



OXLEY SHIRE HALL COMMUNITY ASSET COMMITTEE

Minutes – 14 October 2025

| No | Topic | Discussion | Responsibility | Action |
|----------|---|---|--|---|
| - | Date & Time Acknowledgement of Country | 7.34pm 14 October 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 | Alison Stephens, Deb Humphreys, Erica Pike, Joan Maher, Janet Heath, Don Heath, Neil Barclay, Clare Cowdery, Bruce Uebergang, Sally Day (minutes), Graham Stephens, Heather Tyers, Maurice Tyers, Arthur Parker, Janice Cherry, Greg Cherry, Tony Carroll, Gary Coad, Neil Brock. | | |
| 2 | Apologies | Jason Mullins, Paula McGavin, Sheryl Coad | | |
| 3 | Minutes of Previous Meeting | The minutes of the previous meeting from 12 August 2025 were tabled after distribution to the meeting. They were confirmed as an accurate record. | Moved: Neil Br Seconded: Greg | Accepted |
| 4 | Business arising from previous minutes | | | |
| 4.1 | Bush Market | Applications closed at 5pm on Friday 12 September 2025. Stall sales: 141 single sites, 33 double sites, 4 triple sites = 219 sites. Ticket sales were up \$1740, equivalent to an additional 23 site bookings in 2025 compared to 2024. Committee reduced this to 160 stall sites by meeting on 19/9/25, responding to all applicants by 28 September 2025 with the outcome of their application. 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) - marketing/comms using Facebook/Website (no volunteer, Sal and Meghan Gehrig to do) - book 2 x portaloos and arrange to get to site (Glenn Allen) - raffle rosters (Allison Stephens) - toilet cleaning (Greg Cherry) - review list of jobs and allocate tasks for Friday and Saturday (Janet co-ordinating) | Sally and Janet | - Janet to develop jobs roster and forward by email - Joan to order 50 Oxley Shire Hall coffee mugs - Neil to modify the 150 year birthday banner - Sal to finalise stalls list. - Janet and Julie to allocate sites. |
| 4.2 | Succession planning for Hall Committee | Remaining roles: Bins – Tony Ven der Hayden is willing to do this until the end of 2025. Equipment manager – Bruce Uebergang Marketing/comms – Unfilled | Sally | - Sal to approach Julia Syers for comms role - Look for bin volunteer 2026 |

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| 4.3 | Community Grant Round 2025-2026 | Concreting of driveway entrance. Permit application for works within road reserve, bank details and grant agreement emailed to RCOW on 18/8/2025. Planning permit granted. Works completed by 30/9. | Bruce/Sal | Sal to complete acquittal and send photo taken tonight |
| 4.4 | Leaking roof | Request sent to RCOW to fix roof in main room (REQ2025-048769). Is scheduled to be done sometime in the 2025/26 year. | Deb | Waiting |
| 4.5 | EOFY reporting | Annual Finance Report required for auditing at RCOW and also tabled at meeting. Closing balance at 30 June 2025 was \$25 766.91 | Chris K | Moved: Janet Seconded: Joan |
| 4.6 | Thank you to Don & Janet Heath | Sal will book in Tuesday 18 th November for special function. Neil to chat further with local designer. Motion to spend up to \$500 for the thank you was agreed by all. | Sal & Neil | Moved: Bruce Seconded: Clare |
| 4.7 | Heating and cooling | Split systems installed by Council 7 October. 3 units, 1 wall mounted controller. Each installed on separate phases. Bruce has removed the gas heaters from the wall (x2) and electric wall heaters from the wings (x2) – to be sold on marketplace (Sal). Watch to see how the heaters work, request 4 th heater if needed down the track. Bruce and Sal to do instructions for how to use. | Bruce | - Clare to sort cylinder Elgas - Bruce contact electrician Cameron Hurley - Sal list heaters on marketplace. |
| 4.8 | Bank signatories | Completed on 2/9/2025. - Added Bruce Uebergang (President), Sally Day (Secretary) and Paula McGavin (Treasurer). - Retained existing signatory Clare Cowdery (Vice President). - Removed outgoing committee members Chris Kulkulka, Don Heath, Janet Heath. Apparently we cannot apply for a debit card as we need two signatures for each transaction. | Clare | Clare to ask about prepaid debit card or look into Aust Post version. |
| 5 | Correspondence Inward | | | |
| 5.1 | Concreting of driveway entrance | Planning permit received from RCOW 26/8/25. | Bruce | Works completed |
| 5.2 | RCOW Hall Maintenance/ Project Wish List | Email received from RCOW 11/9/25. Need to review and edit our current list of items with RCOW for the 2025-26 FY | Deb | See 8.2 |
| 5.3 | Working with Childrens Checks | Email received from RCOW 24/9/25 outlining move towards having a WWCC for all Committee members. | Sal | To action |
| 6 | Correspondence Outward | | | |
| 6.1 | Community Grant Round 2025-2026 | Funding agreement, banking details, permission for works on council land form completed by Sally and returned to council by email on 13/8/2025 | Sally & Bruce | See 4.3 |

