| **No** | **Topic** | **Discussion** | **Action** | **Responsibility** |
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| **-** | **Date & Time** | Tuesday 4 October 2016 - General Meeting | | |
| **-** | **Location** | Oxley Shire Hall | | |
| **1** | **In Attendance** | Jason Mullins, , Clare Cowdery, Di Feldtmann, Erica Pike, Margot Ingwersen, Neil Brock, Bruce Uebergang, Neil Barclay, Janet Heath, Don Heath, Sally Rogers, Arthur Parker, Lindsay Cummins, Keith Yates | | |
| **2** | **Apologies** | Chris Kukulka, Sally Day, Nellie Van der Heyden, Jamie Boatwood, Barb Godde | | |
| **3** | **Minutes of Previous Meeting** | The minutes of the previous meeting 2 August were tabled after distribution to the meeting. An amendment was requested regarding Doug Cameron and the pizza van. It was noted that the shop said no and the King River Café said they didn’t mind if the van was used on a Friday night outside the Hall. The remaining minutes were confirmed as an accurate record. | Moved: Neil Brock  Sec: Erica |  |
| **4** | **Business Arising from previous Minutes** | | | |
| **4.1** | Shed Extension | Received account for $4272 which includes the concrete pad, welding and registering the job. A further concrete pad is needed just outside the front of the shed. |  | Don and Bruce |
| **4.2** | External Painting Quote | Not happened as weather needs to improve. |  | Don to organise with Al |
| **4.3** | Gas Heater | Couple of issues noted lighting the gas heaters. Instructions to be put up in the hall so people know how to do it. | Draft instruction sheets | Bruce |
| **4.4** | Meeting room window south west | Data collection is complete. Now being analysed and priorities for works being set. Al can do a temporary fix to the window. Replacement will cost $2000. Need to check with Maree Walker at RCoW in first instance re status of the Macutex Consultants Report and the possibility of funding from RCoW. | In train | Janet |
| **4.5** | Trestles | Agreed to buy 2 fold up tables and 8 non fold up tables. Janet to give Jason a cheque to buy the tables. | Buy 8 non fold and 1 more folding tables so 10 in total | Janet/Jason |
| **5** | **Correspondence Inward** | | | |
| **5.1** |  | Bush Market Applications  GIO Insurance for payment  Economic Pest Control  RCoW re Annual Grant of $2059.34 |  |  |
| **6** | **Correspondence Outward** | | | |
| **6.1** | Bush market | Confirmation sent to stall holders of market stall space  RCoW Acquittal From for Annual Grant |  | Janet |
| **7** | **Financial Report** | Cash book balance $33,981.99 as at 30.9.16 | Moved Erica Sec: Di |  |
| **7.1** | Audit of books | RCoW have had the Hall books to audit since July. This has made it very difficult with Bush Market coming up to pay in monies or write cheques. | Get books back and audit will need to be carried out later when Hall use not so busy. | Janet/Chris |
| **8** | **General Business** | | | |
| **8.1** | A3 Laminator | Need to buy laminator as not yet done but also need a paper trimmer (guillotine) and box of A4 paper | Buy a new laminator, Paper trimmer and box of A4 paper | Janet |
| **8.2** | Photocopier | Can now print from laptop. Neil drafting a check sheet for its use. Copier defaults to colour so remember to change this to B&W when using. |  | Neil/All |
| **8.3** | Office | Lisa Whitworth donated an office chair. Thanks Lisa. |  |  |
| **8.4** | Aus Day celebrations | Get Oxley Board of Honour to be done in new year |  | Neil |
| **8.5** | Downpipe wetting wall | Al had a look when looking at other things and will organise for the downpipe to be replaced. | Repair or replace downpipe | Don/Bruce |
| **8.6** | Knives | Did have knives etc in safe but these have gone missing. Sally R offered to donate some |  | Sally |
| **8.7** | Damage to grounds | After garage sale as it was so wet and muddy the grounds were very chewed up. RCoW came and made good the grounds during their maintenance cycle but it was discussed that if this occurs again then the hirer needs to be responsible for ensuring grounds are repaired. It was decided that sand in the few holes that are left would also be helpful. | Bruce to get sand from Dino and fill in any holes. | Bruce |
| **8.8** | Fence | Bruce got a quote for $12,500 from Kings Own Maintenance. Phil Bebb to give another quote. Decided to get repair work on the Hall done first before the fence work is carried out. It was agreed that the cost of the fence wouldn’t be any cheaper but there are a few maintenance issues that need to be resolved. Janet will talk to Maree Walker at Council, in particular about the building report, (refer to 4.4)to see if Council can assist with the maintenance and therefore free up money for the fence as we are unsuccessful at getting grants for it. |  | Janet/ Neil |
| **8.9** | Hall doors | Hall doors wouldn’t open at Trivia Night or at Art Exhibition. It was found that the concrete to the front has moved due to the very wet weather. It therefore needed to be ground out in the first instance to allow the doors to open. In the longer term it needs to be replaced. | Don to talk to Al | Don |
| **8.11** | Serving hatch | The bi-fold doors on the serving hatch in the kitchen have been repaired and re-hung by Classic Cabinets. |  |  |
| **9** | **Bush Market Logistics** | **Media:** coverage in Chronicle, Tourist News, Grapevine, Joined Friends of the Jazz Festival for joint coverage, My Community Connect, King Valley and Eldorado Adverts.  Sally to put on Facebook  **Mail out to stall holders:** we had help from and say thank you to: Sally Day and the children, Lucy and the children, Pat and Wendy, Barb and Nellie. After the decision was made on which stall holders would come to the market more application came in with some interesting wares but by then the market was fully booked.  **Working bee:** to be held on Thursday 27th October 2016 starting at 2pm. Collected raffle prizes can be dropped off at this time as well.  **Jobs on the day:** Janet ran through the list of jobs and volunteers for them on the day of Bush Market and will send out a rota. Neil also checked the bins, toilets and raffle selling rota. |  |  |
| **10** | **Next Meeting** | **Residents Christmas BBQ on 2nd December 2016. 6.30 start**  **Next Hall meeting first Tuesday in February 2017** |  |  |
| **-** | **Meeting Closed** | 10.00pm |  |  |