

Notes

Notes of the Community Halls Advisory Committee Meeting held Monday 16 March 2015

Venue:

Coolamon Centre, 3-5 Tumbulgum Rd, Murwillumbah

Time:

2.10pm

Present:

Brian and Sue Breckenridge (Tumbulgum Community Association Inc for Tumbulgum Hall), John Logan (Chillingham Hall), Len Newton (Limpinwood Hall), Marlene Protheroe (Piggabeen Hall), Peter Hurcombe (Fernvale Hall), Steve Sweetnam (Doon Doon Hall), Reg Robinson (Crabbes Creek Hall) (arrived at 2.20pm), Cr Carolyn Byrne (Tweed Shire Council).

Ex-officio:

Tracey Stinson (Tweed Shire Council), Robyn Grigg (Tweed Shire Council), Anne McLean (Tweed Shire Council) (Minutes).

Guest Observers (in order of arrival):

Jenny Unwin (Stokers Siding and Tyalgum Community Halls)

Apologies:

Sylvia Conroy (Crystal Creek Hall), Ruth Clarke (Pottsville Beach Hall).

Agenda Items:

A1 Welcome and introductions (Tweed Shire Council)

The meeting was opened by Tracey Stinson, welcoming all members present. Tracey and Robyn provided an overview of the Community Halls Advisory Committee (Committee) and its purpose. It was noted that as members have not been officially appointed by Council, the meeting will proceed as a discussion with notes taken for reporting to Council. Each community hall management committee representative was invited to provide an overview of their committee and hall operations:

Jenny Unwin was welcomed to the meeting but it was noted the Committee has been formed by resolution of Council specifically to support those management committees operating in Council-owned community halls.

Tumbulgum Community Association Inc for Tumbulgum Hall (Brian Breckenridge)

- Tumbulgum Community Association Inc was incorporated in 2003.
- In 2013 the hall celebrated 100 years.
- Over the years the hall committee has been awarded grants to improve the hall however the hall could do with more maintenance.
- In 2016 Tumbulgum Village will celebrates 150 years at the hall.
- Tumbulgum Hall is generally well used.

Chillingham Hall (John Logan)

- Small management committee.

- Hall has operated in the community for 100 years.
- One regular hirer of the hall and an annual dance.
- Key challenges for the committee are keeping up with contracts and paperwork.
- The hall will act as a polling booth in the upcoming State Government elections.

Limpinwood Hall (Len Newton)

- Len Newton noted he is not a member of the management committee but was asked to attend today as others were unavailable.
- He acknowledged Council's recent upgrades of the hall.
- One of the biggest challenges facing the committee is maintenance of the hall due to encroachment of surrounding vegetation.
- Len noted the hall is used by locals on a regular basis.

Piggabeen Hall (Marlene Protheroe)

- Management committee allows use of the hall for community related functions only.
- In the past the hall has been hired for parties which resulted in damage to the hall and noise complaints from surrounding properties.
- Weekly Tai Chi classes and art lessons have recently commenced.
- Marlene has held the role of Treasurer and Secretary over the years and in the past the management committee has disbanded. Currently the management committee has a full executive and social committee.

Fernvale Hall (Peter Hurcombe)

- In 1960s the hall was on private property.
- In 1970s a progress association formed and managed the hall.
- The hall was relocated to its current site (formerly Fernvale School) which it shares with Murwillumbah Potters.
- Keeping the hall maintained is an issue for the management committee.
- The hall hosts a regular Christmas party for local residents but the committee is cautious about who hires the hall.
- It is used approximately four times per year for local activities.

Doon Doon Hall (Steve Sweetnam)

- The hall was relocated from its original site to Crams Farm.
- The hall was recently used as a movie set for a fixed period of time which limited general use by the community.
- The committee is trying to market the hall as a wedding venue.
- An issue for the management committee was that the gate closed at 6.00pm however Council has worked with the management committee to provide a solution.
- The management committee has five positions filled.

Crabbes Creek Hall (Reg Robinson)

- In 2008 the hall celebrated 100 years.
- Heritage listed.
- Very active hall booked for weddings, parties and a range of community events. The management committee changed hire stipulations around use of the hall for parties requiring a high bond and employment of security guards which means wilful damage to the hall has been minimised.

- There are 8-10 members on the management committee and active sub-committees eg. Film Society sub-committee which coordinates Crabbes Fest and the Entertainment sub-committee which coordinates a family friendly new years eve event.
- The management committee successfully applied for Community Building Partnership Funding to upgrade the hall (Stage 1). Planning for Stage 2 of the upgrade is in progress, which includes a new septic system, awning and toilets.
- Membership and commitment of the management committee hand changed over time but currently the committee is strong.

Stokers Siding Hall (Jenny Unwin)

- The hall is heritage listed and the management committee successfully applied for a heritage grant.
- Active hall and management committee that delivers day and night activities plus a monthly family friendly event. Multicultural event is run three times per year.

Tyalgum Hall (Jenny Unwin)

- Management committee has 15 members.
- The hall is hired for weddings and offers a range of entertainment to the community. School groups utilise the hall.
- The management committee successfully applied for Community Building Partnership Funding to replace the roof and there have been other successful grant applications written.

A2 Election of a Chairperson (Tweed Shire Council)

Until members have been officially appointed by Council a Chairperson cannot be appointed by the Committee. Anne McLean suggested that Carolyn Byrne Chair the meeting for the day.

