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 22 August 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 5.09 pm.

3. **Attendance**

   Members Present:

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

   Minute Taker:

Robyn Filipiak	Minute Taker

   Absent:

Judith Bennett	Community Representative
Rylee Bennett	Community Representative

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: G Van Hazendonk

That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 16 May 2022 meeting be confirmed as a true and accurate record of the meeting.

Carried: 5/0

9. Standing Items

MAINTENANCE ITEM	RESPONSIBILITY	OUTCOME
Soap dispensers to be installed	SOM	
Secure area for bins	SOM	
Stumps	SOM to organise contractor	
Picture rail	NTHMC – Phil Watson	
Painting of supper room	NTHMC to arrange contractor to paint and payment. SOM to purchase paint & equipment.	
Gutters to be cleaned	SOM	
Disabled ramp to supper room and hall	SOM	
Carpet to supper room – commercial grade carpet tiles	SOM (Ethel & Robyn to liaise – quote required)	
Timber floors to be repaired and sanded	SOM (quote received from BlechyndenTimber Flooring)	
1 x light – Supper room 2 x lights – Stage area to be relaced	SOM	

10. Matters arising from Previous Minutes

Nil

11. New Business

11.1 **Planned Shire maintenance work -** see maintenance items in table above – Standing Items.

11.2 **On-line booking calendar –** new booking system working well. Jodie is monitoring the bookings.

11.3 **Updated hire forms –** Jodie to forward copies of the new forms to Robyn for records.

11.4 **Plaque for Sandy Jones –** general discussion within the committee about the exact wording. Precise dates of Sandy Jones's involvement in the NTHMC to be confirmed. Ethel Sale to ask Pat Law and Robyn to research dates through old Council minutes. Suggestion that Patricia Law should also be recognised

for her contribution to the committee. Dates also to be confirmed. Committee discussed and moved motion to recognise both Sandy Jones and Pat Laws as they both dedicated 20 years to the management of the Northcliffe Town Hall.

Moved: Cr Eiby. Seconded: J Miller

That to recognise the extraordinary service and commitment by the late Mrs Sandy Jones and Mrs Pat Laws to the management of the Northcliffe Town Hall over a period of 20 years, brass plaques be purchased and displayed in the Northcliffe Town Hall.

Carried: 5/0

11.5 **Grant items –** see the Standing Items – painting of the supper room and installation of the picture rail to be reconciled using grant funds. Each member of the committee to be responsible for the organisation of the items. Consensus by the committee members.

11.6 **Contractors –** availability of contractors to undertake maintenance works required is an ongoing issue.

11.7 **Thank you letter received by the committee –** Thank you letter to the NTHMC and the Shire of Manjimup received from Frances Armstrong, Northcliffe Repertory Society for the ongoing use of the Town Hall.

11.8 Resignation notification from the NTHMC received from Judith Bennett and Rylee Bennett. The committee would like to thank them both for their contribution to the Northcliffe Town Hall.

12. Next Meeting:

Monday 7 November 2022 at 5pm

13. Meeting Closed:

There being no further business, the Chair declared the meeting closed at 6.30 pm.