

CURDNATTA PARK MANAGEMENT COMMITTEE

14th April 2014 MINUTES

R Brook opened the meeting at 8.00 pm

PRESENT: T Jenner, R Roberts, R Brook, L Carle

APOLOGIES: C Roberts, P Keelan, M Harris, A Craill

MINUTES OF PREVIOUS MEETING: Minutes of the meeting held on 10/2/14 as circulated is confirmed as a true and correct record of the proceedings of that meeting.

MOVED: P Roberts 2ND: L Carle CARRIED

BUSINESS ARISING:

- No oval report from council? There is a lot of clover and weeds.
- Fluid plumbing has fixed rain water going into toilets. T piece and filters under kitchen sink, there is now proper filtered water going through these taps. We need to allow for these filters to be changed regularly. Leaking tap at back of bore tank is fixed. Invoice received and sent for payment.
- Quote to repair barbeque \$500 for top with additional charge for bbq plate. We have asked Sandy Creek Engineering to go ahead with repairs as this is a risk to the public.
- Pump shed risk assessment has been put into Council. The shed has been concreted. Levelling work and drainage is required. Duncan has spoken to Neville (Council), solution would be to do landscaping around the shed to divert the water and put in drainage.
We have discussed this as a committee and can this be completed through Council. Levels need be done and risk removed. What action is needed for Council to do this work?
- Bitumen pathway – completed
- Outside toilets require independent timer on lights as they are regularly used during cricket season, Peter Keelan to do.
- LED light above the steps to be hooked into verandah lights - Done
- Volunteer registration form needed to be completed by Ron. Is anyone else required to complete forms– We do not have these forms
- Purchase order book – Peter received
- Scouts / Cricket Club honour board to be organised

FINANCE REPORT:

- Report as tabled
- Scout and Cricket Club contracts are due for renewal. Can these fees be shown separate on the finance report
- Telephone on alarm system to be disconnected
- Special meeting held 24th March to discuss Budget. The Committee were unaware there was a cut off date for the budget to be sent into Council. Last meeting 10th Feb, proforma sent to Tina & Marg on 11th Feb with intentions to discuss and submit at next meeting 14th April. Ron received phone call to say he had missed the cut off date and we may possibly be able to submit a late budget if we had a special meeting and sent to Rebecca asap. This instigated asset initiative forms to be completed and submitted within the week to Rebecca – Tina and Cory completed these forms.
- D & T Jenner fixed one air conditioner \$220 invoice approved and sent for payment
- Peter Larson invoice \$200 for servicing airconditioner approved and sent for payment
- D&T Jenner invoice for \$300 for cleaning gear approved and sent for payment
- Fluid Plumbing approved and sent for payment
- Waiting for Peter Keelan invoice

MOVED: T Jenner

2ND: L Carle

CARRIED

CORRESPONDENCE:

- Redefining s41 committees

- Asset management system: List of assets in excess of \$5k to be checked and returned to Rebecca before 30 April.
 - The current committee are not aware of the lawn mower.
 - Alarm system is faulty and needs to be disconnected
 - Playground equipment to be added onto list
 - Hot water system x 2: not sure this would be over \$5k
 - Airconditioners x 4 (2 not working, need replacing)
 - Fencing x 2 (not sure which fencing this is referring to other than fence around entire premises)
- Volunteer training available to all committee members
Ron has registered to attend: writing for grants and Skills for Boards and Committees.

CARETAKER REPORT:

- Air conditioners – 2 are working. Replacement is required for the other two, Peter has given quotes.
- Hall is hired regularly.
- Cleaning gear ordered including new mops and scissor mop. Hirers are more inclined to keep hall clean if equipment is available and in a good condition.
- Duncan has fixed the door jams, so the lock works better.
- Scouts and school to be mindful of cleaning floors when finished for the day
- School agreement fees reinforced - Official letter to be sent to school as to leaving the premises in a clean and tidy manner. Tina is having to clean the hall twice a week due to toilets and the floor being left in a dirty state from use during the week. This is confirmed by Peter when SCCC used the hall on a Friday night – the premises were clean on Monday and dirty on the Friday. Extra cleaning requires more chemicals being used and time taken from other areas of maintenance.

GENERAL BUSINESS:

Ron would like to organise a meeting with Rebecca – He has asked the committee members to offer questions in which to ask.

- Responsibility of Chairperson
- Calender of events
- Dates for grants, budgets, etc
- Direction as to how to draw up the budget, limits and time
- 2 months notice prior to budget close off financial year is it July to June
- Asset initiative close off date
- Classification of assets for repairs and maintenance
- Types of grants available during the year

Sign for park change to council Phone number.

Duncan to trim the pine tree hanging over the sign

The grassed area around the playground needs mowing more regular due to regular use and long grass

Meeting closed 9pm

NEXT MEETING: 2nd June 2014 8pm P Roberts apology

Reference wish list for next year action and Budget :

- resurface of car park
- rainwater tank for harvesting water Scout shed and end of pavilion
- floor surfacing, salt damp, pitted - \$4,000
- kitchen cupboards refurbish – quote Stevens Prestige
- upgrade barbeque area – broken concrete and rusted plate replace with stainless steel - \$500 plus plate
- pump shed OHS – risk assessment complete
- gutters cleaned before winter
- verandah railing

- paint toilet, replace sliding door
- upgrade surveillance cameras as per contact with Neville at Council 2yrs ago
- master key system
- outside toilet light switch with independent timer
- Bore tank roof
- \$500 bond to increase
- Drainage at back of the pavilion
- Sprinklers
- Club rooms in state of repair and hygiene