

Kootingal Recreational Reserve Committee

A Section 355 Committee of Tamworth Regional Council
 Committee Mailing Address: PO Box 50 KOOTINGAL NSW 2340

Contact Information:

Chairperson:

Name: Don Grant
 Phone: 0409 314 731
 Email: kootingalrrc@gmail.com

Secretary:

Name: Kevin Seery
 Phone: 0438 462 519
 Email: kootingalrrc@gmail.com

Treasurer:

Name: Verona Gimbergh
 Phone: 0402 805 678
 Email: kootingalrrc@gmail.com

MINUTES

Meeting scheduled for: **7:00 pm WEDNESDAY 18TH SEPT, 2019**

Venue: Kootingal Bowling Club, Kootingal

AGENDA ITEM	DISCUSSION	ACTION
Welcome by Chairperson	D Grant	
Present: (Remind attendees to sign on and PRINT NAME)	D Grant, V Gimbergh, K Seery, A Betts, G Crowe and K Triggs	
Apologies:	K Betts, L Jones, M Woods, K, Hogan	
Risk Awareness Statement	Chairman read Risk Awareness Statement	Read
Risks and W.H.S issues identified:	WATER LEAK OUTSIDE TAP BOTTOM BOOM GATE TO BE REPAIRED (Cost to KRRC)	Repaired D Grant to follow up (repaired)
Minutes previous meeting	Tabled: K Seery	PREVIOUS MINUTES MOVED <input type="checkbox"/> Moved: A Betts <input type="checkbox"/> Seconded: D Grant All in agreement Yes
Business Arising from previous minutes	1. Fill vacant Secretary position Kevin Seery Nominated by D Grant Seconded A Betts. Kevin Seery accepted. No one opposed. 2. Invoices 2019 – KMJRLFC to pay for 2019 shed hire including Juniors signs. 3. Toilet Cisterns - G Crowe letter required from sect \$40.00 Mal Sawyers 4. KRRC need to complete Development Consent for the approval of temporary camping. Need to complete the application form and lodge with Council and pay fee at the time of lodgement. It is advisable to do so prior to mid November 2019 to enable the appropriate time for council approval processing. Submit and sent to Jodie archer 5. 2019-2020 Strategic Plan must be completed 6. Asset Register Template to be reviewed / updated /	Completed. Committee Completed. V Gimbergh To be completed. K Seery Completed. K Seery Completed D Grant

	<p>completed.</p> <p>7. Invoice – Destination Tamworth (call – Eleanor. 8. Pengilley . e.pengilley@tamworth.nsw.gov.au to ask where to send Invoice or email) www.destinationtamworth.com.au/eventsupport.</p> <p>9. Invoice KMRLF- \$150.00 for Canteen Hire at KCF and Resend Invoice MKRLFC for signs</p>	<p>To be completed. Group</p> <p>Completed. V Gimbergh Completed. V Gimbergh</p> <p>Completed. V Gimbergh Email sent. V Gimbergh</p>
Correspondence In:	<ol style="list-style-type: none"> 1. Email - Tory Cayzer – Moonbi House Carols Friday 6th – asking that there not be a clash. 2. Email -Jodie Archer - Council’s 2019-2020 Facility Improvement Fund are now open. Applications close Friday 18 October 2019 at 5:00pm – late or incomplete applications will be ineligible. 3. Invoice - True Value Hardware - \$17.94 4. Invoice – 88.9 \$450.00. 5. Receipt – True Value \$24.99 6. Invoice - 92.9/2TM - \$502.70 7. Invoice – J R Richards \$92.00 8. Email – \$50.00 Refund to Lynda Gordon - Squire. 9. Stage concept design and position. 10. Council letter of support on Oval lighting Grant. 	<p>CORRESPONDENCE IN MOVED</p> <p><input type="checkbox"/> Moved A Betts <input type="checkbox"/> Seconded V Gimbergh All in agreement Yes</p> <p>E-mail sent. K Seery – more confirmation and another invitation to be sent. To complete. K Seery and D Grant</p> <p>Emailed – Paid Cheque Tabled – Paid Email – Received Cheque tabled split – Paid Email – Paid Cheque tabled – Paid</p> <p>Tabled – email Tabled - email</p>
Correspondence Out:	<ol style="list-style-type: none"> 1. Steve northwest locksmiths for a letter of support. Re-Upgrade of Kootingal Recreation Reserve Oval Lights. 	<p>CORRESPONDENCE OUT MOVED</p> <p><input type="checkbox"/> Moved: K Seery <input type="checkbox"/> Seconded: A Betts All in agreement Yes</p>
Treasurer’s Report: V Gimbergh	<ol style="list-style-type: none"> 1. Electronic Banking is required. 2. As per AGM: Signatories to be sorted and a meeting convened at the bank. 3. Tax Residency details to tax exemption no if required. KRRC has not Tax file no. 4. Petty cash: out of pocket expenses 5. Cheque donation from the Coffee run 6. Invoice required from the Pit family Circus 7. Kootingal Fair financials is not completed. first draft is 	<p>TREASURERS REPORT ACCEPTED</p> <p><input type="checkbox"/> Moved: D Grant <input type="checkbox"/> Seconded: A Betts All in agreement Yes</p> <p>Not completed Not completed</p> <p>To be investigated</p> <p>Revalidate Tabled Received</p>

