



Minutes

Meadow Flat Hall Management Committee

11 April 2013

3.30 pm

Meadow Flat Management Committee	
Item Number	Agenda
1.	Attendance and apologies
2.	Confirmation of minutes
3.	Business Arising from the previous Minutes
4.	Committee Members Code of Conduct
5.	Follow up on the quality of external painting by contractors
6.	Health and Safety inspection – Kitchen, Stairs, Floor, Electricity, Toilets
7.	Develop a wish list of items needed for a function – eg Heaters
8.	Develop a Schedule of Fees for Users
9.	Keys
10.	Rules for users
11.	Rubbish Removal
12.	Chairs
13.	New Business
14.	Next meeting

MEADOW FLAT HALL MANAGEMENT COMMITTEE MEETING



MINUTES – 11 April 2013

ITEM: 1 ATTENDANCE AND APOLOGIES

Present: The Mayor – Councillor Maree Statham, Councillor Col Hunter, Michael Wood, Annie Scott, Bruce Gunning, Liz Reen, Greg Scott

Apologies: Sarah Martin

Officers: Andrew Muir

Declaration of Interests: Michael Wood vacated the meeting during the discussion of fees for Meadow Flat School

Appointment of Office Bearers: Councillor Maree Statham was appointed as Chairperson unopposed and Councillor Col Hunter Deputy Chairperson

ITEM: 2 CONFIRMATION OF THE MINUTES FROM THE LAST MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 10 August 2011 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Councillor Col Hunter SECONDED: Councillor Maree Statham

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

It was suggested that some additional topsoil would be appropriate.

COMMITTEE ACTION

Andrew Muir will enquire with Council's Recreation Supervisor as to whether some additional topsoiling can be arranged.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Michael Wood

SECONDED: Bruce Gunning

ITEM: 4 COMMITTEE MEMBERS CODE OF CONDUCT

It was noted that most members had attended Code of Conduct Training but another session will be held Andrew will email the most recent Model Code of Conduct to Members.

COMMITTEE ACTION

Andrew Muir will email a copy of the latest Model Code of Conduct to Members.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Liz Reen

SECONDED: Michael Wood

ITEM: 5 FOLLOW UP ON THE QUALITY OF EXTERNAL PAINTING BY CONTRACTORS

Michael raised that there are some issues with the quality of parts of the external paint finish which was undertaken by local contractors with some paint bubbling. Andrew will arrange for contact to be made with the contractor with a view to rectifying the situation.

COMMITTEE ACTION

Andrew Muir will arrange for contact to be made with the contractor who carried out the external painting to inspect the works and if possible carry out rectification works.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Michael Wood

SECONDED: Bruce Gunning

ITEM: 6 HEALTH AND SAFETY INSPECTION – KITCHEN, STAIRS, FLOOR, ELECTRICITY, TOILETS

Michael raised that it would be appropriate for an inspection to take place by relevant Council staff to ascertain whether the premises is generally fit for purpose or whether other works are required. This should include the kitchen, toilets and electrical.

COMMITTEE ACTION

Andrew Muir will arrange for an inspection or inspections to take place to determine the buildings status as being fit for use.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Michael Wood

SECONDED: Bruce Gunning

**ITEM: 7 DEVELOP A WISH LIST OF ITEMS NEEDED FOR A FUNCTION –
EG HEATERS**

This matter was deferred for further discussion in new business.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL - Nil

MOVED: N/A

SECONDED: N/A

ITEM: 8 DEVELOP A SCHEDULE OF FEES FOR USERS

The Committee considered the draft fees and charges currently on exhibition for 2013/2014. The committee was of the view that the proposed hire charge of \$20.00 per hour should be replaced by a flat \$120 hire fee and that the setup fee of \$5.00 per hour should be deleted. Any other hire up to 3 hours, not being for a community use, should be \$8.00 per hour.

COMMITTEE ACTION

1. Council be requested to consider the proposed alterations to the draft 2013/2014 fees and charges as outlined in these minutes when it considers the adoption of the 2013/2014 fees and charges.
2. Proposed alterations to the draft 2013/2014 fees and charges as outlined in these minutes be provided as a submission for consideration in the adoption of the 2013/2014 fees and charges. These proposed changes are as follows:
 - The proposed \$20 per hour hire fee be replaced with a flat fee of \$120 (inc GST) per hire
 - Other Non community use hire under 3 hours be charged at \$8 (inc GST) per hour.
 - The proposed set up fee of \$5 per hour be deleted

RECOMMENDATION TO COUNCIL – Nil.

MOVED: Annie Scott

SECONDED: Liz Reen

ITEM: 9 KEYS

A set of keys will be held at the school and will only be provided to the hirer upon evidence of payment which will need to be made at Council as will bookings.

COMMITTEE ACTION

The information be noted

RECOMMENDATION TO COUNCIL - Nil

MOVED: Michael Wood

SECONDED: Liz Reen

ITEM: 10 RULES FOR USERS

The need for a set of rules for users was discussed. Michael and Annie volunteered to work on a set for discussion at the next meeting. Andrew will arrange a Word version of the Union Theatre rules to use as a template.

COMMITTEE ACTION

Andrew Muir to provide a Word version of the Union Theatre Terms and Conditions to Michael Wood and Annie Scott who will prepare a draft set of rules for discussion at the next meeting.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Bruce Gunning

SECONDED: Liz Reen

ITEM: 11 RUBBISH REMOVAL

It was noted that Bruce Gunning and Greg Scott would look after general rubbish removal.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL - Nil

MOVED: Liz Reen

SECONDED: Michael Wood

ITEM: 12 CHAIRS

Maree advised of a number of good quality second hand chairs being sold by the Lithgow Workmens Club at \$20 each. Council has no funds available but the Progress Association may.

COMMITTEE ACTION

The Meadow Flat Progress Association be requested to purchase 60 chairs.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Councillor Col Hunter

SECONDED: Bruce Gunning

ITEM: 13 NEW BUSINESS

Maree advised that funding of \$10,000 had been successfully gained through the State Government. It was felt that this funding should be targeted at the floor. In this regard it was considered that professional opinions and quotations should be obtained.

White goods and appliances will be required for the kitchen and these will be obtained through the progress association.

Heating is a priority although funds are currently not available. It was felt that some ideas and options should be developed through advice from Jim Nichols and possibly Council's electrician.

COMMITTEE ACTION

1. Andrew Muir will make arrangements for professional opinions/quotations to be sought as to the best method of refurbishing the floor.
2. Whitegoods and appliances be obtained through the assistance of the progress association.
3. Andrew Muir to request advice from relevant Council staff on heating options.

RECOMMENDATION TO COUNCIL - Nil

MOVED:

SECONDED:

Meeting Closed: With no further business the meeting was closed at 4.10 pm.

ITEM: 14 NEXT MEETING

Next Meeting: 15 May 2013 at 3.30pm