



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 10 February 2026

No	Topic	Discussion	Responsibility	Action
-	Date & Time Acknowledgement of Country	7.30pm 10 February 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	Clare Cowdery, Bruce Uebergang, Don & Janet Heath, Barb Goode, Jan Vincent, Greg & Janice Cherry, Arthur Parker, Neil Brock, Alison & Graham Stephens, Deb Humphreys, Cheryl Coad		
2	Apologies	Sally Day, Paula McGavin, Phil & Annette Woods, Erica Pike, Joan Maher, Neil Barclay, Sue McGregor		
3	Minutes of Previous Meeting	The minutes of the previous meeting from 14 October 2025 were tabled after distribution to the meeting. They were confirmed as an accurate record.	Moved: Greg Cherry Seconded: Deb Humphreys	Accepted
4	Business arising from previous minutes			
4.1	Bush Market	Profit of \$11647.18 from stall sales. Costs were \$708 ticketing, \$277 refreshments, \$523 first aid, \$2488 traffic management, \$418 portaloos. Debrief meeting held, minutes taken.	Sally and Janet	Complete
4.2	Succession planning for Hall Committee	Bins – New Volunteer – Greg Cherry. March 2026 Deb Humphreys to stand-in for Greg. Marketing/comms – Unfilled. Recruitment still needed	Sally	Find Marketing/Comms person
4.3	Community Grant Round 2025-2026	Acquittal completed 27/10/2025 and sent to Council with photo of concreting and committee.	Bruce/Sal	Complete
4.4	Leaking roof	Fix roof in main room (REQ2025-048769) Deb Humphreys rang to check progress still on list to be done for 25/26 financial year.	Deb	In progress
4.5	Thank you to Don & Janet Heath	Appreciation dinner hosted at the King River Café on 18 November 2025. Letter tabled from Don & Janet thanking Committee for recognition and organising an event.	Sal & Neil	Complete
4.6	Heating and cooling	- New air conditioning unit very effective - Clare asked Elgas to remove cylinder and seek refund of gas in bottle. Refund provided and banked - <u>Complete</u> - Bruce contact electrician Cameron Hurley – <u>Outstanding</u> . Contact electrician to have powerpoints near gas bottle location reinstated for use at OBM - Bruce/Sal list heaters on marketplace. – <u>Outstanding</u> . Do this in winter when units likely to be needed.	Clare, Sal, Bruce	In Progress



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 10 February 2026

		- Bruce/Sal to do laminated instructions for the hall – <u>Outstanding</u> .		
4.7	Debit card	Investigate prepaid debit card or look into Aust Post version.	Clare	Outstanding
4.8	Working with Childrens Checks	All members have WWCC and sent to RCOW. 1 Member is outstanding	Sal/Clare	Outstanding
4.9	RCOW Maintenance report	Deb finalized maintenance report and submitted to Council. Thanks Deb, you have done a very thorough job and produced an excellent report.	Deb	Complete
4.10	RCOW Community Sponsorship Grants	Acquitted on 18/11/2025. Paid for traffic management, portaloos hire and first aid.	Sally	Complete
4.11	RCOW Tourism Sponsorship Grant	Application successful for \$4500 per year for 3 years support of OBM for years 2026, 2027 & 2028. Acceptance of funding forms - completed	Sally	Complete
4.12	Defibrillator signage	- Joan to make sign to go with the defibrillator giving instructions to people to call 000 and our exact address for an ambulance - <u>Completed</u> . - 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	Purchase new defib. Moved: Greg Cherry Second: Barb Goode
5	Correspondence Inward			
5.1	RCOW Community Sponsorship Grants	Was notified on 28/10/25 that we were successful in receiving \$3620 for 2022 OBM (everything we applied for except the marketing/comms component). See 4.10	Sally	Complete
5.2	RCOW Community Sponsorship Grant	Notification of successful application for 3 year OBM funding.	Clare	
5.3	Glenrowan Solar Farm Grant	Notification of successful application for \$3500 for insulation. Request for photo opportunity for successful application	Clare	Complete
5.4	North East Water	Request to notify residents of increased water use during hot weather. Passed to ORA for distribution	Clare	Complete
5.5	Elgas	Refund of Gas in bottle following cylinder return (\$733.73)	Clare	Complete
5.6	RCOW	Receipt of Conditions for Approval letter to allow works on hall for the insulation to be carried out.		
5.7	Thank you from Don & Janet Heath	Thank you letter from Don & Janet thanking Committee for recognition and organising the event		
6	Correspondence Outward			



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 10 February 2026

6.1	Glenrowan Solar Farm Grant	Applied for grant for \$3500.00 on 20/10/2025 for insulation to be installed to Area 1 & 3 (main room and toilet wing) as per quote from North East Insulation.	Sally	See 8.2
6.2	RCOW Maintenance report	Submitted to RCOW on 11/11/2025. See 4.9 & 8.7.		
6.3	RCOW Community Sponsorship Grant	Funding Agreement completed for OBM 3 year funding	Clare	Complete
				Moved: Greg Cherry Second: Janet Heath
7	Finance Report			
7.1	Account balance	Balance sheet for October 2025 to January 2026 not tabled. Balance is \$28,892.18 as at 31 January 2026.	Paula	Moved: Second:
8	Other Business			
8.1	Keys	Please can members provide details of what keys they have in their possession so that we can maintain a register. Attendees gave information to Clare for the register.		
8.2	Insultation in Hall	Bruce contacted supplier and should be installed next month	Bruce	In progress
8.3	Appreciation Certificate	Thank you to Linda Syers who has been incredibly generous in providing her artwork pro bono to the Committee. – Letter from Committee to be sent	Clare/Sal	Letter to be sent
8.4	Bookings	Table Tennis – start date – Monday 13 th April 2026	Neil/Bruce	
8.5	Bookings	OK U Wednesday – Went well. Alison to advise Clare if on-going booking after 6 week trial.	Alison	
8.6	Fencing	New fencing required on paddock side of Hall. Post and wire suggested. Bruce got quotes \$1710 + GST & \$4000. Agreed fence needed replacing and it is Committee responsibility to do this. Agreed to new fencing at \$1710.	Bruce	New fence to be purchased. Moved: Bruce Uebergang Second: Neil Brock
8.7	RCOW maintenance report	Deb doing presentation to Councillors on part of Hall maintenance report	Deb	In progress
8.8	Mower	Bruce collected mower and is taking it to repairers next week	Bruce	In progress
8.9	Cleaning	Greg going on leave for month of March 2026. Clare Cowdery to do cleaning in his place	Greg/Clare	



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 10 February 2026

8.10	Nurses Busts in Memorial park	Jan Vincent provided an update. Event is on 28 March 2026 with ceremony starting at 11am. Morning tea provided in hall. Kat Stynes is the speaker. Helen Haines to do the unveiling. ABC Compass program filming the event. Lectern, seating needed. Jason Mullins to send out information to Remembrance Day Committee.	Jan Vincent	
Meeting closed		8.16 pm		
Next Meeting Date		14 April 2026		