

## 1. ACKNOWLEDGEMENT

“We acknowledge the land we meet on today as the ancestral land of the Kurna/Ngadjuri people. We respect the deep spiritual relationship of Aboriginal people with their country. We also pay respect to Aboriginal people who may attend from other areas of South Australia”.

## 2. OPENING

Meeting opened at 7:45 pm

## 3. ATTENDANCE RECORD

Richard Gregory (Chair); Ann Sellars (Treasurer); Barbara Chappell (Secretary); Marilyn Nichols; Cr Wendy Williams; Mel Collinge.

### APOLOGIES

Bev Carson, Kerry Ninnes, Louise Wren.

## 4. MINUTES OF PREVIOUS MEETING

**Motion:** That the minutes of the previous meeting held on the 11<sup>th</sup> September 2019 be taken as read and verified as a true and correct record of the meeting.

**Moved:**

**Seconded:**

**Motion:**

There were not enough members attending for a quorum, so the motion will be held over until the next meeting. We proceeded with the meeting with the understanding we could not propose any motions that required a vote.

**Action:** Motion on minutes to be moved at the next meeting. We will need a quorum.

### 4.1 Business Arising from the previous minutes

- A meeting of the Christmas Party and Parade Sub-Committee to be scheduled. *Done.*
- Barbara to contact Holly Hannaford and request to be included in the grants info emails. *Done.*
- Richard to organise distribution of the “ideas” form through the Post Office. *Done.*
- Richard to follow up with service providers. *Exit signs replaced and locks being arranged for gas bottles.*
- Richard to report any progress on the entrance sign to the committee. *The ground has been levelled in preparation for the signs – no further information on when the signs will go up.*
- Hugh to purchase pads and wax and polish the Institute floor. *Still to do.*
- Call to go out for a second person to learn how to polish the Institute floor. *Still to do.*
- The Secretary (Barbara) to draft a letter to council requesting an inspection of the floor with the aim of determining when repair or replacement work may need to be scheduled as part of councils program of works. *Done.*

4.2 Marilyn asked for an update on the visit to the hall by council staff. Richard reported the staff were visiting all the towns in the council area in preparation for their strategic planning. They were shown the state of the floor and agreed we should put our request for action on the floor in a letter to council. They acknowledged the efforts of the HBCA and the interest shown in the town by the residents. We want to clarify what council is responsible and what the HBCA is responsible for in relation to the Institute. Barbara to enquire with Kelly Westell (WRC).

4.3 Ann reported the Fire and Emergency person had completed an inspection of the hall on the 30<sup>th</sup> September and given it the all clear.

**Action:** Hugh to purchase pads and wax and polish the Institute floor. *Still to do.* Call to go out for a second person to learn how to polish the Institute floor. *Still to do.* Barbara to clarify Institute responsibilities with Kelly Westell (WRC).

## 5. CORRESPONDENCE IN

- Notices from Holly Hannaford (WRC) re: eGrants Newsletter; Trees for Life Workshop; Gardening Workshop at Balaklava; and Playground Official Opening at Balaklava
- Christmas Parade permit application advice from council
- Friends of the Library notice from Balaklava
- Invoice for printing of 5 year plan
- Minutes from History Group.

5.1 Katz Green to send the invoice for the website to Richard for reimbursement.

5.2 Barbara talked to Katz about posting the minutes and notices on the website.

**Motion:** That the correspondence in be received.

**Moved:**

**Seconded:**

**Motion:**

**Action:** Katz Green to send the invoice for the website to Richard for reimbursement. Posting of the minutes and notices on the website to be organised with Katz.

## 6. CORRESPONDENCE OUT

- Five year plan forms posted to Hamley Bridge residents and clubs
- Letter to council re: floor inspection with the aim of submitting a request for replacement of the floor.

