



MINUTES

Meadow Flat Hall Management
Committee
10 February 2016
3.30pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/apologies
2	Confirmation of Minutes
3	Letter – Donna Wright & Glenda Weekes – Requesting Membership
4	Letter – Geoffrey Welsman – Requesting Membership
5	Letter – Warren & Kim Ward – Meadow Flat Hall Renaming
6	New Years Eve Dance - Outcome
7	General Business
8	Next Meeting

MINUTES – MEADOW FLAT HALL MANAGEMENT COMMITTEE MEETING

10 February 2016



ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Mayor Cllr Maree Statham, Cllr Colin Hunter, Bruce Gunning, Helen Fritsch, Annie Scott, Sarah Martin (Guests - Donna Wright, Glenda Weekes and Geoffrey Welsman)

APOLOGIES: Liz Reen, Jim Nichols

OFFICERS: Andrew Muir (Group Manager Environment & Development)

DECLARATION OF INTERESTS: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting of 18 November 2015 were noted as a true and correct record.

COMMITTEE ACTION – Nil

MOVED: Bruce Gunning

SECONDED: Helen Fritsch

ITEM: 3 LETTER – DONNA WRIGHT & GLENDA WEEKES – REQUESTING MEMBERSHIP

The Committee accepted the nomination of Donna Wright and Glenda Weekes requesting Committee membership. It was noted that a variation to the Terms of Reference may be required having regard to the additional membership to be recommended in Item 4.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL – That the nominations from Donna Wright and Glenda Weekes to the Meadow Flat Hall Advisory Committee be accepted.

MOVED: Sarah Martin

SECONDED: Helen Fritsch

ITEM 4: LETTER – GEOFFREY WELSMAN – REQUESTING MEMBERSHIP

The Committee accepted the nomination from Geoffrey Welsman to the Committee noting that the Terms of Reference would need to be amended to allow the number of Community Members to be increased to 8.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL – That the nomination from Geoffrey Welsman to the Meadow Flat Hall Advisory Committee be accepted.

MOVED: Helen Fritsch

SECONDED: Bruce Gunning

ITEM 5: LETTER – WARREN & KIM WARD – MEADOW FLAT HALL RENAMING

The Committee noted correspondence from Warren & Kim Ward in relation to the proposed renaming of the Meadow Flat Hall.

COMMITTEE ACTION - That the correspondence received from Warren & Kim Ward be noted.

MOVED: Annie Scott

SECONDED: Bruce Gunning

ITEM 6: NEW YEARS EVE DANCE OUTCOME

The Committee noted some lessons to be learnt from the New Years Eve dance such as, clear roles and responsibilities, the need for quotations to be provided for the provision of services and purchase orders be prepared by Council Officers, bookings to be taken at the Visitor Information Centre and that in the future the term family ticket not be utilized but rather bookings be taken as Adults and children.

Whilst it was also noted that the current Terms of Reference do not necessarily provide for the committee organizing social functions, the committee was of the view that in order to continue the ongoing use of the facility that it should be allowed to organize two functions in 2016.

COMMITTEE ACTION - That Committee note the need for any future events to set clear roles and responsibilities; bookings be taken at the Visitor Information Centre; Ticketing to break attendees into adults and children (not families); quotations to be provided to Council officers and purchase orders to be produced.

RECOMMENDATION TO COUNCIL – That despite the terms of reference, the Meadow Flat Hall Committee be authorised to organize two functions in 2016.

MOVED: Helen Fritsch

SECONDED: Annie Scott

ITEM 7: GENERAL BUSINESS

Terms of Reference

The Group Manager Environment & Development provided Committee members with a copy of the Terms of Reference. The Committee suggested some changes to the current Terms of Reference such as:

- Clarify that members may either reside within 20klms of the hall or be a resident of the Lithgow Local Government Area.
- Increase membership of community members from 7 to 8.
- Remove the reference to the committee managing hall bookings and inspecting the hall after usage

Fees and Charges – The Group Manager Environment & Development will email around proposed Fees and Charges for 2016/2017 for comment.

Meeting times - The Committee will endeavor to have meetings on Wednesdays after 3:30pm.

COMMITTEE ACTION - The information on Fees and Charges and meeting times be noted.

RECOMMENDATION TO COUNCIL – That the current Terms of Reference for the Meadow Flat Hall Advisory Committee be amended as follows:

- The number of community members be increased from 7 to 8.
- Community members must either be residents of the Lithgow Local Government area or reside within 20 km’s of the hall.
- The current references in the Terms of Reference to the committee taking hall bookings and conducting inspections after usage be deleted.

MOVED: Annie Scott

SECONDED: Sarah Martin

ITEM 8: NEXT MEETING:

Next Meeting: Wednesday 2 March 2016 – 3:30pm (to discuss the next event)
