**SHIRE OF MANJIMUP**
**NORTHCLIFFE TOWN HALL**
**MANAGEMENT COMMITTEE**

Minutes of the Northcliffe Town Hall Management Committee Informal Meeting held at the Northcliffe Town Hall, Monday 7 November 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 5pm.

**3. Attendance**

Members Present:

| | |
|---|---|
| Peter Krispyn | Shire Staff representative (Chair) |
| Wendy Eiby | Councillor |
| Ethel Sale | Community representative |
| Jodie Miller | Community Representative |

Minute Taker:

| | |
|---|---|
| Robyn Filipiak | Minute Taker |

Apologies from Members:

| | |
|---|---|
| Gaye Van Hazendonk | Community representative |

Absent:

| | |
|---|---|
| Rylee Bennett | Youth Representative. |

**4. Guests:**
Jenny Smith

**5. Presentations**
Nil.

**6. Disclosure of Interests**
Nil.

**7. Council Decision on Previous Recommendations**
Council endorsement of the purchase of 2 brass plaques recognising the contributions of both Mrs Pat Laws and the late Mrs Sandy Jones to the Northcliffe Town Hall Management Committee and endorsement of displaying the plaques within the Town Hall.

## 8. Confirmation of Previous Minutes

**Moved: Cr Eiby Seconded: Jodie Miller**

**That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 22 August 2022 meeting be confirmed as a true and accurate record of the meeting.**

**Carried: 4/0**

## 9. Standing Items

| MAINTENANCE ITEM | RESPONSIBILITY | OUTCOME |
|---|---|---|
| Soap dispensers to be installed | SOM | Soap dispensers ordered & received. To be installed. |
| Secure area for bins | SOM | Ongoing – ok as is in the short term. |
| Stumps | SOM to organise contractor | One inspection undertaken by contractor, further inspection and follow up required. Priority. |
| Picture rail | NTHMC – Phil Watson | Ongoing. |
| Painting of Supper Room | NTHMC to arrange contractor to paint and payment. SOM to purchase paint & equipment | **Completed.** |
| Gutters to be cleaned | SOM | Ongoing. |
| Disabled ramp to Supper Room and Hall | SOM | Ongoing. |
| Carpet to Supper Room – commercial grade carpet tiles | SOM (Ethel & Robyn to liaise – quote required) | **Completed.** |
| Timber floors to be repaired and sanded | SOM (quote received from Blechynden Timber Flooring) | Ongoing. |
| 1 x light – Supper Room<br>2 x lights – Stage area to be replaced | SOM | Contractor engaged. |
| Main entrance and stage wings - priority | SOM | Ongoing. |

## 10. Matters arising from Previous Minutes

Nil.

## 11. New Business

**11.1** **Supper Room curtains -** curtain material to be re-purposed using some of the curtains material at the rear of the hall and a volunteer has offered to make the curtains.

**11.2** **Plaques for both Pat Laws and the late Sandy Jones –** Plaques have been endorsed by Council. The plaques have been ordered through Bunbury Engraving and a PO has been issued. Awaiting delivery.

**11.3** **Review of cleaning specifications –** Peter explained that there is a Request for Quote for the cleaning of public facilities in Northcliffe (including the NTH) being issued this month. Until the contract is awarded, in the short term the cleaning of the hall arrangement with Shannon is to continue.

**11.4** **Review of maintenance items –** replacement of ceiling panel completed.

**11.5** **Town Hall booking, equipment hire and bond forms –** updated forms have been reviewed and minor changes addressed.
Jodie will be going overseas, the contact details on the hire form to be changed to Graham Evans (only for bookings) for that time frame, generic email to the Northcliffe Town Hall to be used.

**11.6** **Process for payment of maintenance invoices –** Discussion re: maintenance issues and Peter suggested that Phil Watson contact Peter directly with any issues. Mr Watson to issue invoices directly to the Shire of Manjimup for a PO to be completed.

## 12. General Business

**12.1** Wendy Eiby nominated Jenny Smith to become a community representative of the committee of the Northcliffe Town Hall Management Committee. Nomination accepted.

**Moved: Wendy Eiby Seconded: Jodie Miller**

**That Jenny Smith be appointed as a Community Representative as per the Northcliffe Town Hall Management Committee's Terms of Reference.**

**Carried: 4/0**

**12.2** Discount on hire fees for community groups – Moving forward the Committee are to make recommendations to the Shire during the preparation of the annual budget. At the February 2023 NCTHMC Meeting the upcoming Fees & Charges are to be discussed.
In the interim Peter Krispyn will discuss with Greg Lockwood, Director Business – suggestion of an adjustment to the current Fees & Charges?, add community groups to pay a flat rate?
Peter gave an update/presentation of the current budget.

**12.3** Update on the wastewater system and the resent failure of the system – old earthen ware pipes have now been replaced with PVC pipes.

**13. Next Meeting:**

Monday 6 February 2023 at 5pm

**14. Meeting Closed:**

There being no further business, the Chair declared the meeting closed at 6.02 pm.