



MINUTES

Meadow Flat Hall Management
Committee
5 March 2015
3.00pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/apologies
2	Confirmation of Minutes
3	Business Arising
4	General Business
5	Next Meeting

MINUTES – MEADOW FLATHALL MANAGEMENT COMMITTEE MEETING -

5 March 2015



ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Liz Reen, Bruce Gunning, Helen Fritsch, Annie Scott.

APOLOGIES: Mayor Maree Statham, Cr Col Hunter.

OFFICERS: Andrew Muir (Chair in absence of the Mayor and Cr Hunter), Jim Nichols.

DECLARATION OF INTERESTS: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 1 December 2014 were confirmed as a true and accurate record.

COMMITTEE ACTION –The Committee notes the confirmation of the minutes of the meeting of 1 December 2014.

MOVED: Annie Scott

SECONDED: Liz Reen

ITEM: 3 BUSINESS ARISING FROM MINUTES

1. The meeting was advised that the Income and Expenditure Statement for the Official Opening will be presented to the next meeting of the committee.
2. It was noted that lighting had been provided to the toilets and additional external lighting and concreting is programmed to be done by council. The need to further birdproof the hall was also noted.
3. The event for 2 May 2015 was raised and it was agreed that Andrew Muir will meet with the Mayor to discuss necessary arrangements.

COMMITTEE ACTION – The Committee note the information relating to the income and expenditure statement ; lighting, concreting and birdproofing; and the upcoming event.

MOVED: Liz Reen

SECONDED: Bruce Gunning

ITEM 4: GENERAL BUSINESS

Andrew Muir reported that a review has been undertaken of all Hall Hire Fees & Charges and the following changes are proposed to ensure consistency across all halls and encourage increased usage.

Meadow Flat Hall fees for deletion

Description	Fee (incl. GST)
Refundable Deposit (Functions)	\$107.12
Function	\$124.20
Function – Community Groups	\$62.10
Rehearsal for function	\$15.53
Community uses (eg meetings)	\$8.58
Meadow Flat School Use (set up and first 3 hours)	\$0.00
Meadow Flat School Use (After 3 hours)	\$10.71

Meadow Flat Hall – Proposed Fees

Description	Fee (incl. GST)
Refundable Deposit (Functions)	\$489.00
Charity/Community/Resident Function	50% of commercial hire
Function – Commercial Per day	\$230.00
Rehearsal for function per day	\$20.00
Community uses (eg meetings) per day	\$20.00
Meadow Flat School Use (set up and first 3 hours)	\$0.00
Meadow Flat School Use (After 3 hours)	\$20.00

The committee considered that the substantial increase in the refundable deposit to \$489.00 was excessive for a community function. It was suggested that the refundable deposit for a community function also be 50% of the set fee in line with the other fee reductions for community events. It is recommended that the refundable deposit for community function be \$245. The committee agreed that the remaining fee adjustments were acceptable.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL – Review the proposed refundable deposit fee for Meadow Flat Hall in its consideration of fees and charges prior to final determination of the 2015/2016 Operational Plan.

MOVED: Annie Scott

SECONDED: Helen Fritsch

ITEM 5: NEXT MEETING:

Next Meeting: To be advised.

There being no further business the meeting closed at 4.00pm