SHIRE OF MANJIMUP
NORTHCLIFFE TOWN HALL
MANAGEMENT COMMITTEE
REVITALISATION COMMITTEE

Minutes of the Northcliffe Town Hall Management Committee Informal Meeting held at the Northcliffe Town Hall, Monday 16 May 2022.

1. **The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands on which we live, work and gather and we pay our respects to their Elders past, present and future.**

2. **Declaration of opening Meeting**

   Chairperson declared the meeting open at 4pm.

3. **Attendance**

   Members Present:

Peter Krispyn	Shire Staff representative
Wendy Eiby	Councillor
Gaye Van Hazendonk	Community representative
Jodie Miller	Community Representative

   Minute Taker:

Robyn Filipiak	Minute Taker

   Apologies from Members:

Judith Bennett	Community representative
Ethel Sale	Community representative

   Absent:
   Nil

4. **Guests:**
   Nil

5. **Presentations**
   Nil

6. **Disclosure of Interests**
   Nil.

7. **Council Decision on Previous Recommendations**
   Nil

8. Confirmation of Previous Minutes

Moved: Cr Eiby Seconded: Jodie Miller

That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 9 August 2021 meeting be confirmed as a true and accurate record of the meeting.

Carried: 5/0

9. Standing Items

Nil

10. Matters arising from Previous Minutes

Dance floor maintenance repair – numerous complaints received about the current condition of the dance floor. Copy of quote tabled from Blechynden Timber Flooring.
Updated Hire Forms – Shire of Manjimup website has been update with the current hire forms.
Soap Dispensers – dispensers have not been installed/replaced. To be actioned.
Sound System – new sound system has been installed and successfully acquitted.
Handyman options for odd jobs – Phil Watson is interested in the position but not available until September. He is on the Shire of Manjimup's contractor list.

11. New Business

11.1 Booking System – Current booking system for the hire/use of the Town Hall is not working**.** Currently when the hall and equipment is hired all money is going directly to the Shire of Manjimup for both, there is no financial benefit for the Town Hall committee funds. Robyn to investigate an online booking system for the facility only. Gaye to reformulate the existing booking form. Suggestion that the procedure and policy be written into form? Peter to investigate and provide feedback to the committee.

Moved: Jodie Miller Seconded: Cr Eiby

Proposal be put forward to the Shire of Manjimup to separate the Northcliffe Town Hall hire as a venue and the equipment hire. To be invoiced separately.

Carried: 5/0

11.2 Equipment Hire – Committee have formulated an asset and equipment register. Equipment to be hired separately to the hall and invoicing for this hire to be administered by the committee with funds going directly into hall account. Discussion about incorporating an administration fee and linen cleaning fee.

11.3 **Hire Checklist –** As discussed in 11.1. and 11.2.

11.4 **New Cleaner –** There has been issues and misunderstandings with the previous cleaner. Committee were not made aware that a new cleaner had not been appointed. When the committee approached John Couanon he was interested in the position but not willing to clean every fortnight as requested. The committee have since engaged the services of Shannon Bunting in the interim to undertake a fortnightly clean. Shannon is currently not on the Shire's contractor list - pending. Shannon's invoice to be submitted to directly to the Shire for processing.

11.5 **Communications –** Committee expressed concerns about the lack of support and feedback received from the Shire of Manjimup. Committee were unaware that Jamie Jones had left the organisation and had not been given details on the new contact. Peter explained that the replacement for Jamie Jones has only recently been appointed and to date has not started in that role. Other concerns from the committee include the previous maintenance request list that has not been actioned and the appointment of a cleaner for the hall. Apparently no cleaner had been appointed by the Shire of Manjimup after the previous cleaner had left. Current Shire officers were unaware of these concerns at the time of the meeting.

The committee held an informal meeting on 21 November 2021 that the Shire of Manjimup was not present.

11.6 **Policies and Procedures –** As a management committee, the internal procedures are to be formalised by the committee eg: linen and the cleaning out of bins.

The hiring of the hall procedure needs to be consistent.

11.7 **Grant Applications –** Committee have applied for two grants – through FPC and the Shire of Manjimup. General consensus that if successful the monies to be used on the upgrade of the supper room, including but not limited to painting, installation of picture rails, installation of a disabled ramp to enable access from supper room to main hall (? responsibility of the Shire of Manjimup).

11.8 **Potential for new committee member –** proposed new committee member has declined to join the group.

11.9 **Shire approved contractors application –** not applicable.

11.10 **Shire contact list –** Robyn to email committee the Shire's after hours number plus emails and mobile numbers for Peter Krispyn, Mark Kestel and Ethan Stokes.

11.11 **Events and Insurances –** Public Liability – events held by an incorporated group are to have their own insurance. Events held by others – not more than once a month or 12 times are year or one offs - the Shire of Manjimup's insurance is applicable.

Shire of Manjimup business cards for Kelsie Brown and Sarah Alexander supplied to Gaye for future event co-ordination/liaison.

11.12 **Maintenance Budget –** request from Gaye to notify the committee on how much money is left in the annual budget. Robyn to email details to Gaye.

11.13 **Maintenance requirements previously submitted –** the list previously formulated cannot be produced. During this meeting the following items were identified – stumps, painting (internal &

external), gutter maintenance/replacement, soap dispensers to be replaced, installation of ceiling hooks in the main hall, disabled access to the main hall from the supper room, re-carpeting of the supper room, front and rear doors are faulty (? related to the stumps), stage area to be looked at eg: curtains and lighting. Some of these items may be covered in the grant funding if successful. Peter to speak with Mark Sewell, Waste Management Officer, about the Hall's eligibility for a normal waste and recycling waste bin. Discussion about the construction of a bin store at the back of the hall in the upcoming scope of works.
Suggested that another audit is required of the entire building.

12. Next Meeting:

Monday 22 August 2022 at 4pm

13. Meeting Closed:

There being no further business, the Chair declared the meeting closed at 5.19 pm.