

DUNDURRABIN COMMUNITY CENTRE MANAGEMENT COMMITTEE

MEETING MINUTES

8 February 2023; Dundurrabin Community Centre

Present: Leslie Ayling, Dylan Garson, Deb Thornhill, Rudy Kistler, Leonie Pankhurst, Steve Rush, Amiee Rush, Kirsty Ledger, Breeannen, Ken Thornhill AND Invited Guest Phil Sedgman
Apologies: Hon. Secretary – Pete Munroe, Tash Wilson, Sam Ayling, Invited Guest Benjamin Bennett

Meeting opened at 6pm by Steve Rush; welcomed those attending Meeting

<i>Item</i>	<i>Discussion</i>	<i>Responsible person & deadline</i>
<p>1. Adoption of previous minutes</p> <p><i>A motion should be moved to adopt these. The resolution from that motion should be set out here. That resolution should include any changes that the meeting resolved to make to those minutes.</i></p>	<p>Minutes of last meeting taken as been distributed and read by all committee members. To action – Dylan to invite Ben [Bennett] to next meeting for nomination and election to committee.</p>	<p>Dylan Garson</p>
<p>2. Business arising</p> <p><i>Deal with any matters that were to be completed since the last meeting or that have arisen from items in those minutes.</i></p>	<p>Matters arising from last meeting – account's payments and discussion on benefits of opening a NAB account, also opening of local trade accounts.</p>	<p>To action – Leslie - NAB account. Deb and Dylan - local trade accounts.</p>
<p>3. Particular items of business (list)</p> <p><i>There is no need to record any discussion on any item of business, but you may do so if preferred. However, if the meeting wishes to make a decision on any matter raised, that decision should be framed as a motion and put to the meeting. Remember, all motions must have a mover and a seconder.</i></p>	<p>1. Groundsman's Report – update on BCI Regen project on community centre land, the need for fire breaks to protect the near 600 native trees that have been planted, work bee's needed for ongoing maintenance of this forest asset. Number of ongoing job's such as the burn piles and ongoing clean up from the fire mitigation works.</p> <p>2. Cafe and more – Kitchen - Kirsty, Tash, Rudy – Tash unable to attend but making a cake. Menu already decided on. Volunteers requested for set up.</p>	<p>1. To action – Dylan to contact Reece luxton CVC and request help with the the proposed fire breaks. Dylan to organise work bee's for regen project maintenance.</p> <p>2. To action – requests for cakes and volunteers.</p>

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	<p>3. Councillors Listening tour – discussion of topics and delegates chosen.</p> <p>4. Hon. Secretary’s Report – correspondence tabled – information on Clarence Catchment Alliance and discussion on possible visit. Correspondence and booking by CVC for Councillors Listening tour. Correspondence with Reece luxton and RFS regarding burn permit for burn piles, Dylan Garson’s name has been given to RFS as to act on councils behalf in obtaining burn permits. Dylan to give Baff’s sawmill community centre’s banking details for payment of log’s sold, one remaining log to be picked up.</p> <p>5. Hon.chairperson’s Report – bikkie’s restoration club inquiring about another visit and showing of bikes. Update on correspondence with CVC regarding hall upgrades, Kitchen colour scheme, discussion had on design and colours, all in agreeance.</p>	<p>3. To action – delegates to speak – Leonie, Kirsty, Deb and Dylan.</p> <p>4. To action – Dylan to correspond further with Clarence Catchment Alliance and request suitable dates for visit. Dylan to obtain burn permit. Dylan to visit Baff’s sawmill regarding payment for logs.</p> <p>5. To action – Deb to contact restoration club about booking and upfront payment for catering. Deb to correspond with council and builder regarding our chosen colour scheme.</p>
<p>4. General Business</p> <p><i>Any member may raise any matter relevant to the Committee in general business. Again, if any decision is to be made on any matter raised, a motion must be framed and put to the meeting.</i></p>	<p>1. Phill tabled preliminary quote for pizza oven roof and has volunteered to manage building. All in agreeance and grateful for phil’s time and experience.</p> <p>2. Breeannen inquired about running a day care business from the community centre, 5 day’s a week. This was not seen to be suitable by the committee and it was</p>	<p>1. To action – Phil to obtain further costings and organise work bee’s with assistance from Ken and Dylan.</p> <p>2. To action – whole committee to discuss further. To be put on next agenda.</p>

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	suggested 2 days for 4-5 hours might work. Further information to be sort.	
5. Treasurers report <i>This should include:</i> <ul style="list-style-type: none"> • <i>the balance of the Committee's bank account as at the last report;</i> • <i>all transactions on that account since the last report;</i> • <i>the balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meeting;</i> • <i>a bank reconciliation.</i> <i>There should be a motion to accept the Treasurer's Report.</i>	5. Hon.Treasurers Report – given verbally and print of current bank statement.	5. To action – Leslie to complete report.
6. Correspondence <i>All items of correspondence should be listed here under the headings 'inward' and 'outward'. There should be a motion accepting the correspondence which should include any decisions the meeting may have made regarding any of the correspondence.</i>	As above	As above
7. Date and venue of next meeting <i>A date should be set for the next meeting.</i>	Next meeting set for 8th/3 rd /2023 5.00pm	Next meeting set for 8th/3 rd /2023 5.00pm
8. Preparation of Agenda & Minutes for next meeting		
9. Close	Meeting closed by the chair 7.15pm	Meeting closed by the chair 7.15pm