

# CURDNATTA PARK MANAGEMENT COMMITTEE

## 2<sup>nd</sup> June 2014 MINUTES

R Brook opened the meeting at 8.00 pm

**PRESENT:** T Jenner, R Brook, A Craill, P Roberts

**APOLOGIES:** C Roberts, L Carle, P Keelan, M Harris

**MINUTES OF PREVIOUS MEETING:** Minutes of the meeting held on 14/4/14 as circulated is confirmed as a true and correct record of the proceedings of that meeting.

MOVED: P Roberts 2<sup>ND</sup>: L Carle CARRIED

### **BUSINESS ARISING:**

- Sandy Creek Engineering have not commenced repairs to BBQ. Duncan to follow up.
- Pump shed risk assessment has been put into Council. Rebecca has put in a request to Works Dept.
- Peter Keelan to put independent timer in outside toilets.
- Volunteer registration forms are required by all members – no forms received.
- Scouts / Cricket Club honour board to be organised work in progress
- Telephone on alarm system to be disconnected – not heard anything
- Asset initiative/Budget – no response from Council to date
- Duncan to trim the pine tree hanging over the sign – complete

MOVED: P Roberts 2<sup>ND</sup>: L Carle CARRIED

### **FINANCE REPORT:**

- Report as tabled
- Purchase orders and invoice payment required – Purchase Office details to be passed onto Sharee Arnold (Finance) – Tina sent
  - D&T Jenner cleaning \$263 - sent
  - Fluid Plumbing toilets \$99
  - Clean and Fresh sanitary \$432- sent
- Scout and Cricket Club contracts are due for renewal. Can these fees be shown separate on the finance report
- Waiting for Peter Keelan invoice
- Tina request approval for caretakers fees to increase as of 1<sup>st</sup> July 2014 as per contract. Tina withdrew from conversation due to conflict of interest. – Rebecca responded to this suggesting motion as per email  
Motion : Peter recommend the caretaker fees increase as per CPI increase as per contract

MOVED: P Roberts 2<sup>ND</sup>: L Carle CARRIED

### **CORRESPONDENCE:**

- Rebecca responded to email of minutes and agenda – as noted throughout minutes
- Leonie update Redefining S41 committees

MOVED: T Jenner 2<sup>ND</sup>: L Carle CARRIED

### **CARETAKER REPORT:**

- Peter from Council contacted me to regard of exit doors. The single door at the back of hall to be boarded up and made a solid panel. The double door at back and side entrance to have emergency exit locks.
- Peter indicated he would have the toilets painted and I asked about the sliding doors to be changed.
- School agreement fees reinforced - Official letter to be sent to school as to leaving the premises in a clean and tidy manner. Letter not yet sent  
Rebecca responded to this item – could be included in new contract being drawn up between Council and Education Dept.

MOVED: L Carle 2<sup>ND</sup>: P Roberts CARRIED

## **GENERAL BUSINESS:**

- Quotes for gutter cleaning received by Slater Plumbing and D& T Jenner: Motion moved by L Carle that D Jenner do gutter cleaning \$1500  
MOVED: L Carle 2<sup>ND</sup>: P Roberts CARRIED
- Ron attended the forums for apply grants and Chairperson forum
- P Roberts asked – How do we get some of the items on our wish list completed? We seem to revisit items on previous minutes without any action. R Brook suggested that we ask M Harris to present these items to a Council meeting for discussion and request dates for action
- Event forms are a little confusing for some people and they get over whelmed when completing forms.
- Sign for park change to council Phone number – suggestion to use stick on numbers / do Council have a sign writer
- Reimbursement of stamps for purchase officer - P Roberts

Meeting closed 9pm

**NEXT MEETING:** 11<sup>th</sup> August 2014 8pm

Reference wish list for next year action and Budget :

- 2 airconditioners to be replaced
- 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