

# 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 23<sup>TH</sup> OCT, 2019**

Venue: Kootingal Bowling Club, Kootingal

AGENDA ITEM	DISCUSSION	ACTION
<b>Welcome by Chairperson</b>	D Grant	
<b>Present:</b> (Remind attendees to sign on and PRINT NAME)	D Grant, K Seery, A Betts, G Crowe, M Woods, J Jones,	
<b>Apologies:</b>	V Gimbergh, K Trigs, K Betts, L Jones, K, Hogan, L Murry	
<b>Risk Awareness Statement</b>  <b>Risks and W.H.S issues identified:</b>	<p>Risk Awareness Statement</p> <p>Defibrillator has been checked 3 times this month. There are two questions on the check sheet.</p> <ul style="list-style-type: none"> <li>The child paddles: there are not any. Is this a requirement.</li> <li>The accessories on the sheet talk about scissors, cloths and other items as well. Are these also a requirement.</li> </ul> <p>First aid Kit: There is not one permanently in the canteen with the Defibrillator. We have a TRIM Template this was issued Ref SF6289.</p> <ul style="list-style-type: none"> <li>Interim solution only: Secretary will issue a full remote safety kit at each event. Any Items use must be reported, and an incident report issued.</li> </ul>	<p><b>Chairman to read</b></p> <p><b>W.H.S MATTERS MOVED</b></p> <p><input type="checkbox"/> Moved: DG</p> <p><input type="checkbox"/> Seconded: AD</p> <p>All in agreement YES</p>
<b>Minutes previous meeting</b>		<p><b>PREVIOUS MINUTES MOVED</b></p> <p><input type="checkbox"/> Moved: GC</p> <p><input type="checkbox"/> Seconded: AD</p> <p>All in agreement YES</p>
<b>Business Arising from previous minutes</b>	<p>1. Asset Register</p> <ul style="list-style-type: none"> <li>Template to be reviewed / updated / completed.</li> </ul>	To be completed. Group. Ongoing

	<p><b>2. Fees Schedule</b></p> <ul style="list-style-type: none"> <li>• <b>Amend Advise Manilla and Keltic clubs on fee change</b></li> <li>• <b>All other changes - to notify all clubs.</b></li> </ul> <p><b>3. Red Energy</b></p> <ul style="list-style-type: none"> <li>• <b>To be contacted for email correspondence.</b></li> </ul> <p><b>4. Role Statements to be moved and agreed upon</b></p> <ul style="list-style-type: none"> <li>• <b>Chairperson</b> – liaison with TRC – general representation of meetings outside general KRRC meetings – chairing KRRC meetings – Official Sign offs – liaise with the Secretary.</li> <li>• <b>Dep chair</b> – as above when Chairperson is not available.</li> <li>• <b>Treasurer</b> – All money in and out – Budget Forecasting – Management of digital accounts – All Banking – Finance Reporting – Liaison with the Secretary.</li> <li>• <b>Booking officer</b> – all KRRC booking – Booking Reports – user agreements.</li> <li>• <b>Secretary</b> – 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.</li> <li>• <b>Events Co-ordinator (Proposed) manage Runsheet’s and check lists</b></li> <li>• <b>Advertising and media co-ordinator (Proposed) main stream media advertising liaise with secretary on advertising.</b></li> <li>• <b>Digital 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.</b></li> </ul>	<p>Sent to TRC to be approved Awaiting a meeting with KMRLFC for agreement.</p> <p>To be fixed in consultation with TRC</p> <p><b>CURRENT ROLLS AND PROPOSED ROLLS MOVED</b></p> <p><input type="checkbox"/> Moved: AB <input type="checkbox"/> Seconded: KS All in agreement YES</p> <p>Secretary to submit form for proposed positions</p> <p>these are only future proposals for positions of committee coordinator rolls if adopted into the future. Formal approval forms are available for any New committee members.</p>
<p><b>Correspondence In:</b></p>	<ul style="list-style-type: none"> <li>✓ Invoice – Pitts Family Circus – \$2,000.00 already paid</li> <li>✓ Receipt – 88.9 FM \$ 450.00</li> <li>✓ Email – Summary of on-site Meeting held Friday 26/07/2019 – updated by Jodie Archer</li> <li>✓ Sale Order – KRRC PC and supplies, as per KRRC endorsement for this equipment at Sept meeting \$1984.40 paid See (Treasurers Report for more details)</li> <li>✓ Email – 30 day free trial McAfee security.</li> <li>✓ Software Email – KRRC now has MS One Drive. (See general Business)</li> <li>✓ Software Email – Skype subscription activation included</li> </ul>	<p><b>CORRESPONDENCE IN MOVED</b></p> <p><input type="checkbox"/> Moved DG <input type="checkbox"/> Seconded AB All in agreement YES</p>

