SHIRE OF MANJIMUP
NORTHCLIFFE TOWN HALL
MANAGEMENT COMMITTEE

Minutes of the Northcliffe Town Hall Management Committee Informal Meeting held at the Northcliffe Town Hall, Wednesday 29 November 2023.

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 (PK)	Shire Staff representative
Wendy Eiby (WE)	Councillor (Chair)
Ethel Sale (ES)	Community representative
Jodie Miller (JM)	Community Representative
Jenny Smith (JS)	Community Representative

Minute Taker

Robyn Filipiak (RF)	Minute Taker

Absent: Nil

4. Guests:

Natalie Callaghan (NC)	Shire Staff representative

5. Presentations

Nil.

6. Disclosure of Interests

Nil.

7. Council Decision on Previous Recommendations

Nil.

8. Confirmation of Previous Minutes

Moved: Jenny Smith Seconded: Peter Krispyn

That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 8 March 2023 meeting be confirmed as a true and accurate record of the meeting.

Carried: 5/0

9. Standing Items

Scheduling of projects to be prioritised between Peter and Contractor – Northcliffe Town Hall is a priority. Committee members to notify Building Services of any items to be attended to. Below list updated.

MAINTENANCE ITEM	RESPONSIBILITY	OUTCOME
~~Soap dispensers to be installed~~	~~SOM~~	~~Soap dispensers ordered & received. To be installed.~~ ~~**08/03 Contractor to install.**~~ ~~**29/11/2023 - Completed**~~
Secure area for bins	SOM	Ongoing – ok as is in the short term.
Stumps	SOM to organise contractor Funded through LRCI Grant	One inspection undertaken by contractor, further inspection and follow up required. Priority. **08/03 Contractor to assess and replace.** **29/11/2023 – PO was issued to contractor. Contractor has not commenced works, PK to follow up, ongoing.**
Picture rail	NTHMC – Phil Watson	Ongoing. **08/03 Contractor to install.** **29/11/2023 – Ongoing.**
~~Painting of Supper Room~~	~~NTHMC to arrange contractor to paint & payment. SOM to purchase paint & equipment.~~	~~**Completed**~~
Gutters to be cleaned	SOM	Ongoing. **08/03 Contractor to clean.** **29/11/2023 – As per stumps comment, Ongoing.**
Disabled ramp to Supper Room and Hall	SOM	Ongoing. **08/03 Contractor to install.** **29/11/2023 – As per stumps comment, 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) ? Grant money	Ongoing. **08/03 Ongoing.** **29/11/2023 – Ongoing. Has been quoted but can't proceed till stump repairs.**
1 x light – Supper Room 2 x lights – Stage area to be replaced	SOM	Contractor engaged.

		08/03 Electrician to be followed up as works have not been completed. **29/11/2023 – Electrician to assess and complete.**
Main entrance and stage wings - priority	SOM	Ongoing. **08/03 Contractor to complete.** **29/11/2023 – As per stumps comment, Ongoing.**
Town Hall signage	SOM	**08/03 To be followed up.** **29/11/2023 – Shire staff to investigate new signage. Sign to be installed near front door.**
Supper Room curtains	NTHMC	**Ongoing.** **29/11/2023 – Ongoing.**
Front door and rear double doors both rotting and locks require attention	SOM	**New 29/11/23 Will be included in hit list for contractor.**
Green room toilet area - mouldy	SOM	**New 29/11/23 Shire to follow up with cleaner and check if included in cleaning schedule.**
External eaves	SOM	**New 29/11/23 Will be included in external repaint 24-25 F/Y**
Spraying for spiders and ants	SOM	**New 29/11/23 Contractor will be engaged to treat building.**
Plastering and painting to the internal walls of the Hall	SOM	**New 29/11/2023 Will be included in the hit list for contractor.**
Purchase of freezer and chair trolley for the Hall	SOM	**New 29/11/2023 Natalie Callaghan to research – freezer has been purchased, waiting for delivery. Ongoing.**

10. Matters arising from Previous Minutes

Nil.

11. New Business

11.1 Discussion on the future direction of the Northcliffe Town Hall Management Committee –

PK raised with committee the future direction of the Management Committee with the Shire now taking on the responsibility for the booking of the hall. Discussion was had as to exploring options such as leasing the hall to a community group which would allow for

the committee to be disbanded. SOM will remain responsible for the maintenance of the building as per other similar leases such as the Walpole Community Centre. Brief discussion with the committee, advantages – money would stay in the community. There was a consensus that the option would be a positive outcome for the management of the Hall. Discussions also on how the process would be undertaken with a possible EOI being sought from Northcliffe based community groups. Shire subject to Council support to facilitate this EOI and lease. A motion was put forward by committee to explore option.

Moved: Wendy Eiby Seconded: Jodie Miller

The Northcliffe Town Hall Management Committee would support a proposal for the Shire of Manjimup to explore a lease option of the Northcliffe Town Hall to a Northcliffe based community group and subject to a successful lease arrangement being made would also support the disbanding of the committee.

Carried: 5/0

11.2 Scheduling of maintenance works in relation to upcoming town celebrations – itinerary –

Centenary celebrations to be held on the weekend of the 29/30 March 2024. The committee requested extra cleaning be done for the celebrations. PK was supportive of a "spring" clean of the building as a thorough clean had not been done for a long time. Shire is responsible for the cleaning.

Moved: Peter Krispyn Seconded: Wendy Eiby

That the Shire of Manjimup Cleaning Team would travel to Northcliffe t conduct a thorough cleaning of the Town Hall in preparation for th Centenary celebrations prior to the weekend of the 29 March 2024.

Carried: 5/0

12. General Business:

12.1 Handover of the booking system – JM had concerns with the handover of the booking system responsibilities between herself and the Shire of Manjimup. Shire of Manjimup was unprepared for the handover and Jodie felt very unsupported.

Moved: Wendy Eiby Seconded: Ethel Sale

That Jodie Miller's input to the committee and the booking system be acknowledged. Jodie is thanked by the committee and the Shire of Manjimup for her contribution.

Carried: 5/0

12.2 **Town Hall dance –** JM talked about a Town Hall Dance that is being held as part of the Centenary celebrations of which she was an organiser. As a community event JM was hoping that the Shire would consider waiving the hire fees for the Hall. There was a general consensus about supporting the fee waiver for the dance however it was acknowledged that a fee waiver could only be endorsed by the Council. A motion was put forward by the committee to request that Council waive the hall hire fees for this event. Fee waiver would amount to $160 being for the hall and kitchen if required. JM also enquired as to the APRA music copyright fees associated when music is played – Northcliffe Town Hall not covered? Natalie Callaghan to investigate and report back to committee.

Moved: Jodie Miller Seconded: Jenny Smith

Subject to Council approval that the waiver of fees for the Town Hall hire for the Centenary celebrations be approved. Full day hire for setup on Friday 29 March 2024 and Saturday 30 March 2024 as the day of celebration.

Carried: 5/0

12.3 **Terms of Reference –** The Terms of Reference were updated and appointments to the committee made at a recent Council meeting. The Terms of Reference were amended to reduce the meeting frequency from quarterly to biannual. Brief discussion held.

13. Next Meeting:
Wednesday 28 February 2024 at 4pm.

14. Meeting Closed:
There being no further business, the Chair declared the meeting closed at 4.49pm.