

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 7:30 pm

3. **ATTENDANCE RECORD**

Richard Gregory (Chair); Ann Sellars (Treasurer); Barbara Chappell (Secretary); Marilyn Nichols; Cr Wendy Williams; Mel Collinge; Bev Carson; Kerry Ninnes; Kiri Togo-Hawkins; Peter Gillan; Lynda Webb; Di Chasman; Cathy Elliot.

APOLOGIES

Sandy Brown

4. **MINUTES OF PREVIOUS MEETING**

Motion: That the minutes of the previous meeting held on the 9th October 2019 be taken as a true and correct record.

Moved: Mel Collinge

Seconded: Marilyn Nichols

Motion: Carried.

4.1 Business Arising from the previous minutes

4.1 Motion on acceptance of minutes of 9th October 2019 as we did not have a quorum at the last meeting. Moved Ann Seconded: Richard. Motion carried.

4.2 Richard will follow up on the polishing of the hall floor and will ask Hugh to show a few members of the committee how to do the polishing to spread the workload.

4.3 Kelly Westell from Wakefield Regional Council clarified the roles and responsibilities of council and the HBCA in relation to the Institute. In summary, the HBCA does not have to undertake structural works, other than:

- On any structure erected by HBCA;
- Works needed as a result of a negligent or wrongful act or omission by HBCA or its visitors;
- Works needed as a result of a breach of the lease, or;
- Works needed ‘as a result of the use to which the facility is being put’ – for example, if HBCA wants to use the facility for a specific purpose and that results in works being required, then HBCA would be responsible for those works.

4.4 Richard to organise white ant inspection of the Institute; and Tag and Test of all the electrical equipment in response to inspection of the building as part of councils audit of town halls.

4.5 Katz Green invoice for the website has been paid.

4.6 Katz has posted the minutes of the meetings on the HBCA website

www.hamleybridge.com.au

4.7 Flyer for History Breakfast was printed.

4.8 Barbara to send hall hire form to Marilyn for the History Groups visit from the Gawler Vintage Car Club.

4.9 Mel and Richard reviewed the hall hire costs and they will remain unchanged at this stage. Mel wants to set up an on-line hall booking system so all the details are in one place and booking of the hall is easier. Payment for hire can be a direct debit and the only cash taken will be for the refundable deposit for the hall. Katz Green will set the system up on the HBCA website.

4.10 Barbara has started the review of the Constitution and made some track changes for the other Sub-Committee members of Richard and Ann to review. They will meet before the next meeting to propose changes to bring the Constitution up to date.

4.11 Lynda Webb has confirmed she can take on the role of Public Officer. She has filled in the Notice of Change of Public Officer to be sent to the Attorney-General's Department.

Actions:

- Richard to coordinate floor polishing with Hugh Tily so committee can learn how to do it.
- Barbara to write to council to ask for kitchen door frame to be replaced due to white ant damage and to enable security door to be locked.
- Richard to organise white ant inspection of the Institute; and Tag and Test of all the electrical equipment.
- Barbara to send hall hire form to Marilyn.
- Mel to work with Katz to set up on-line booking system on the HBCA website.
- Sub-Committee to work on revisions to the Constitution.
- Barbara to post Notice of Change of Public Officer.

5 CORRESPONDENCE IN

5.1 Emails from Louise Wren (History Group) re: meeting at council about changes to the Planning SA laws and the changes that will happen to historical buildings; and request for the TFN so the group can open their bank account.

5.2 Email from Holly Hannaford (WRC) re: Office for Ageing Well Community Grants 2019-20; and STAR Club workshops; and Business & Volunteers Supporting Emergency Services forum on the Friday 8th November; and Citizen of the Year Awards 2020 nominations which close Friday 22 November 2019.

5.3 Emails from Katz Green re updates to the HBCA website.

5.4 Emails from Melissa (Collinge) re; updates to the Institute booking forms

5.5 Emails from Richard re the outcome of the Australia Post Grant Application; and Last Resort Refuge. The Institute will not be declared as a last resort refuge.

5.6 Email forwarded by Bev (Carson) re council inspection of Institute Hall

5.7 Email from Kelly Westell (WRC) re scheduling a time for inspection of the hall; and a response to the letter requesting clarification re council and HBCA responsibilities for the hall

5.8 Total of 18 written responses to the 5 Year Plan survey and 1 email response.

Actions:

- ABN provided to History Group. TFN not found in records provided to the committee.
- Barbara collated all the feedback from the 5 Year Plan survey. A Sub-Committee will review the feedback in the New Year with the aim of drafting the 5 Year Plan for 2019 to 2024.
- The WRC are holding community forums around the council area to gather input to their 2030 Strategic Plan. The Hamley Bridge forum is on the 12th December from 6:00 to 8:00 pm at the Institute Hall. Feedback from the survey to be taken to forum.
- Barbara to email Grants Newsletter to the committee members and post a link on the HBCA website.

