



Minutes

Meadow Flat Hall Management
Committee
2 September 2014
3.30pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Confirmation of minutes
3	Business Arising
4	Air Conditioner Control
5	General Business
6	Next meeting

MINUTES – MEADOW FLAT HALL MANAGEMENT COMMITTEE MEETING -

29 AUGUST 2013



ITEM: 1 PRESENT AND APOLOGIES

PRESENT: The Mayor – Councillor Maree Statham, Councillor Col Hunter, Annie Scott, Bruce Gunning, Greg Scott, Helen Fritsch, Sarah Martin, Liz Reen.

APOLOGIES: Michael Wood

OFFICERS: Andrew Muir, Jim Nichols

DECLARATION OF INTEREST: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 8 May 2014 be taken as read and confirmed.

MOVED: Annie Scott **SECONDED:** Cr Col Hunter

ITEM: 3 BUSINESS ARISING FROM MINUTES

The following actions were noted resulting from the minutes of 8 May 2014:

Item 3 The new reverse cycle air conditioner has been installed and is operational.

COMMITTEE ACTION

THAT the information be noted.

MOVED: Bruce Gunning **SECONDED:** Annie Scott

ITEM: 4 AIR CONDITIONER CONTROL

It was agreed that a checklist would be created for use by hall hirers to ensure that the air conditioner and lights are turned off at completion of the hire arrangement. The checklist will include all of the hirer obligations for use of the hall.

COMMITTEE ACTION

THAT a checklist be developed for users of the hall.

MOVED: Cr Hunter SECONDED: Bruce Gunning

ITEM 5: GENERAL BUSINESS

Official Opening The date for the official opening was set at Saturday 25 October 2014 as this date was acceptable to the Mayor, the local member and the committee. The opening will be a supper dance with tickets being sold through the Visitors Information Centre for \$25 adult and \$10 children with the theme as Pearls for Girls and Ties for Guys. A maximum of 120 tickets will be available which will be on sale from 29/9/14.

The committee requests that Council fund the official opening and that all funds made on the evening will be paid back to Council to cover costs.

Public Liability The requirements for public liability insurance for small private events were discussed and a further advice is to be provided to the committee by Council to ensure consistency for all halls.

COMMITTEE ACTION

THAT Council Officers be requested to provide a report back to a future meeting regarding public liability insurance and small private events.

RECOMMENDATION TO COUNCIL - That Council fund the official opening and that all funds made on the evening be paid back to Council to cover costs.

MOVED: Liz Reen SECONDED: Helen Frisch

ITEM 6: NEXT MEETING:

Next Meeting: 7 October 2014 at 3.00pm at Meadow Flat Hall.

There being no further business the meeting closed at 4.30pm