	<p>with Office 365. (See general Business)</p> <ul style="list-style-type: none"> <li>✓ Invoice-517 – Daily services – Gate repair - \$845.00</li> <li>✓ Invoice-140014781909 – J.R. Richards Waste Services - \$141.00. \$92.00 paid. \$49.00 owing.</li> <li>✓ Software Email – McAfee welcome trial ends 29<sup>th</sup> October (See general Business)</li> <li>✓ Receipt – Temporary Camping Ground CMF/Other Events and chairpersons Email for TRC GM signatory. \$94.00</li> <li>✓ Email – Reminder – Facility Improvement fund cut-off date.</li> <li>✓ Quote – Northwest Locksmiths quote no. 656 lost keys. \$584.50</li> <li>✓ Email – McAfee free trial continued.</li> <li>✓ Email – Stage concept – KRRC submitted by D Grant to Secretary – original email vanished from Gmail now using outlook on MS 365</li> <li>✓ Receipt – Kootingal True value Hardware – Receipt no 10047579 \$17.94</li> <li>✓ Invoice – Summers IGA \$130.74</li> <li>✓ Invoice – Red Energy <ul style="list-style-type: none"> <li>○ Tennis Court = \$168.46</li> <li>○ Fire Station = \$224.42</li> <li>○ Sports oval lighting = \$234.00</li> <li>○ No Canteen????</li> </ul> </li> <li>✓ Email – Tony Cayzer – puppet show at Carrols.</li> <li>✓ Invoice – MSG locating \$210.00 (is this part of the Funded Grant)</li> <li>✓ Email – Kootingal Motor Club – KRRC stage support letter.</li> <li>✓ Email – Chairperson – Davidson Brothers Quote for Tennis courts LED lighting. <ul style="list-style-type: none"> <li>○ Option 1 \$16,014.13 (Submitted as facilities Funding see general business).</li> <li>○ Option 2 \$10,730.50</li> </ul> </li> <li>✓ Email – 2019 TRC Gift of Time Ceremony ( See general business)</li> <li>✓ Email – Jodie Archer – Update on section 68 GM has signed and site were amended from 150 back to 75.</li> <li>✓ Email – Jodie Archer – response to secretary’s email – Carrols forms and executive committee details as well as the TRC KRRC site.</li> <li>✓ Email – Tory Cayzer – puppet show proposal Carrols</li> <li>✓ Email – 2018 Treasurer response to revoking Signatory to KRRC bank account.</li> </ul>	
<p><b>Correspondence Out:</b></p>	<ul style="list-style-type: none"> <li>✓ Email – Strategic Plan – KRRC submitted by D Grant</li> <li>✓ Letter – Chairperson – KRRC support and endorsement of the proposed lighting system.</li> <li>✓ Email – Sent to Jodie Archer – Red Energy May 2019.</li> <li>✓ Invoice – Destination Tamworth Regional Events Marketing Support – KCF.</li> <li>✓ Invoice – Tamworth Jumping Castles – KFC – not paid</li> <li>✓ Email – Kootingal Oval Gate Repairs – request</li> </ul>	<p><b>CORRESPONDENCE OUT MOVED</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Moved: JJ</li> <li><input type="checkbox"/> Seconded: AB</li> </ul> <p>All in agreement YES</p>

