

Lady Barron Hall and Recreational Committee

General Meeting Minutes

Saturday 10.30am 8 February 2014

1. **Attendance:** D.Williams (Pres;), S.Holloway (Tr.), F.Bryson (Sec.), P.Masters, Tanya Maynard; Chris Murphy, Jana Harper (Council Rep.)
2. **Apologies:** K.Murphy. C.Cox (V. Pres.), J.Clark.
3. **Minutes of Previous Meeting:** Moved D.Williams, Seconded F.Bryson. Accepted unanimously.
4. **Business Arising from Previous Minutes:**
 - a. Ladies toilet door at Holloway Park: D.Williams reports that Council staff are organising for the re-hinging of the door.
 - b. Floor of Holloway Park painting: complete. It was noted that for any future work contracted by the Committee that Council Preferred Contractors must be used and a range of quotes sought where appropriate.
 - c. Cleaning of windows at Hall: D.Williams reports that Council staff are in the process of arranging for the regular cleaning of windows.
5. **Treasurer's Report and financial issues:** as reported in January.
6. **Maintenance and Capital Expenditure:**
 - a. J.Harper advised the Committee that new processes instigated by Council include a Request for Service whereby maintenance matters should be reported by way of email or telephone call to Council's Front Desk.
 - b. Current Request for Service (some carried over from past Maintenance Reports) items are attached. Requests for Service will become a new and permanent agenda item for Committee meetings.
 - c. The Committee agreed that issues requiring Capital Expenditure by Council would be presented by way of a Capital Expenditure Report each March for consideration by Council during their annual budget discussions.
 - d. J.Harper advised that Council staff would undertake quarterly inspections of community assets.
7. **Obligations Pending:**
 - a. Place of Assembly Licenses now current until 1 Feb 2015

8. Correspondence:

- a. Request sent to Council re Place of Assembly Licences which have now been reissued.

9. General Business:

- a. Three Peaks activities: J.Harper reported that Dalrymple Yacht Club propose to visit Lady Barron over Easter to hold a small informal Yacht Race. In light of this the Committee agreed that it would provide brunch from approx. 8-11 am. Council has advised it will provide eggs for the Easter Egg Hunt for which we are grateful.
- b. Volunteer induction: required by all Committee members under the new Workplace Health and Safety Act. The induction will take approx. 1 hour.
- c. Terms of Reference update: J.Harper advised that Council is working on Term of References.
- d. Update on Assets Review: J.Harper advised that the report would be presented at a workshop or Councillors on February 20th.
- e. J.Harper raised the possibility of Holloway Park being used to house the fitness facilities for Lady Barron.

10. Next Meeting:

- a. The next meeting time to be advised. It was noted that Saturday mornings being less convenient for some members that afternoons of Tuesday, Wednesday or Thursday would be preferable in the future.