



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 12 August 2025

No	Topic	Discussion	Responsibility	Action
-	Date & Time Acknowledgement of Country	7.50pm 12 August 2025. <i>We would like to begin this meeting by acknowledging the Traditional Owners of the land on which we meet today. We would also like to pay our respects to Elders past and present.</i>		
-	Location	Oxley Shire Hall		
1	In Attendance	Greg Cherry, Glenn Allen, Deb Humphreys, Cllr Harry Bussell, Annette Woods, Sally Day, Bruce Uebergang, Clare Cowdery, Paula McGavin, Barb Godde, Erica Pike, Dianne Feldtmann, Neil Brock, Martin Butcher, Maurice Tyers, Heather Tyers.		
2	Apologies	Don & Janet Heath, Chris Kulkulka, Sue McGregor, Neillie Van der Heyden, Keith Yates, Arthur Parker, Jason Mullins, Kate Byvoet, Joan Maher, Geoff Daly, Neil Barclay, Lyn Barclay, Rachel Vallender, Sheryl Coad, Gary Coad, Janice Cherry, Alison Stephens, Graham Stephens.		
3	Minutes of Previous Meeting	The minutes of the previous meeting from 10 June 2025 were tabled after distribution to the meeting. They were confirmed as an accurate record.	Moved: Paula Sec: Greg	Accepted
4	Business arising from previous minutes			
4.1	Concrete pad	Thanks to Bruce for his work in assisting Janet complete the concreting between the back sheds and the hall. Looks fantastic!	Bruce/Janet	Completed
4.2	150 year event	Very successful, with 500-600 people estimated to have attended. Event committee have held a debrief and noted some potential improvements for future event of this type. Big thanks to our sponsors – John Gehrig Wines (Photo booth and The Kate Way), Brown Family Wine Group (Locky Routledge), Arthur and Neil for the firepits. Thanks also to Meghan Gehrig, Karina Fallon, Sheree Cashman, Alison Stephens, Rachel Vallender, Don & Janet Heath, Neil Brock, Sally Day, Maurice & Heather Tyers for their contributions to making this night a huge success for our community.	ALL	Completed
4.3	Bush Market	Applications opened on 1 August and will close at 5pm on Friday 12 September 2025. Booking link sent by email to those on the mailing list, also on website at https://oxleyhall.com/bush-market-1 and on Facebook. Current sales: 93 single sites, 25 double sites, 2 triple sites = 149 sites. Note, we have spots for approximately 150 stall holders. Some reduction will be required. Planning: - co-ordination of raffle by ORA (Erica Pike & Barb Godde) - ordering of bins (Clare Cowdery) - book St Johns first aid (Neil Brock) - traffic management (Bruce will talk to Evan Laverty & Brock Fallon)	Sally and Janet	- Everyone please like and share the event for the market from Facebook to assist in advertising. - Bruce and Sally to follow up

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		<ul style="list-style-type: none"> - marketing/comms using Facebook/Website (no volunteer, Sal to talk to Julia Syers) - book 2 x portaloos and arrange to get to site (Glenn Allen) - toilet and raffle rosters (Sal will talk to Jason Mullins) - stall selection at conclusion of booking period (Sal, Janet, Barb, Paula – also ask Rachel and Joan who helped last year and Sheree Cashman who has offered to assist) 		with other volunteers
4.4	Weeds spray	Thanks to Arthur for the broad leaf spray around the hall grounds, this was completed in June.	Arthur Parker	Completed
4.5	Succession planning for Hall Committee	<p>Janet has developed a summary of all the tasks that are required to run the hall and tried to logically break this into smaller roles, Sally and Neil have since reviewed and edited. Document circulated and summarised by Sally, calling for volunteers for each role to enable shared responsibility of hall running. Roles as follows:</p> <p>Council Liaison – Janet Heath Booking Officer – Clare Cowdery, Alison Stephens may have interest in learning this role. Cleaning Co-ordinator – Greg Cherry Grounds Manager – Glenn Allen Equipment Manager – unfilled Building Manager – Deb Humphreys Bins – discuss with Nellie and Tony Van der Hayden, Greg Cherry as back up History/Archives – Neil Brock, Maurice Tyers, Janice Cherry Fundraising/Grants – Sally Day Marketing/Comms – unfilled, Paula may be able to help with FaceBook, Sal has access also Oxley Bush Market Co-ordinator – Sally, Janet and Julie Reid.</p>	<p>Motion to accept the roles/tasks as presented and fill these positions for a trial period of 12 months and then reassess.</p> <p>Moved: Neil Seconded: Clare</p>	<ul style="list-style-type: none"> - Sal to discuss bins with Nellie and Tony Van der Hayden - Sal to advertise unfilled roles of equipment manager and marketing/comms on next Oxley letterbox flier.
5	Correspondence Inward			
5.1	Flick pest control	Termite inspection completed on 8/7/25. Arranged by RCOW. Report provided.	RCOW	Completed
5.2	Inland Rail	Grant application not successful for funding for 150 year event. Feedback given was not helpful, appears they are looking for STEM activities.	Janet followed up by phone	Completed
5.3	Community Grant Round 2025-2026	We were notified on 23 July that we were successful in our grant application for \$8000 for concreting of the hall driveway. Bruce noted that the quote obtained for \$8000+GST stops short of the gate and we will need to extend the concreting inside the gate approx. 0.5m.	<p>Motion to provide additional \$2000 cash as Hall contribution to project.</p> <p>Moved: Bruce Seconded: Neil</p>	<ul style="list-style-type: none"> - Bruce to seek second quote for larger area. - Sally to fill in and return paperwork to RCOW