	<ul style="list-style-type: none"> <li>✓ Email – Sent to Jodie Archer – Secretary introduction</li> <li>✓ Invoice – Kootingal Moonbi Rugby League Football Club</li> <li>✓ Email – Sent to Jodie archer – Minutes of August meeting, AGM tabled in Sept meeting. Including completed Notification of Change of Executive and Committee Members Tabled for approval.</li> <li>✓ Email – Tory Cayzer – invite to Carrols meeting.</li> <li>✓ Email – Greg Crowe – Carrols 2018 run sheets.</li> <li>✓ Email – Chairperson – Facility Improvement Fund Form 2019-2020. Stage proposal. (See General Business).</li> <li>✓ Email – Jodie Archer – Sept 2019 Agenda, Minuets and 2019 – 2020 KRRC Fee Schedule. With discussion points.</li> <li>✓ Email – Greg Crowe – agreed price for the new unused toilet cisterns.</li> <li>✓ Email – Tory Cayzer – letter received and replied by secretary bout a small puppet show, at Carrols 2019. (See Correspondence in)</li> <li>✓ Email – 2018 treasurer and secretary for a letter from them to revoke their signatories for the KRRC bank account.</li> <li>✓ Missing Emails – Secretary sent to IGA, True Value hardware and the Kootingal Motor Club for a letter of support on the stage concept for further funding.</li> </ul>	
<b>Treasurer’s Report:</b> V Gimbergh	<ol style="list-style-type: none"> <li>1. Electronic Banking is required.</li> <li>2. As per AGM: Signatories to be sorted and a meeting convened at the bank.</li> <li>3. Tax Residency details to tax exemption no if required. KRRC has not Tax file no.</li> <li>4. Kootingal Fair financials completed.</li> <li>5. Celtic club financials and invoice for the hire of the oval</li> <li>6. Manilla Kennel club financials and invoice for the hire of the oval.</li> <li>7. Full detailed report will be submitted separately as a Treasurer’s report at the Oct meeting.</li> </ol>	<b>TREASURERS REPORT ACCEPTED</b> <input type="checkbox"/> Moved: DG <input type="checkbox"/> Seconded: AB All in agreement YES
<b>Booking Officer’s Report:</b> A Betts	<ol style="list-style-type: none"> <li>1. REMINDER: All clubs must book the use of the Oval through the booking officer as per the NOTICE on our Facebook Site.</li> <li>2. Need to ensure all clubs have signed Booking Agreement. The Agreement must stay in the minuets and agenda.</li> <li>3. Full detailed report was submitted separately as a Booking Officer’s report at the Oct meeting.</li> </ol>	<b>BOOKING OFFICER’S REPORT ACCEPTED</b> <input type="checkbox"/> Moved: KS <input type="checkbox"/> Seconded: DG All in agreement Yes
<b>General Business</b>	<ol style="list-style-type: none"> <li>1. <b>Table a motion to pay on receipt not to wait until next meeting for EL Bills. This is due to the short payment response time to pay to receive the 10% discount to the bill. (M-DG S-AB Agreed YES)</b></li> <li>2. <b>The annual Tamworth Regional Council Gift of Time</b></li> </ol>	<b>2019-2020 PLAN P1 - Lighting System and Electricity Upgrade – stronger communities. Council application</b>

