

MINUTES OF THE MEETING

OF THE LYNDOKH DISTRICTS AND COMMUNITY SECTION 41 COMMITTEE

Held in the Lyndokh Council Chambers on *(Monday 14/10/13)*

1. **WELCOME** – 7:35pm
 Mark Cooper, welcomed everyone to the meeting at 7:35pm

1.1 **PRESENT:**

,Anne Hausler, Irene Liebelt, Andrew Lane, Robin Balogh, Bridgette Kies, Simon Taylor ,Mark Cooper, Jarrod Steinborner, Aaron Schenk, Frazer Vivian, Rueben Batten, Shane Kassbolt, Simon Carpenter and Jason Thiele.

1.2 **APOLOGIES:** Fiona Jones, Simon Taylor
 No Formal apologies received: Darren Marshall and Shawn Brown

1.3 **CONFIRMATION OF PREVIOUS MINUTES**

MOVED by Mark Cooper that the minutes of the meeting held on Monday 9th Sep2013 as true and correct.
SECONDED by Anne Hausler **CARRIED**

2. **BUSINESS ARISING FROM PREVIOUS MINUTES**

Action	Actioner	Title	Due Date	Action Type
1	Mark Cooper	To organise Shed to be erected	30/10/2013	On going Original Due Date 10/06/2013
2	Andrew Lane	To is required contact sporting groups and obtain information to fill out Oval Usage spread sheet. This information is to be provided to council. Have consolidated various sheet and different info into sheet to send to council once Pigeon club details added Addition action to Have contact List of all Committee Members- <i>COMPLETED 12/08/2013</i> Additional Action Contact List of all sporting Clubs at the recreational park <i>COMPLETED 12/08/2013 except for pigeon club contact</i> <i>Andrew to contact Darren marshall for contact details, further info. Then send out to all contacts</i>	16/11/2013	On going Original Due Date 10/06/2013
3	Simon Taylor Mark Cooper	14/10/2013 Waiting on action 2 before sending out letters to clubs. Mark Cooper has drafted a letter to send letter to clubs indicating their responsibility in maintained at their own cost once sign completed and erected 9//9/2013 Quote obtained at \$895.00+GST see attached pdf copy	16/11/2013	On Going Original Due Date 13/5/2013

		<p>Order of sign to be changed to Audit of frequency. To add Name Contact Phone Number E-mail address Web site On sign MOVED By Mark Cooper SECONDED By Anne Hausler CARRIED Clubs to be responsible for changes to details once initially done.</p> <p>Mark Cooper to send letter to clubs indicating their responsibility in maintaining at their own cost once sign completed and erected</p> <p>MOVED By Mark Cooper SECONDED Anne Hausler CARRIED</p> <p>Entrance Sign Quote (13/5/2013) Asked for Clarification on what is to be put on sign and material carried over to next meeting</p> <p>Example sign quote requested 1.5 X1.5 waiting on costing. Decision made about order of sporting clubs to be Alphabetical.</p> <p>MOVED by Mark Cooper SECONDED by Simon Taylor CARRIED.</p>	
<p>4</p> <p>Leonie Boothby/ Rebecca Tappert Mark Cooper</p>		<p>14/10/2013 Booking & inquiries to go to council as first point of contact then ratified via S41 through Mark Cooper – refer to council provide event application form (Note Mark to look at an online calendar to make booking visible to club Aaron Sublease discussion ongoing with rugby and cricket.</p> <p>Facilities Booking Schedule- Planned to go to council Not actioned as yet. Mark cooper to follow up current procedure (since Barrie Stewart resignation)</p> <p>This procedure does not seem to be working well example sited from rugby club.</p> <p>Mark Cooper suggested to sub lease. Similar model to Nuri Clubroom facilities Mark to follow up with affected parties to get agreement on way forward and to work out details.</p>	<p>On Going Original Due Date 13/5/2013</p> <p>11/11/2013</p>

