



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Agenda – 14 April 2026

No	Topic	Discussion	Responsibility	Action
-	Date & Time Acknowledgement of Country	7.30pm 14 April 2026. <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			
2	Apologies			
3	Minutes of Previous Meeting	The minutes of the previous meeting from 10 February 2026 were tabled after distribution to the meeting.	Moved: Seconded:	Accepted
4	Business arising from previous minutes			
4.1	Succession planning for Hall Committee	Marketing/comms – Still unfilled.	Sally	
4.2	Leaking roof	Fix roof in main room (REQ2025-048769). Scheduled to be done in the 2025/26 year.	Deb	
4.3	Heating and cooling	- Contact electrician to have power points near gas bottle location reinstated for use at OBM. - Bruce/Sal list heaters on marketplace now that weather has cooled.	Sal, Bruce	
4.4	Debit card	Investigate prepaid debit card or look into Aust Post version.	Clare	
4.5	Working with Children Checks	One remaining member to chase up a WWCC for.	Sal/Clare	
4.6	RCOW Tourism Sponsorship Grant	- Successful in receiving \$4500 per year for support for Oxley Bush Market for 2026, 2027 & 2028. Have received first milestone payment of \$2250. Update to be provided.	Sally	
4.7	Defibrillator	Defibrillator cannot be repaired and needs replacing as old (10 yrs) model. Quotes for new model: (1) Phillips \$1780 and (2) St Johns \$1795. Agreed to purchase new model.	Bruce	
4.8	Register of hall keys	Please can members provide details of what keys they have in their possession	Sally/Clare	
4.9	Glenrowan Solar Farm Grant	Received \$3500 with our committee contributing \$229.66 + inkind labour. Some unspent funds which we are discussing with funding organisation.	Sal/Bruce	
4.10	Fencing	New fence installed on paddock side of hall grounds. Thanks Bruce for arranging.	Bruce	Complete
4.11	RCOW Maintenance Report	Deb presented Hall Maintenance Report to Councillors. Thanks Deb.	Deb	
4.12	Mower	Has been repaired at cost of \$483.65. Unsure if this has fixed the problem. To discuss.	Bruce	
5	Correspondence Inward			



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5.1	RCOW – Darlene Urban (Accountant)	Financial Review and GST verification 2024/25. Refund of \$1145.61. Outline of information required for future audits which may necessitate some minor changes to book keeping.	Paula	Complete
5.2	RCOW – Oxley Hall Famil tour	15 April 2026, 5.30-6.30pm. Confirm attendance. Sal to provide summary of Everton Famil including various grant funding sources.	Sal	
6	Correspondence Outward			
6.1	Glenrowan Solar Farm	Request to spend unspent grand funds (approx. \$500) on other items (31/3/2026).	Sal	Awaiting response
6.2	Snap Send Solve	Instantaneous hot water is leaking again. Need to ascertain whether it is being used and we continue to repair or remove.	Deb/Clare	
6.3	Appreciation Letters	- Thank you to Linda Syers who has been incredibly generous in providing her artwork pro bono to the Committee for the Heath celebration (15/3/2026) - Thank you to Tony Van der Hayden for his reliable and long standing commitment to putting out the hall bins (15/3/2026)	Clare	Complete
7	Finance Report			
7.1	Account balance	- Balance sheet for October 2025 to January 2026 provided. Balance is \$28 857.18 as at 31 January 2026. This included all of the Bush Market takings and costs. - Balance sheet for February to March 2026. Balance is \$24 173.90 at 31 March 2026.	Paula	Moved: Second:
8	Other Business			
8.1	History books	Currently stored at the hall.	Neil Brock	
8.2	Cleaning	Thank you to Clare for cleaning the hall for the past month whilst Greg Cherry on holidays.		
8.3	Protocols for bookings and loans	Require a system for keeping track of furniture and hall equipment.	Clare	
8.4	Communications	Best methods for advertising meetings to broader community to try and improve engagement.		
8.5	Utilities	Discuss hall costs including current electricity plan, mobile phone plan and PO box cost.		
8.6	High Tea	Date for this year if going ahead.		
Meeting closed		pm		
Next Meeting Date		9 June 2026		