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 8 March 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 5pm.

3. Attendance

Members Present:

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

Minute Taker:

Robyn Filipiak	Minute Taker

Absent: Nil

4. Guests:
Beverly Thiele.

5. Presentations
Beverly Thiele, representing the Northcliffe Centenary Committee, presented to the committee an outline of the upcoming Centenary celebrations to be held in Northcliffe on the Easter weekend of 2024. There is a proposed "Lighting Up Northcliffe" celebration over that weekend for 3 nights. The Centenary Committee have requested approval from the NTHMC to use the external wall of the Town Hall facing Zamia Street for a moving pictures display and also access to a power supply from the Hall.

Beverly also noted that the Centenary Committee are liaising directly with the Shire of Manjimup in relation to this event.

6. Disclosure of Interests
Nil.

7. Council Decision on Previous Recommendations
Nil.

8. Confirmation of Previous Minutes

Moved: Cr Eiby Seconded: Peter Krispyn

That the minutes of the Northcliffe Town Hall Management Committee Meeting held on 7 November 2022 meeting be confirmed as a true and accurate record of the meeting.

Carried: 5/0

9. Standing Items

Peter advised the committee that an Expression of Interest was sent out recently to contractors within the Shire of Manjimup to assist with the current list of maintenance items in relation to Shire buildings. 1 x response has been received and will be available from 14 March 2023.
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.**
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. **08/03 Contractor to assess and replace.**
Picture rail	NTHMC – Phil Watson	Ongoing. **08/03 Contractor to install.**
Painting of Supper Room	NTHMC to arrange contractor to paint and payment. SOM to purchase paint & equipment	**Completed.**
Gutters to be cleaned	SOM	Ongoing. **08/03 Contractor to clean.**
Disabled ramp to Supper Room and Hall	SOM	Ongoing. **08/03 Contractor to install.**
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. **08/03 Ongoing.**
1 x light – Supper Room	SOM	Contractor engaged.

2 x lights – Stage area to be replaced		**08/03 Electrician to be followed up as works have not been completed.**
Main entrance and stage wings - priority	SOM	Ongoing. **08/03 Contractor to complete.**
Commemorative plaques to be hung	SOM	**08/03 Contractor to complete – position agreed on.**
Town Hall signage	SOM	**08/03 To be followed up.**
Supper Room curtains	NTHMC	**Ongoing.**

10. Matters arising from Previous Minutes

Nil.

11. New Business

11.1 Scope of upcoming maintenance works – see Standing Items, ongoing works to be allocated to appointed contractor.

11.2 Allocation of keys – discussion held about the installation of locked boxes x 2 – internal and external. Robyn to investigate options and report back to committee.

11.3 Resignation of Gaye Van Hazendonk – Wendy Eiby thanked Gaye Van Hazendonk for her service to the NTHMC.

Moved: Wendy Eiby Seconded: Ethel Sale

That Gaye Van Hazendonk's resignation be accepted. Gaye is thanked for her service and commitment to the Northcliffe Town Hall Management Committee.

Carried: 5/0

12. General Business:

12.1 Request from the Northcliffe Centenary Committee – Members of the NTHMC agreed to allow the Centenary Committee to display projector images on the external wall of the Town Hall for the proposed "Lighting Up Northcliffe" subject to all other Council approvals being obtained during the 100th celebration on the Easter weekend of 2024.

12.2 Town Hall dance - Ethel gave an overview of the success of the dance held recently. Proposal to hold a dance bi-monthly on the 3rd Saturday of that month.

12.3 Cleaning schedule for the Town Hall – Jodie to meet with Kaye Benson, Building Cleaning Supervisor, to confirm/clarify the

cleaning schedule and requirements. Meeting to be organised.

12.4 **Fees and Charges –** Robyn to supply committee members with copies of the current 2022-2023 F & C charges, along with 2021-2022, along with examples of the Manjimup Town Hall costs.

2023-2024 Fees and Charges to be discussed at a special meeting to be held online on Wednesday 29 March 2023. This is to enable discussion and confirmation of F & C's before the upcoming annual budget meeting.

13. Next Meeting:

Wednesday 29 March 2023 at 5pm primarily to discuss the Fees and Charges for 2023-2024 – to be held online by Teams. Please see above.

14. Meeting Closed:

There being no further business, the Chair declared the meeting closed at 6 pm.