



MINUTES

Meadow Flat Hall Management
Committee
18 November 2015
4.30pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/apologies
2	Confirmation of Minutes
3	Business Arising
4	Meeting Attendance
5	Hall Hire Process
6	Income/Expenditure
7	New Years Eve Dance
8	General Business
9	Next Meeting

ITEM: 4 MEETING ATTENDANCE

The Committee noted that Michael Wood had resigned from the Committee and Greg Scott and Sarah Martin had not attended a meeting since 8/9/14. It was considered important that there were sufficient committee members to ensure proper community representation.

COMMITTEE ACTION – That correspondence be sent to Greg Scott and Sarah Martin requesting that they advise if they wish to remain on the committee.

MOVED: Cr Hunter SECONDED: Bruce Gunning

ITEM: 5 HALL HIRE PROCESS

The process of hiring the hall through Council's Customer Service staff was discussed. It was suggested that two potential bookings may have been lost because the booking system was considered to be too complicated. The Committee considered that a committee member be nominated to liase between potential users and Councils Customer Service staff.

COMMITTEE ACTION – That Liz Reen be authorised by the Committee to act as the liaison person between Council and potential users for hall bookings.

MOVED: Annie Scott SECONDED: Cr Hunter

ITEM: 6 INCOME/EXPENDITURE

An Income and Expenditure Statement for events held at the hall in 2014/15 and 2015/16. It was noted that two events were held in 2014/15 and one event in 2015/16 to date and that a total profit of \$4,066.07 had been achieved from these events.

COMMITTEE ACTION – That information on income and expenditure be noted.

MOVED: Helen Fritsch SECONDED: Cr Hunter

ITEM: 7 NEW YEARS EVE DANCE

The committee agreed that a New Years Eve Dance would be held at the hall. Arrangements are to be made through the Lithgow Visitors Information Centre, numbers will be limited to 110 based on the capacity of the hall and tickets will be \$20 adult and \$50 family. Arrangements will be made for catering through the Meadow Flat P&C and music will be provided by West Brothers and the Pipe Band would be requested to attend for a donation.

COMMITTEE ACTION – That committee members make all necessary arrangements for the New Years Eve Dance at the hall.

MOVED: Liz Reen

SECONDED: Cr Statham

ITEM 8: GENERAL BUSINESS

Hire of tables and chairs - The committee discussed the external hire of chairs and tables that are permanently located in the hall. It was advised that these are subject to the standard chair and table hire charges that are set through Councils Fees and Charges.

COMMITTEE ACTION – That the information on chair and table hire be noted.

MOVED: Annie Scott

SECONDED: Helen Fritsch

ITEM 9: NEXT MEETING:

Next Meeting: To be advised.

There being no further business the meeting closed at 6.00pm