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6 Correspondence Outward				
6.1	Leaking roof	Request sent to RCOW to fix roof in main room (REQ2025-048769). Reply received 10/7/25.	Janet	Works planned for 25/26 FY
6.2	EOFY reporting	Janet sent her End of year Reporting for 2024-25 to Andrea Noble at RCOW on 7 July. Treasurer has until 28 August to forward EOFY Financial Report to Council for auditing. Include annual Finance Report in minutes at next meeting as wasn't available for AGM.	Chris	- Sal to remind Chris about EOFY report
7 Finance Report				
7.1	Account balance	Total balance is \$20,250.02 as at 31 July 2025.	Moved: Bruce Seconded: Clare	
8 Other Business				
8.1	Thank you to Don & Janet Heath	The Committee discussed ideas for acknowledging the significant contributions of Don & Janet Heath in service to the restoration and management of the Oxley Shire Hall over the last 47 years.	Sal & Neil	- Follow up ideas and aim to present in Nov
8.2	Meeting dates and times	Clare Cowdery raised the idea of holding the Hall and ORA meetings on separate nights to allow for more discussion time for each meeting and greater opportunity for social cuppa at end of night. Greg Cherry and Sally Day also echoed this may increase engagement with both meetings and attract new members. Various arrangements discussed. Decided on Hall Committee and ORA holding meetings on second Tuesday of the month on alternating months. Hall Committee - 5 meetings (February, April, June, August, October) ORA – 5 meetings (March, May, July, September, November) Retain December meeting for joint Christmas Party.	Motion to hold Committee Meetings on the second Tuesday of every second month starting in February. Moved: Clare Seconded: Greg	Meeting dates: 14 October 2025, 10 February 2026, 14 April 2026, 9 June 2026 and 11 August 2026 (also AGM).
8.3	RCOW Community Sponsorship Grants	Up to \$10 000 for project delivery in 2025/26. Closes 1 September, announced November 2025. Propose requesting funding for traffic management, portaloos hire, entertainment for Bush Market.	Sally	Sally to complete application
8.4	Heating and cooling	RCOW requested meeting to discuss split systems for the Hall. Bruce and Neil attended. Possibility of four split systems (2 main room, 1 each wing). Meter box may need upgrading to allow for 4 units to be installed.	Motion to Hall contributing up to \$3000 to upgrade the meter box if it is required for	Council will respond within next few weeks.



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			installation of four units. Moved: Bruce Seconded: Greg	
8.5	Bank signatories	Update bank signatories for multiple Oxley Hall accounts held with Westpac (Wangaratta branch, 96 Murphy Street). - Add Bruce Uebergang (President), Sally Day (Secretary) and Paula McGavin (Treasurer). - Retain existing signatory Clare Cowdery (Vice President). - Remove outgoing committee members Chris Kulkulka, Don Heath, Janet Heath.	Motion to add all Executive Committee members as bank signatories Moved: Bruce Seconded: Sally	Clare to arrange suitable time for all four Exec members to meet at Westpac to sort paperwork
Meeting closed		8.58pm		
Next Meeting Date		14 October 2025		