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| 6.2 | AGM minutes & finance report | Emailed 17/8/25 to Andrea Noble at RCOW. | Sally | Complete |
| 6.3 | RCOW Community Sponsorship Grants | Application submitted for \$4500 on 1/9/2025. Requested funding for traffic management, portaloos hire, entertainment. Would support 2025 OBM. | Sally | Waiting on response |
| 6.4 | RCOW Tourism Sponsorship Grant | Three year grant, with annual financial support. Requested \$4500 per year on 28/9/2025. Application Number 2026TES02. Would support 2026, 2027 & 2028 OBM. | Sally | Waiting on response |
| 7 | Finance Report | | | |
| 7.1 | Account balance | - 2024/25 FY Balance Sheet completed 17/8/2025. Balance as at 30 June 2025 was \$25 766.91 - Balance sheet for August-September 2025 provided. Balance is \$26,472.22 as at 30 September 2025. | Paula | Moved: Joan Second: Arthur |
| 8 | Other Business | | | |
| 8.1 | Hall phone | Paula has donated an iPhone 12 to the Committee which is working well at present. Thanks Paula 😊. Motion to purchase new phone for hall if needed for up to \$500 was approved. | Clare | Moved: Clare Seconded: Neil |
| 8.2 | RCOW Hall Maintenance/ Project Wish List | Deb presented a thorough summary of the RCOW maintenance checklist. Discussion on wish list items. | Deb | - Sal to help Deb finalise and submit |
| 8.3 | Use of Hall by CFA | Committee agreed that meetings can be held with no hire cost. For award nights, Committee agreed charging for cleaning only. | Clare | Noted |
| 8.4 | 18th & 21 st birthday party bookings | Following from recent enquiries, Clare has drafted a proposal to consider parameters around which we say yes/no to booking requests. Circulated with Agenda. It was agreed that we would not host any 18 th birthday parties due to the concerns around under age drinking. We can accept 21 st Birthday party bookings with parameters such as being registered under PartySafe with the Police, sign a contract to say they will be responsible for any repairs resulting from the party amongst the other circulated with the Agenda. | Clare | 21 st Birthday Party parameters to be updated and kept on file and enacted when a booking taken |
| 8.5 | Working with Children Checks | Required for all new nominated members and in time will be requested for older members. Sal is collecting and will forward to Council in one lot. 13 of our members provided, 5 members need to obtain a WWCC. | Sal | Sal and Clare to assist members get WWCC |
| 8.6 | Defibrillator signage | - Make sign to go with the defibrillator giving instructions to people to call 000 and our exact address for an ambulance. - Annual review of defib (Janice Cherry) | Joan/Bruce | - Joan to develop signage. - Bruce to send unit back to repair and to |



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| | | | | remove alarm from wall box. |
| 8.7 | Glenrowan Solar Farm Grant | Council have encouraged us to apply for this grant to add additional insurance in the roof. Bruce has sought a quote from North East Insulation for \$4857 for the three rooms. | Bruce/Sal | - Sal to write grant by 17/10 |
| Meeting closed | | 9.02 pm | | |
| Next Meeting Date | | 10 February 2026 | | |