Chair: Cr Carolyn Byrne
Moved: Brian Breckenridge
Seconded: Reg Robinson

RESOLVED that the Chair was declared vacant nominations were called. Cr Carolyn Byrne was nominated and was unanimously elected to Chair the meeting of 16 March 2015.

A3 Delegates Nominations (Tweed Shire Council)

The Chair invited members to table nomination forms for the Committee:

Tumbulgum Community Association Inc for Tumbulgum Hall (Brian Breckenridge)

- Ann Carkery (Primary)
- Brian Breckenridge (alternate)
- Sue Breckenridge (alternate)

Chillingham Hall (John Logan)

- Marie Edwards (Primary)
- John Logan (alternate)
- Gwenda Shoobridge (alternate)

Limpinwood Hall (Len Newton)

- Len advised the nomination form would be provided as soon as possible.

Piggabeen Hall (Marlene Protheroe)

- Marlene Protheroe (Primary)
- Kathy Jobson (alternate)
- Geoff Davis (alternate)

Fernvale Hall (Peter Hurcombe)

- Rick Dobbie (Primary)
- Peter Hurcombe (alternate)

Doon Doon Hall (Steve Sweetnam)

- Steve Sweetnam (Primary)
- Desiree Saunders (alternate)
- Barry Saunders (alternate)

Crabbes Creek Hall

Reg tabled the nomination form but noted members were to be confirmed at next management committee meeting

- Reg Robinson (Primary)
- Margaret Hulburt (alternate)
- Tracy Butler (alternate)

Action: *Anne McLean to confirm nominees as tabled for Crabbes Creek Hall.*

Pottsville Beach Hall and Crystal Creek Hall

- No representatives present.

Action: *Anne McLean to follow-up nomination forms with Pottsville Beach Hall, Crystal Creek Hall and Limpinwood Hall management committees.*

A4 Terms of Reference (Tweed Shire Council)

The Chair noted that Council wishes to provide appropriate support for community management committees to continue to manage community assets and facilitated a discussion on the draft Terms of Reference:

Item 1 Objectives

- 1.1 Confirmed
- 1.2 Confirmed

Item 2 Membership and Composition

- It was noted that management committees may nominate a primary delegate and up to two alternate delegates
- With the Councillor representative there are effectively 10 members on the Committee
- Members are appointed for the term of Council
- Council staff will attend but have no voting rights
- Items 2.1 to 2.5 confirmed

Item 3 Election of Chairperson and Officers

- Items 3.1-3.5 confirmed

Item 4 Meetings

- It was noted the Committee makes recommendations to Council on matters pertaining to the terms of reference but has no financial delegations
- At least six members make a quorum
- Items 4.1-4.4 confirmed

Item 5 Sub-Committees

- Items 5.1-5.2 confirmed

Items 6 Conduct

- The Committee was advised training will be provided at a future meeting in relation to the Model Code of Conduct which applies to all Council Committees
- Item 6.1-6.2 confirmed

Item 7 Majority Decision

- Item 7.1 confirmed
- New item to be added: In the event that voting is tied the Chair will hold the casting vote

Item 8 Training

- A formal induction will be given to members once appointed by Council
- Item 8.1 confirmed

Item 9 Media

- Item 9.1 confirmed

Item 10 Alternation to Terms of Reference and Operating Guidelines

- Item 10.1 confirmed

A5 Management Agreement (Tweed Shire Council)

The Chair facilitated a discussion and on the draft Management Agreement:

- It was noted that some halls have not received current Fire Safety Certificates from Council.
- In relation to the clause worded:
"If it is established that Hall Committees are functioning outside their authority or in an unsafe, unlawful manner, Management Agreements will be terminated effective immediately by written notice to the Hall Committee signed by the General Manager or his/her representative."
The Committee requested that:
 - the clause be amended to issue a warning to management committees before terminating agreements and
 - any such warning be issued to the primary and alternate delegate of the Committee.

Action: Anne McLean to follow-up issue of Fire Safety Certificates with relevant Council officer.

Action: *Anne McLean to amend the draft Management Agreement and re-issue to Committee representatives.*

A6 Review of documentation in folders (Tweed Shire Council)

(a) Insurance documents

- It was noted that the insured name on the certificate of currency for the following halls should read:
 - Chillingham Public Hall Committee Inc
 - Tumbulgum Community Association Inc
 - Piggabeen and Cobaki Progress Association Inc

(b) Draft forms and templates

- The Chair asked Committee members to review draft templates provided in preparation for the next meeting.
- The importance of the Risk Assessment form was discussed, in particular as a tool to be completed with a potential hirer to make them more aware of risks associated with an event or activity.
- The pros and cons of incorporation were discussed and it was suggested that Council arrange a workshop for Committee representatives at a date to be confirmed.

Action: *Anne McLean to arrange for an information session presenting the pros and cons of incorporation for management committees.*

General Business

GB1 Scheduling next meeting (Tweed Shire Council)

- Council staff noted the timeframe needed for Council to officially appoint Advisory Committee members.
- Reg noted that it would be better for him if the meetings occurred during the middle of the day as he has commitments in the morning and afternoon.

Next Meeting:

The next meeting of the Community Halls Advisory Committee will be held on 4 May 2015 from 11.00-1.00pm.

The meeting closed at 4.10pm.