	tabled only. Awaiting on second draft completion.	
Booking Officer's Report: A Betts	<ol style="list-style-type: none"> 1. REMINDER: All clubs must book the use of the Oval through the booking officer as per the NOTICE on our Facebook Site. 2. Need to ensure all clubs have signed Booking Agreement. The Agreement must stay in the minuets and agenda. 3. Celtic Club 26th/ 27th/ 28th Sept fully booked 4. Manilla Kennel Club Booked 10th/11th/12th/13th Oct. will be no canteen catered. 5. Country Music Camping almost full. 	<p>BOOKING OFFICER'S REPORT ACCEPTED</p> <p><input type="checkbox"/> Moved: D Grant</p> <p><input type="checkbox"/> Seconded: K Seery</p> <p>All in agreement Yes</p>
General Business	<ol style="list-style-type: none"> 1. KOOTINGAL Carols on the Oval – Dec 7th 2. Strategic Plan 17-20 to be submitted by D Grant <ul style="list-style-type: none"> • P1 - Lighting System and Electricity Upgrade – stronger communities. Council application • P2 - Kootingal Stage project – 355 Grant 2019 • P3 - Top Dressing field improvement – stronger communities grant 2018 • P4 Gates and Fences 3. Fees Schedule <ul style="list-style-type: none"> • Amendments to Fee Schedule. New schedule below. Changes highlighted • Add cost for sign placement to be added • Advise Manilla and Keltic clubs on fee change • All other changes - to notify all clubs. 4. Development Consent - Camping Approval Fee \$94.00. Filed by end of Oct 5. Role Statements <ul style="list-style-type: none"> • Chair person – liaison with TRC – general representation of meetings out side general KRRC meetings – chairing KRRC meetings – Official Sign offs – liaise with the Secretary. • Dep chair – as above when Chair person is not available. • Treasurer – All money in and out – Budget Forecasting – Management of digital accounts – All Banking – Finance Reporting – Liaison with the Secretary. • Booking officer – all KRRC booking – Booking Reports – user agreements. • Secretary – Agenda's and Minuets on all meetings. Manage all documents on One Drive – Manage all correspondence to meetings and liaise with all the executive committee – Set agendas and run sheets and check lists for all KRRC events (Needs events coordinator one day). Complete Grant proposals – Manage all mail and email accounts. • Events Co-ordinator (Proposed) manage 	<p>2018-2019 PLAN</p> <ol style="list-style-type: none"> 1. Amph' Renovation 2. Oval watering System and Top Dressing 3. Key System 4. Disabled Car Parking – TRC 5. Cricket Net Repair – and Working Bee 6. Gates <p>Updated K Seery Completed K Seery</p> <p>Added K Seery To be sent K Seery To be sent K Seery Completed K Seery</p> <p>Still to be ratified To be agreed on</p> <p>To be agreed on</p> <p>To be agreed on</p> <p>To be agreed on</p> <p>Proposal only</p>

	<p>Runsheets and check lists</p> <ul style="list-style-type: none"> • Advertising and media co-ordinator (Proposed) manage social media sites i.e. liaise with secretary on advertising. KRRC Facebook and KFC Facebook as well as assist with Grant Applications. <p>6. Asset Register to be completed</p> <p>7. Committee Names and Addresses</p> <p>8. Purchase of laptop and software up to \$2000.00.</p> <p>9. Red Energy to be contacted for email correspondence.</p> <p>10. Junior football club presentation night is on 19th October</p> <p>11. Carrols is on the 7th Dec</p> <p>12. A meeting to be arranged with Jodie and Kevin</p>	<p>Proposal only</p> <p>Still not completed</p> <p>Completed</p> <p>Purchased and completed</p> <p><input type="checkbox"/> Moved: D Grant</p> <p><input type="checkbox"/> Seconded: A Betts</p> <p>All in agreement Yes</p> <p>To be fixed in consultation with TRC</p>
Business Without Notice:	<p>1. Country fair wash-up to be finalised.</p> <p>2. Recycling to be discussed</p>	
Next Meeting/s:	<p>Next Meeting Wed 23rd Oct @ 7:00 pm. Venue: Kootingal Bowling Club</p> <p>Carrols sub-committee meeting Wed 2nd Oct @ 7:00 pm Venue: Kootingal bowling club</p>	
Meeting closed:	7:00 pm WEDNESDAY 18TH SEPT, 2019	

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2019-2020 Fee Schedule

USER	FREQUENCY /NOTES	COST
General Oval Hire per Day with Amenities	General Use	\$125
Half Day – 7am - 1pm		\$65

-	- 1pm – 7pm	
Canteen Hire subject change		\$100
Kootingal Moonbi Rugby League Football Club <ul style="list-style-type: none"> - Oval for Game Days - Oval for Training - Amenities - Change Rooms - Broadcasters Box 	Each Home Game an agreement needs to be found & paid annually	\$250
Electricity for Shed	TBA	
Canteen Hire (7am-7pm)	Per use	\$100
Junior Rugby League	Use of Oval for Training Annual Fee	\$250
KRRC Shed Hire	KMC, KMRLFC KMJRLFC, MKC (first of January)	\$250
Junior Soccer	Annual Fee	\$250
Junior Cricket	Annual Fee	\$250
Lights at Oval (prices in the future pending upgrade) TBA	Per hour	\$15 per hour
Camping Fee:	Powered Site , per night	\$32
Camping Fee:	Non Powered Site , per night	\$20
Camping Fee: Country Music	Powered Site , per night	\$45 due to Energy cost
Camping Fee: Country Music	Non Powered Site , per night	\$20
Tennis Courts	Usage	Free
Tennis Courts (prices in the future pending upgrade) TBA	Usage of lights	\$2.50 for each 13 minutes
Tennis Club Hire	Per Day (Inclusive of Camping)	\$55.00

Skip Bin	Per empty	\$50.00
Manilla Kennel Club	Canteen and Oval Hire	\$125
Signage panel Hire	Per year	\$50.00
BOND on everything (Refundable)		\$100