

Lady Barron Hall and Recreational Committee

General Meeting Minutes

5.15pm Monday 22 January 2018 at the Lady Barron Hall

1. **a) Attendance:** C. Cox (V. Pres.), F. Bryson (Sec.), J. Clark (Tr.), C. Murphy (Ass. Sec.), P. Masters, M Bailey, B. Rawson, Michael Buck (observer), Linda McGregor (observer).
b) Apologies: D. Williams (Pres.), Bev Watson.
c) Welcome to new members: The Office Holders extended a warm welcome to the New Members and thank them for their commitment and participation. Thanks were also extended to Pat Masters, our longest serving member for continuing her Committee membership.
2. **A) Minutes of Previous Meeting:** Read and approved (by email as the Secretary forgot to bring them), moved C. Cox, seconded J. Clark.
B) Business Arising from Minutes:
 - a. In the minutes for the General Meeting of December 8, 2016 the Committee made the following recommendation: 'It was agreed to **recommend to Flinders Council** that it scope out options for Holloway Park to be used as a campground and to offer facilities for yacht-crews. Moved T.Maynard, seconded C.Murphy, carried unanimously.' This recommendation was reiterated in the minutes of May 16, 2017. The Secretary was asked to send a letter enquiring about his matter to the Executive Assistant.
 - b. In the previous minutes it was agreed to **recommend to Council** that a full set of keys be held by a Committee member who resides in Lady Barron.
 - c. In the previous minutes: D.Williams reported on his discussions with Maria La Grue about painting a mural on the new ramp wall. Ms La Grue suggested involving the school children as part of school holiday program. They will next speak about budgetary requirements. (further discussion held over in absence of D.Williams).
3. **Treasurer's Report:** given at AGM (see minutes of AGM 5pm January 22, 2018). Current balance was advised as \$12,280.17 however on review it has been found to be \$14,446.37.
4. **Obligations Pending:** Grant acquittal for Tas. Infrastructure Grant is pending completion of final work.
5. **Maintenance required/Requests for Service:** See list attached.
6. **Correspondence:**

- a. **Inward:** Resignation of T. Maynard as a Committee Member was received at the AGM. A vote of thanks for her service on the Committee was unanimous and the Secretary was requested to send a letter expressing such thanks.
 - b. Email from Council's Executive Officer tabled re: non-application of pecuniary interests to FC Special Committee Members.
 - c. **Outward:** Letter to Michael Buck in response to his Peace Garden proposal (see Minutes May 16, 2017).
- 7. General Business:**
- a. Update re opening of Fitness Facility: there have been a number of well-attended induction sessions (nearly eighty) and in the first three months approximately 200 uses.
 - b. Inventories HP and Hall: C.Murphy is working on an inventory system that will enable us to separately account for assets in Holloway Park and the LB Hall.
 - c. Kitchen: J.Clark to draft a Kitchen Hire & Usage Policy for circulation to the Committee for comment. On January 16, 2018 the Kitchen Working Group met and made various recommendations which were circulated to and discussed by the Committee (see the Request for Service and recommendations list). Decided to allocate \$500 to purchase minor items (such as baking trays).
 - d. Landscaping: it was agreed that a working group should be formed to progress the exterior area of the LB Hall. Further to this it was noted that the main and east side entries where there is gravel are uneven and safe entry to the hall should be a matter of consideration for the working group. F.Bryson to facilitate.
 - e. Acoustics: it was agreed that a working group be formed to work on solutions to the acoustic problem in the hall. C.Murphy to facilitate.
 - f. Easter Event: It was decided to hold the Easter Event at the LB Hall now it has been renovated. It was agreed to hold a special meeting to plan the event in late February. In order to better facilitate the event, it is **Recommended to Council** that the balance of tables and chairs (to 100 chairs with tables to seat 100 with more chairs to be loaned if needed) be bought and delivered to the LB Hall as soon as possible.
- 8. Next General Meeting:** It was agreed that 4.30 is a time suitable to those members who work regular hours and that the Committee will meet in late February to progress plans for the Easter Event.
- 9. Meeting Closed:** 6.30pm

Request for Service/Maintenance list Lady Barron Hall

Toilet paper needed for LB Hall.