		<p>Ongoing Mark cooper to follow up with individual clubs- table back to the committee</p> <p>Booking & inquiries to go to council as first point of contact then ratified via S41 through Mark Cooper – refer to council provide event application form (Note Mark to look at an online calendar to make booking visible to club Aaron Schenk to help with this process</p>		
5	Mark Cooper	<p>Get Well Card Completed 10/6/2013 Mark to send this week thanking Barry for his time and efforts on S41</p> <p>Completed 14/10/2013</p>	14/10/2013	<p>Completed Original Due Date 10/6/2013</p>
6	Fiona Jones/Andrew Lane	<p>14/10/2013 Andrew to talk with Diana Lane to provide information to committee next meeting – further information to be provided from Rachel Roberts and Fiona Jones</p> <p>Request information from Family Fun Day Committee Action modified to change from Andrew Lane to Fiona Jones Andrew to e-mails Family Fun Day committee will need shortly to start planning for next Family Fun day and information is very important</p>	11/11/2013	<p>On Going Original Due Date 10/6/2013</p>
7	Mark Cooper	<p>Received information on rates from council and the new Hire form – Distributed by Andrew Lane 16/10/2013</p> <p>Inform committee about rates of new Hire form and conditions Waiting on this information. Request in addition to this a list of prices for other venues for comparison as well</p> <p>Mark cooper to follow up again Completed 16/10/2013</p>	16/10/2013	<p>Completed Original Due Date 10/6/2013</p>
8	Mark Cooper	<p>Complete Project Proposal –why project is needed for Lyndoch Library Toilet Locks COMPLETED 10/6/2013</p> <p>14/10/2013 Mark to follow up and then action if required.</p> <p>Mark to check to follow up what is happening. Andrew to find correspondence to proposal and send to Mark.</p>	16/05/2013	<p>Completed Original Due 16/5/2013</p>
9	Mark Cooper	<p>purchase 3.6 m Christmas tree cones for use in the institute instead of the current metal Christmas trees that are difficult to set</p>	09/09/2013	<p>New Action Item Original Due Date 01/07/2013</p>

		<p>up and difficult to store this is proposed to be done in the new financial year for a cost of \$340.00 Rueben Batten Completed purchase for reduced cost of \$290.00</p> <p>Mark Cooper to raise order - Bridget to confirm with Mark and Rueben Via e-mail Completed</p> <p>Mark to send Andrew PDF copy of quote and purchase to Andrew for correspondence.</p> <p>Rueben Batten will move Christmas Trees down to Oval shed at time of Christmas Party. Andrew to talk with CFS to moved metal Christmas trees to the oval shed to be stored.</p>		
11	Bridgette Kies	To find contact details and the term of contact-for Civic Guide. Expect 12 months Note further discussion about Local Content Completed	14/10/2013	Completed Original Due Date 09/09/2013
12	Andrew Lane	Place details about Advertisement in the civic Guide in Grape Vine	11/11/2013	Original Due Date 20/09/2013
15	Andrew Lane Anne Hausler	Find recycling info from Anne Hausler and redistribute Anne provided details for Andrew to distribute. Contact Paul and Peter Beta recycling 141 May Terrace Ph. 84471888 Completed	14/10/2013	Completed Original Due Date 09/09/2013
16	Andrew Lane	Andrew Lane to Ask Barry Stewart about keys. Keys to Grape vine P.O Box. Completed Andrew to talk with Diana Lane to ask Post office if they have a key register and where the second key might be.	14/10/2013 11/11/2013	Original Due Date 14/10/2013
17	Andrew Lane	To distribute Lyndoch tennis club lease to committee Members for review Completed	01/10/2013	Original Due Date 01/10/2013
18	Mark Cooper	To contact Rebecca Tappert to confirm the responsibility of S41 in regards to lease agreement . Question does S41 get involved with negotiation of lease or Just setting fees etc. Answer That council look at wording of the contact including clauses etc . S 41 committee need to determine the impact of the lease to other users and determine the rate of fee based on merit and costing information provided to Council. Completed	14/10/2013	Completed Original Due Date 14/10/2013

