

No	Topic	Discussion	Action	Responsibility
-	Date & Time	Tuesday 2 June 2015 8.50pm - General Meeting		
-	Location	Oxley Shire Hall		
1	In Attendance	Jason Mullins, Arthur Parker, Clare Cowdery, Sally Rodgers, Nellie Van der Heyden, Sally Day, Jamie Boatwood, Di Feldtmann, Paula McGavin, Barb Godde, Erica Pike		
2	Apologies	Sue McGregor, Margot Ingwersen, Tony Carroll, Sue Abotomey, Tony Ciavarella, Graham Abotomey, Janet Heath, Don Heath, Neil Brock		
3	Minutes of Previous Meeting	The minutes of the previous meeting 7 April 2015 were tabled after distribution to the meeting. They were confirmed as an accurate record.	Moved: Erica Sec: Arthur	
4	Business Arising from previous Minutes			
4.1	Installation of the watering system	Still a work in progress. Contractor Bruce had organised too unreliable so he has found someone else "Chimpy"	Bruce not present so no update	Bruce and Chimpy
4.2	Captions for historical photos	All done. Thanks Neil.	Done	Neil
4.3	Shed Extension	In pipeline still. Cost will be \$7-8,000. Bruce applied for a permit which has been approved by Council.	Ongoing	Bruce
4.4	Storage	Thanks to Nellie for making a cover for the printer.	Done	Nellie
4.5	Doors	Andy going to fix and paint the door surrounds. Have not heard from Claytons regarding fixing the door. Both of these jobs can be completed in July when there are no bookings for the Hall.	Andy to give Claytons a call and to fix door at a similar time in July	Andy
4.6	Hall Community use	Karen Davis' YOGA classes on Tuesday mornings have only attracted a few participants. Karen is going to continue for another term to see if numbers pick up. Sally Rodgers said that the Hall needs some door sausages as the cold breeze under the doors is very noticeable during these classes. Libby is running kids dance classes from 4-5.30pm in the afternoon which the kids seem to be enjoying.	Sally R to buy some door sausages	Janet Sally R
4.7	Fire Extinguisher	CFA suggested we need to purchase an ABE extinguisher to go near the front door. Sally Rodgers has four spare extinguishers which she is happy to donate. Sally D to talk to Tony Carrol about whether they can be used or arrange for them to be checked when Wang CFA inspect our other items.	Get extinguishers inspected and see if appropriate	Tony, Sally D and Sally R
4.8	Power Board	Steve Williamson, Hall electrician, has replaced bulbs in the Hall. Switchboard can be now labelled.	Sally D and Erica to complete labelling	Sal
4.9	Hall Insurance	We have received details of our buildings and contents insurance from RCOW. It seems our contents insurance is not adequate and does not cover our photo	Clare to talk to Tony Raven at RCOW about	Clare

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		collection, chairs, etc. but does cover things like our shed and some of the shed contents. Building contents amount may also not be enough. Clare is going to request that council complete an audit of our building and contents to get a clearer reflection of their worth. We may need to take out our own cover for other contents if Council are not willing to cover them under their policy.	insurance Moved: Barb, Sec: Erica	
4.10	External painting quote	Alan McCrohan has indicated the need for external paint and some repairs on the hall whilst completing the other work. The cost is a minimum of \$10,615. This is beyond our resources. Janet to contact RCofW to discuss their financial assistance in completing this job. Also seek advice from Al Perkins who was our original builder Don, Janet and Alan McCrohan met with Alan Thrum RCoW after contacting Alan Clarke. We had previously advised Alan McCrohan that we could not go ahead with the work as it was too expensive. Alan Thrum was not particularly helpful. Don has again contacted Alan Clarke who is perhaps looking at options	No action. Clare to chase up Don Heath.	Don
4.11	Meeting room window south west	The gap above window was too big to be filled with the foamy silicone stuff that Bruce recommended. Andy will have a look at it in July when fixing door.	Andy to fix in July	Andy
4.12	Gazebo	Need to buy a new one to match existing ones.	Buy new gazebo	Janet
4.13	Trestles	Jason has volunteered to do an audit and make decisions about damaged trestles.	Audit pending	Jason
5	Correspondence Inward			
5.1	Tony Raven, RCOW	Hall Insurance details	To follow up	Janet/Clare
6	Correspondence Outward			
		Acceptance of Correspondence	Moved: Nellie Sec: Paula	
7	Financial Report	Cash book balance \$26 575.89	Moved: Arthur Sec: Barb	
8	General Business			
8.1	Kitchen	Graham Abotomey advised of a discussion which he had with Peter Hoppach. Peter advised that he could draw up a plan to make the kitchen more of a commercial standard at a cost of less than \$10,000. Graham also tabled brochures for commercial stoves at reasonable prices.	Graham to follow this up with Peter. No update at this time.	Graeme
8.2	New Committee	RCOW decided that 15 members would be a maximum for the Hall Committee, inferring that long term members would be excluded. After discussion with Wendy Daly and alerting her to the fact that we had requested a maximum of 25 on our vibrant committee. She checked their records and agreed that we were in fact correct. Still waiting for confirmation. All applicants will receive a letter stating their success of their application from RCOW.	Wait to hear from Council	Janet



OXLEY SHIRE HALL COMMITTEE OF MANAGEMENT

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8.3	Oxley Bush Market	The committee confirmed stall fees to stay the same for 2015. Single stall \$50, Double stall \$120, Triple stall \$250. Sally D to forward information to Sally R for putting on the website.	Sally D to provide prices to Sally R for website	Sally D
8.4	Dead tree	Council fell the large dead tree out the back of the Hall and in the process of felling the tree, they broke one of our Manchurian pear trees. Check tree. Possibly purchase new tree.	Jamie and Jason the arborists to determine tree health. Pending.	Jamie and Jason
8.5	Bus stop	Concerned that the bus stop has been put in the wrong position (directly out the front of a Heritage Hall). Stop is for VLine coaches. PTV did not get in touch with the Hall Committee to ask where stop should go.	Clare to talk to PTV	Clare
9	Next Meeting	Tuesday 4 August 2015		
-	Meeting Closed	9.38pm		