6 CORRESPONDENCE OUT

- Kerry requested that fire safety preparedness information sheets available on the CFS website be printed for a letter drop to every home in the town.

- Barbara to arrange for 300 of the information sheets for the letter drop. Kerry willing to help with letter drop.

7 FINANCE REPORT

- 7.1 Balance for the Institute account is \$4341.39; and \$9,176.22 for the HBCA.
- 7.2 The Movie Night raised \$432.00 and the Bingo Night raised \$890.00 towards the Christmas party.
- 7.3 Ann has commenced claiming GST for this financial year.
- 7.4 Barbara asked for a copy of the current insurance policy for the records.

8 MEMBERS/SUB-COMMITTEE REPORTS

- 8.4 Update from Christmas Party and Parade Sub-Committee. All going well. Update given from the minutes of the Christmas Party and Parade Sub-Committee (see the minutes on the website and in the General Store). Food handling requirements discussed and to be followed up with stall holders.
- 8.5 History Group report provided by Marilyn. The fund raising breakfast raised \$308.00. Food handling notification email to be followed up by Barbara. The group is planning a Halloween Disco for next year starting at the Aged Care Centre followed by a parade to the Institute. Permits and insurances to be organised by the group. Louise to put a written request as agreed for hall hire cost considerations for their group functions. The group is asking how the decision to pull down the Scout Hall was made. This is a question for council. The group wants to set up an inventory of the historical assets in the hall and town.
- 8.6 River Regeneration Group report provided by Kerry. All quiet for now.
- 8.7 Dog Club report provided by Kerry. All quiet for now.
- 8.8 Swimming pool report provided by Mel, Barbara and Kiri. The pool was broken into on Tuesday evening and the First Aid Kit and stock stolen.
Motion: That the HBCA donate \$100.00 to kick start donations to help replace the stock in the swimming pool so it can reopen. Moved: Barbara. Seconded: Bev. Motion carried.
- 8.9 Bowls club report provided by Bev. The 3 teams won all their games.
- 8.10 Football club report provided by Julie. The pre-season starts on the 1st December. The club is recruiting new players and they have a new coach.
- 8.11 Senior Citizens Christmas Party arrangements including date discussed. Bev to follow up with Lynda. Bowls Club to cater for the event.
- 8.12 Library Group report provided by Di and Lynda. The group is working hard to re-establish a town library. They are conducting a survey to find out what people want in the library. Some requests include computers for people to learn how to use them and for kids to do homework. The Library Kiosk computer set up in the General Store by council has been broken and the group will approach council to see if it can be fixed and relocated to the Institute Library room. There was discussion on funding for additions to the library and where that might come from?

Actions:

- Donation of \$100.00 to be given to Swimming Pool Committee (Mel).
- Senior Citizens Christmas Party date and arrangements to be followed up (Bev).

9 OTHER BUSINESS

Nil

10 NEXT MEETING

The next meeting will take place at 7:30 pm on Wednesday 18th September 2019 at the Institute.

Meeting closed at 9:35 pm

SUMMARY OF ACTION ITEMS

- Richard to coordinate floor polishing with Hugh Tily so committee members can learn how to do it.
- Barbara to write to council to ask for kitchen door frame to be replaced due to white ant damage and to enable security door to be locked.
- Richard to organise white ant inspection of the Institute; and Tag and Test of all the electrical equipment.
- Barbara to send hall hire form to Marilyn.
- Mel to work with Katz to set up on-line booking system on the HBCA website.
- Sub-Committee to work on revisions to the Constitution.
- Barbara to post Notice of Change of Public Officer.
- ABN provided to History Group. TFN not found in records provided to the committee.
- Barbara collated all the feedback from the 5 Year Plan survey. A Sub-Committee will review the feedback in the New Year with the aim of drafting the 5 Year Plan for 2019 to 2024.
- The WRC are holding community forums around the council area to gather input to their 2030 Strategic Plan. The Hamley Bridge forum is on the 12th December from 6:00 to 8:00 pm at the Institute Hall. Feedback from the survey to be taken to forum.
- Barbara to email Grants Newsletter to the committee members and post a link on the HBCA website.
- Copy of insurance to Barbara for the files
- Donation of \$100.00 to be given to Swimming Pool Committee (Mel).
- Senior Citizens Christmas Party date and arrangements to be followed up (Bev).

Chair: _____

Secretary: _____