 10am

Meeting Closed at 4.15pm. (minutes taken and prepared by Neroli McAulay, Secretary)

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Signature of Chairperson

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Signature of Secretary