19	Rueben Batten Simon Taylor / Irene Liebelt	Will conduct an audit of equipment of the shed at the time of the Christmas party as all equipment need to be moved out of the shed. Rueben offered service to maintain records of whom equipment lent to / hired to. Audit of Equipment owned and purchased by the committee stored in the shed at recreational; park	20/12/2013	Ongoing Original Due Date 14/10/2013
20	Mark Cooper	To Action trimming of trees by bowling Club via council Deemed by council not a concern No Action required. Completed	14/10?2013	Completed Original Due Date 14/10/2013
21	ALL	Provide a list of projects _Small , Medium ,Large on what should be done for the community - on going Andrew to provide a start as send out info to S41 committee and to consolidate a list for strategic plan meeting on the 14 th nov13	14/11/2013	Original Due Date 14/10/2013

3 CORRESPONDENCE

- 3.1 Email From Mark Cooper 01-10- Lyndoch St Party
- 3.2 Email From Mark Cooper 01-10 Lyndoch Rec Park overhead power line
- 3.3 Email From Mark Cooper 01-10 Termite Inspection Report
- 3.4 Email From Mark Cooper 01-10 Lyndoch Oval Cricket Pitch
- 3.5 Email From Barrie Stewart 29-09- Keys / Info for LYNDOCH DISTRICTS AND COMMUNITY SECTION 41 COMMITTEE

4 FINANCE REPORT

- 4.1 **Received from Mark Cooper 10/10 – Lyndoch & Districts S41 report true and correct**
MOVED by Mark Cooper
SECONDED by Andrew Lane **CARRIED**
- 4.2 **Received from Mark Cooper 10/10 – Lyndoch Street Party**
MOVED by Mark Cooper
SECONDED by Andrew Lane **CARRIED**
- 4.3 **Request to receive a financial report on the Lyndoch Grapevine No separate report Provided E-mail from Rebecca Tappert Budget for grapevine \$3000.00**

5 DEBATE AGENDA

- 5.1.1 **Lyndoch Rec Park overhead power line-** No action required council review the overhead power line and deemed it to be safe and not requiring pruning at this stage.
- 5.1.2 **Lyndoch Oval Cricket Pitch**
e-mail sent to Mark Cooper in regards to the build-up of loam around pitch. This problem seems to be an annual problem and further investigation is required. Mark cooper to investigate with council the oval maintenance program, to distributed to S41 committee for review . This way any additional cost can be budgeted for costed and possible grants sort.
Suggestion mediation works to be conducted by council operations as a matter of urgency. This is to be escalated to council as current service of cricket pitch is unplayable.
MOVED by Aaron Schenk
SECONDED by Mark Cooper **CARRIED**
- 5.1.3 **Strategic Planning results-** list of projects small, medium Large for the committee to start to look at planning. Andrew to provide a start a s send out info to S41 committee and to consolidate a list for strategic plan meeting on the 14th nov13

- 5.1.4 **Keys to Po Box-only one** Andrew to talk with Diana Lane to ask Post office if they have a key register and where the second key might be.
- 5.1.5 Lyndoch tennis Club Lease Revision to be discussed and ratified
Lease reviewed and some wording amendments made to the lease agreements these were discussed moved and passed refer to lease agreement attached. Next action is to send amended Lease to be sent to council & Tennis club to be finalised and signed .

6 OTHER BUSINESS

6.1 Playground equipment

Equipment design for older age groups, there has been a number of complaints in the library that there is little to no play equipment for the under 5 Years of age – mark cooper to follow up with council about this issue S41 to look at appropriate equipment suitable for younger age group.

6.2 **For Information – Barossa & Districts Football/Netball Club Proposal**

Futures proposal to be voted on 13th Oct for preferred option

- 6.2.1 Options to be
 - 6.2.1.1 Move to Lyndoch
 - 6.2.1.2 Upgrade Williams Town\
 - 6.2.1.3 Greenfield site

The Result of this vote was a large majority voted to move to Lyndoch. In the interest of informing the Barossa & Districts football and netball community have brought this vote/ decision to the attention of the S41 committee and the next step is to submit proposal to S41 to determine future Steps.

7 AGENDA ITEMS FOR NEXT MEETING

7.1 Strategic Plan Projects Listing

- 8 **NEXT MEETING** – Monday 11th Nov 2013, 7:30pm Front room of the Institute
Strategic planning meeting to be held at the Lyndoch Council Chambers 14th Nov 2013

8.1 Andrew to book meeting room

- 9 **CLOSURE** – 10:30pm