	<p><b>Ceremony</b></p> <ul style="list-style-type: none"> <li>• Committee to send in reply. Asking for a KRRC committee member to go and accept the certificate on the KRRC's behalf. It will be held on Thursday the 5th of December at 10am at the new RU Volunteering Centre at 25 Fitzroy St in Tamworth. <b>Sec to submit</b></li> </ul> <p>3. Notification of Change of Executive and Committee Members requires committee members approval for members details to be placed on TRC site. <b>Agreement for only executive details and all email addresses to be <a href="mailto:Kootingalrrc@gmail.com">Kootingalrrc@gmail.com</a></b></p> <p>4. Facility Improvement Fund submission change. Lights on the tennis courts. As per quote received (See Correspondence in). Note for Chairperson (Strategic Plan 2017 – 2020). <b>To be added to plan. (M-DG S-AB Agreed YES)</b></p> <p>5. Country fair wash-up to be finalised. <b>On going Sec to follow up</b></p> <p>6. Recycling bins for events to be discussed. <b>Purchase of recycling bins. Discussed</b></p> <p>7. KRRC responses for update to KRRC meeting held on 26/07/2019 with TRC representatives.</p> <ul style="list-style-type: none"> <li>• Weed control</li> <li>• Mowing – <b>Email TRC and Set a roster for mowing.</b></li> </ul> <p><b>Delegated function – Memory park – hand back to TRC (M-DG S-KS Agreed YES)</b></p> <ul style="list-style-type: none"> <li>• Disable parking signage – <b>this was done (to be checked)</b></li> <li>• No smoking no glass signage – <b>TRC to complete?</b></li> <li>• AGM (already Sent)</li> </ul> <p>1. Was there a Carrols washup information detail for 2018? <b>Secretary to complete and send</b></p> <p>8. Online Red energy account and Email of invoices <b>To be fixed in consultation with TRC</b></p> <p>9. Carrols Sub meeting to start 8:30 pm</p>	<p>P2 - Kootingal Stage project – 355 Grant 2019</p> <p>P3 - Top Dressing field improvement – stronger communities grant 2018</p> <p>P4 Gates and Fences</p> <p>Tabled at meeting</p>
<p><b>Business Without Notice:</b></p>	<p>1. <b>STAGE – MEDIA RELEASE.</b> More discussions – awaiting plans, DA approvals, plan submissions and Quotes.</p> <p>2. <b>WATER – TO TANK – PROPOSED.</b> Pump from creek plan proposed and to be paid by committee.</p> <p>3. <b>Wellbeing grants – media release tabled to committee. To be reviewed – more discussion on what KRRC could do.</b></p>	
<p><b>Meeting's closed:</b></p>	<p><b>Meetings to be closed by 9:30 pm WEDNESDAY 23TH SEPT, 2019.</b></p>	

# Kootingal Recreational Reserve Committee

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PO Box 50 KOOTINGAL NSW 2352

## 2019-2020 Fee Schedule

USER	FREQUENCY /NOTES	COST
<b>General Oval Hire per Day with Amenities</b>	General Use	\$125
<b>Half Day – 7am - 1pm - 1pm – 7pm</b>		\$65
<b>Canteen Hire subject change</b>		\$100
<b>Kootingal Moonbi Rugby League Football Club</b> - Oval for Game Days - Oval for Training - Amenities - Change Rooms - Broadcasters Box	Each Home Game an agreement needs to be found & paid annually	\$250
<b>Electricity for Shed</b>	<b>TBA</b>	
<b>Canteen Hire (7am-7pm)</b>	Per use	\$100
<b>Junior Rugby League</b>	Use of Oval for Training Annual Fee	\$250
<b>KRRC Shed Hire</b>	KMC, KMRLFC KMJRLFC, MKC (first of January)	\$250
<b>Junior Soccer</b>	Annual Fee	\$250
<b>Junior Cricket</b>	Annual Fee	\$250
<b>Lights at Oval (prices in the future pending upgrade) TBA</b>	Per hour	\$15 per hour
<b>Camping Fee:</b>	<b>Powered Site, per night</b>	\$32

<b>Camping Fee:</b>	<b>Non Powered Site</b> , per night	\$20
<b>Camping Fee: Country Music</b>	<b>Powered Site</b> , per night	\$45 due to Energy cost
<b>Camping Fee: Country Music</b>	<b>Non Powered Site</b> , per night	\$20
<b>Tennis Courts</b>	Usage	Free
<b>Tennis Courts (prices in the future pending upgrade) TBA</b>	Usage of lights	\$2.50 for each 13 minutes
<b>Tennis Club Hire</b>	Per Day (Inclusive of Camping)	\$55.00
<b>Skip Bin</b>	Per empty	\$50.00
<b>Manilla Kennel Club</b>	Canteen and Oval Hire	\$125
<b>Signage panel Hire</b>	Per year	\$50.00
<b>BOND on everything (Refundable)</b>		\$100