**Motion:** That the correspondence out be endorsed.

**Moved:**

**Seconded:**

**Motion carried.**

## 7. FINANCE REPORT

7.1 Balance for the Institute account is \$4291.39; and \$6947.62 for the HBCA.

7.2 Printing of surveys cost \$104.50. Posting cost \$30.00.

**Motion:** That the Treasurers report be endorsed.

**Moved:**

**Seconded:**

**Motion carried.**

## 8. MEMBERS/SUB-COMMITTEE REPORTS

8.1 Update from Christmas Party and Parade Sub-Committee. There were 13 people in attendance at the meeting held on the 25<sup>th</sup> September – a great turn out. Lots of things already happening including a movie night being organised for the 7<sup>th</sup> November at the Institute to raise funds for the Christmas party; a ute muster is being organised; the promotion signs are being updated; food stalls being organised; judges for the Christmas lights organised; entertainment booked.

8.2 History Group. The group is up and running. They have put together plans for a breakfast on the 19<sup>th</sup> October to raise funds; a heritage walk for the town; and a visit from the Gawler Vintage Car Club. Marilyn submitted an advertising flyer for printing (HBCA printer to be used for printing for groups who need to provide printing paper); and enquired about the

charges for booking the hall for the breakfast on the 19<sup>th</sup> October. The charges for the hall hire are \$140.00 for the hall, \$70.00 for the supper room and \$50.00 for the kitchen. The charges include cleaning. Mel to send a hall hire form to Marilyn. The response to the question as to whether the group needs GST registration for grant applications – the answer is “the provision of money is not a supply under the GST Act and so GST is not payable by the grant maker”. Grants are only subject to GST where the recipient will be making a supply to the grant maker”.

**Action:** Copy of advertising flyer for History Breakfast to be sent by Marilyn to Richard for printing. Mel to send hall hire form to Marilyn.

## 9. OTHER BUSINESS

- 9.1 Grant Applications. Lots of grants available. Are there any the association might be interested in?
- 9.2 Institute hire costs update. This will be reviewed before the next meeting. Mel is updating the contact details for hall hire.
- 9.3 Gas bottles replacement update. Mick Fidock donated two gas bottles to replace the two “removed” from the Institute. Thank you to Mick. Locks and security attachments to be organised for the gas bottles.
- 9.4 Fire Safety for upcoming summer season. Discussion about fire safety information and/or session for the town in preparation for the summer fire season. Richard to follow up with CFS.
- 9.5 The HBCA Constitution is in need of revision. A sub-committee of Richard (Chair), Barbara (Secretary) and Ann (Treasurer) to review and report back to the next meeting.
- 9.6 The Public Officer needs to sign a form to register her for the association. Barbara to send the form to Lynda Webb.

**Action:** Institute hire costs to be reviewed before the next meeting. A sub-committee of Richard (Chair), Barbara (Secretary) and Ann (Treasurer) to review the Constitution and report back to the next meeting. Barbara to send the Public Officer form to Lynda Webb.

## 10. NEXT MEETING

The next meeting will take place on Wednesday 13<sup>th</sup> November 2019 at the Institute.

Meeting closed at 8:50 pm

## SUMMARY OF ACTION ITEMS

1. Motion on minutes to be moved at the next meeting. We will need a quorum.
2. Richard to talk to Hugh about purchasing the pads and wax and polish the Institute floor.
3. A call to go out for a second person to learn how to polish the Institute floor.
4. Barbara to clarify Institute responsibilities with Kelly Westell (WRC).
5. Katz Green to send the invoice for the website to Richard for reimbursement.
6. Posting of the minutes and notices on the website to be organised with Katz.
7. Copy of advertising flyer for History Breakfast to be sent by Marilyn to Richard for printing.
8. Mel to send hall hire form to Marilyn.
9. Institute hire costs to be reviewed before the next meeting.
10. A sub-committee of Richard (Chair), Barbara (Secretary) and Ann (Treasurer) to review the Constitution and report back to the next meeting.
11. Barbara to send the Public Officer form to Lynda Webb



HAMLEY BRIDGE COMMUNITY ASSOCIATION INC  
ORDINARY MEETING HELD AT THE INSTITUTE ON 9<sup>th</sup> OCTOBER 2019

**Chair:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_