Rubbish bags needed too (to fit all rubbish receptacles).

Maintenance:

The **soap dispenser** in the kitchen doesn't dispense soap.

Side door lock: this seems to be still not-workable as fitness users cannot access the fitness facility through it. The Committee suggests this is a warranty issue for VOS and needs to be fixed because access to the hall via the main entryway should be by approved kitchen and/or hall users only.

Further, it was noted that due to recent events held in the hall that knowledge of the lock-code has likely expanded beyond approved users and **the code should be changed and approved users advised**. Non-approved users should go to Council or a Committee member for access.

There is a **crack in the wooden hall floor** near the foyer doors that needs fixing.

The small kitchen **HWS doesn't work** (on west wall) – still leaks. Gary Blenkhorn put this in and need reminding to fix.

Requests and recommendations for kitchen: (in response to the Kitchen Working Group's discussions and recommendations):

Ventilation: It was noted that there is no ventilation in the kitchen other than the door and rangehood. **Recommended** that FC explore possibility for opening of kitchen windows (and then providing flyscreens for such). Possibility of flexible flyscreen to door and servery to be explored by LBC; possibility of a wall fan discussed.

Pest control: theoretically shouldn't be a problem because food not often stored but **recommended** that the **FC cleaner** be responsible for monitoring and solutions.

Decided not to recommend supply of gloves – should be up to user.

Decided to allocate \$500 of LBC funds for purchase of minor items for hall including baking trays of a size suitable to the oven.

Recommended to FC: to supply and appropriately label cleaning equipment and products suitable for each need and piece of equipment. Such equipment to be labelled 'For Kitchen Use Only' and stored in cupboard where Hot Water Service is or under washing up sink.

Examples of cleaning equipment needed: mop and bucket, dustpan and broom, floor broom, surface-appropriate cloths and cleaning products (e.g. for ceramic stovetop, s/s benches). Sterilising agent for benchtops. Dishwasher detergent. Soap and handtowels to fit dispensers (OK for now?). A store of spare globes for range-hood, oven, fridge (FC policy on replacement?)

Cleaning of kitchen checklists: Alan Radford is drafting up instructions and checklist for cleaning of kitchen based on other commercial kitchen checklists.

A larger kitchen clean every so often by FC timing to be discussed.

Signs & labels: **recommended** for cleaning equipment, drawers etc. FC? LBC? Also copies of basic use instructions for electrical equipment to be obvious.

Decided not to recommend supply of tea-towels, linen or equipment people would reasonably have at home and bring in to use.

Glassware & crockery: noted that the new items (thanks FC).

Recommendations and requests for ongoing hall needs:

Tables and chairs: **recommended** that FC to bring supply chairs to 100 and tables to seat 100 hall attendees ASAP (note Easter Event).

Hall locking code: **recommended** to change hall code on a regular basis and to do so for the first time ASAP and to advise approved hall users of such code change.

Meeting with staff at FC: **recommended** for some LBC members to meet with staff at FC to discuss hall issues, policy and systems. Such discussions to include a system for easy checking of equipment residing in hall (eg: that tables & chairs have been returned when borrowed in correct amounts).

Acoustics: CM to form working group to solve acoustic issues trying cheaper options such as systems of drapes first. **Question for FC staff:** is the old Whitemark hall curtain still around and available?

Landscaping and Peace Garden: FB to form working group (to include BR, Michael Buck and CM for street-scape and path shaping, JC for planting. Safe entrances to be taken into account (no gravel). Preference for local landscape designer. Possibility of parking for fitness users at south end (FB to circulate that architectural drawing). **Question for FC staff:** please check boundaries and circulate info.