

**MINUTES OF THE MEETING**  
**OF THE LYNDOCH DISTRICTS AND COMMUNITY SECTION 41 COMMITTEE**  
Held in Lyndoch Council Chambers (*Monday 09/12/13*)

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**1. WELCOME – 7:30pm**

Mark Cooper, welcomed everyone to the meeting at 7:39pm

**1.1 PRESENT:**

Anne Hausler, Irene Liebelt, Andrew Lane, Mark Cooper,

**1.2 APOLOGIES:** Aaron Schenk, Jason Thiele, Simon Taylor, Jarrod Steinborner, Fraser Vivian and Fiona Jones

**1.3 CONFIRMATION OF PREVIOUS MINUTES**

**MOVED** by Anne Hausler that the minutes of the meeting held on Monday 09<sup>th</sup>Oct 2013 as true and correct.

**SECONDED** by Mark Cooper

**CARRIED**

**MOVED** by Mark Cooper that the minutes of the meeting held on Monday 11<sup>th</sup>Ncv 2013 as true and correct.

**SECONDED** by Anne Hausler

**CARRIED**

**2 CORRESPONDENCE**

2.1 Email From Mark Cooper 15<sup>th</sup> Nov13 Lyndoch & District Strategic planning meeting

2.2 Email From Mark Cooper 18<sup>th</sup> Nov13 consultation of interpretive Signs on Jack Bobridge Bike Track

2.3 Email From Natalie Mudge 29<sup>th</sup> Nov 13 How to create Family Friendly Historic events 12<sup>th</sup> Dec workshops

2.4 Email From Mark Cooper 5<sup>th</sup> Dec 13 Building Condition Audit

2.5 Email From Aaron Schenk 6<sup>th</sup> Dec discussion on shed storage Space

**3 FINANCE REPORT**

3.1 **Received from Mark Cooper 12/12– Lyndoch & Districts S41 Not Tabled at meeting**

**MOVED** by N/A

**SECONDED** N/A

**N/A**

3.2 **Received from Mark Cooper 12/12 – Lyndoch Street Party Not Tabled at meeting**

**MOVED** by N/A

**SECONDED** by N/A

**N/A**

**4 DEBATE AGENDA**

4.1.1 **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 14<sup>th</sup> nov13 and inform people that this will be held in the front room of the Lyndoch Institute.- refer Email further consideration for next meeting. These have been categorized into types of expenses.

4.1.2 **Jack Bobridge Track / Consultation of the interpretive signs**

Letter from council saying they are attend to open early in January 14 in conjunction with the tour Down under 2104 – starts on the 19<sup>th</sup> January -24January. Tuesday 21st.ride from Nuriootpa to Angaston -135k ride. S41 to look at options on what can be done for opening. E.g. Drink stations organise a sale of ice block, drink, possible to hold an event at Lyndoch Recreation oval after organised ride etc. – Has been delayed to early autumn (March) date to be confirmed.

**Consultation of interpretive Signs on Jack Bobridge Bike Track**

S41 committee would like to review content of sign prior to printing to ensure that content is accurate and appropriate for local area

4.1.3 **Storage shed request from little athletics**

The S41 committee agrees with little athletic that storage is at capacity and recognises little athletic requirement to purchase addition mats for high jump.(To address safety issues).

A motion has been raised to monitor storage capacity and recognises the safety concern with over-crowding the storage shed and agrees that more storage space is required or improve method of storage required to effectively store equipment.

**MOVED** by Mark Cooper

**SECONDED** by Andrew Lane

**CARRIED**

**4.1.4 Receipts for payment from grapevine and Lyndoch Christmas party**

MC to raise purchase orders for Diana Lane

**4.1.5 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.

Approached by the tennis club waiting on Council to prove final lease to Tennis Club for signature and finalisation

**4.1.6 Building Condition Audit**

**4.1.7 How to create Family Friendly Historic events 12<sup>th</sup> Dec workshops**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Action	Actioner	Title	Due Date	Action Type
1	Mark Cooper	To organise Shed to be erected	30/10/2013	Completed 11/11/13 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 have obtained pigeon club contact 11/11/2013</i>	11/11/2013	Completed 11/11/2013 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  Order of sign to be changed to Audit of frequency.	9/12/2013	On Going Original Due Date 13/5/2013

		<p>To add Name Contact Phone Number E-mail address Web site On sign <b>MOVED</b> By Mark Cooper <b>SECONDED</b> By Anne Hausler <b>CARRIED</b> 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><b>MOVED</b> By Mark Cooper <b>SECONDED</b> Anne Hausler <b>CARRIED</b></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><b>MOVED</b> by Mark Cooper <b>SECONDED</b> by Simon Taylor <b>CARRIED.</b></p>	
4	<p><del>Leonie Boothby /</del> <del>Rebecca Tappert</del> Mark Cooper</p>	<p>11/11/2013 Close booking – currently to use the event application form council enquires to go via mark Cooper and use online Calender booking system</p> <p>14/10/2013 Booking &amp; 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>Close 11/11/2013 Original Due Date 13/5/2013</p> <p>11/11/2013</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>Ongoing Mark cooper to follow up with individual clubs- table back to the committee</p> <p>Booking &amp; 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> <p>Action to add links</p>		
6	Fiona Jones/Andrew Lane	<p>14/10/2103 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 Action to go to council to get application</p>	11/11/2013	On Going Original Due Date 10/6/2013
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. Andrew to find minutes relating to these.</p>	16/05/2013	Completed Original Due 16/5/2013
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 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</p>	09/09/2013	New Action Item Original Due Date 01/07/2013

		<p>correspondence. Completed</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>		
12	Andrew Lane	<p>Place details about Advertisement in the civic Guide in Grape Vine E-mail sent to grape vine Completed E-mail sent to Grapevine will be added to Jan 14 Grapevine</p>	8/12/2013	<p>Completed Original Due Date 20/09/2013</p>
16	Andrew Lane	<p>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. Diana has organised a second key from post office (was not handed out originally)</p> <p>Draft e-mail to council asking about returned keys</p>	14/10/2013 8/12/2013	<p>Completed Original Due Date 14/10/2013</p>
19	Rueben Batten Simon Taylor / Irene Liebelt	<p>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.</p> <p>Rueben offered service to maintain records of whom equipment lent to / hired to.</p> <p>Audit of Equipment owned and purchased by the committee stored in the shed at recreational; park</p>	20/12/2013	<p>Ongoing Original Due Date 14/10/2013</p>
21	ALL	<p>Provide a list of projects _Small , Medium ,Large on what should be done for the community - <b>on going</b> Andrew to provide a start as send out info to S41 committee and to consolidate a list for strategic plan meeting on the 14<sup>th</sup> nov13 Next meeting 10Feb14 next meeting</p>	Completed 14/11/2013	<p>Completed 14/10/2013 Original Due Date 14/10/2013</p>

## 6 OTHER BUSINESS

None

## 7 AGENDA ITEMS FOR NEXT MEETING

None at present

**NEXT MEETING** -- Monday 13<sup>th</sup> Jan 2014, 7:30pm at the Lyndoch Council Chambers

7.1 Andrew to book meeting room

**8 CLOSURE** – 9:20 pm