


MINUTES of Meeting held Wednesday 12 January 2022

Manilla Library, Manilla

Meeting commenced at 4.00pm

1. **Chairperson** – welcomed all to the meeting.
2. **Present:** Jane Martin (Chair), Brian Goodall, Gwen Taylor, David Ridgewell, Emily McDonald, Murray Martin, Richard Bell, Brian Wainwright, Jim Maxwell, Hannah Lane, Lisa Hannaford (TRC), Sina Mario (TRC)
Guests:
3. **Apologies:** Kate Phelps (Secretary), Councillor Judy Coates, Nat Martin, Cindy Sutherland, Katie Agnew
4. **Membership:** Nil.
5. **Risk Awareness Statement:** Was tabled
6. **Minutes of previous meeting:** Held 8 December 2021 were yet to be distributed.
7. **Business arising from the previous meetings:**
 - 7.1 The Australia Day presentations will commence at 8.00 am and be followed by breakfast.
 - 7.2 The risk plan and pre-event analysis have been submitted to TRC Risk & Compliance.
 - 7.3 The Manilla Lions Club will provide catering.
 - 7.4 Dinner on Australia Day is booked at The Royal Hotel.
 - 7.5 Kym Hagon has been booked to MC (with Richard Bell), lead the National Anthem and provide entertainment.
 - 7.6 Ambassador gift, name badges, updating of honour boards, invitations, winner and recognition certificates (and framing) and programs have been organised.
 - 7.7 Robyn Fletcher is donating a cake to be cut at the ceremony.
 - 7.8 There will be a junior and senior “best decorated hat” competition and a damper competition.
Manilla Community Gardeners
 - 7.9 Before the committee requests formal delegation of responsibility for community gardens, it was proposed that an expression of interest in participating in a community gardening program, and has created the [Manilla Community Gardeners](#) group on Facebook.
 - 7.10 Lisa Hannaford advised that TRC will no longer delegate gardening responsibilities, but after the Australia Day event – will host a “working group” meeting in Rotary Park for community members interested in volunteering.
 - 7.11 This will mean that volunteers receive formal induction and must sign in/out when volunteering, and minimises administration for the group, as a formal committee with meetings and minutes not required.
 - 7.12 David Ridgewell requested that a plaque acknowledging Rawson Wetherall be installed at the “Welcome to Manilla” (from Tamworth) garden.

- 
8. **Correspondence In:** Nil
 9. **Correspondence Out:** Nil
 10. **Treasurer's Report:** N/A
 11. **Booking Officer's Report:**N/A
 12. **General Business:**
 - 12.1 Lisa Hannaford is on leave until Monday 24 January.
 13. **Committee Projects:** (ongoing – can be added to at any time)
 - 1.
 - 2.
 14. **Business Without Notice:**
 15. **Next Meeting:** The next meeting will be held on Monday 24 January at 1.00pm at Manilla Library.

Meeting Closed at 5.00pm. (minutes taken and prepared by Hannah Lane)

.....
Signature of Chairperson

.....
Signature of Secretary