

**MERRIJIG PUBLIC HALL**  
**Committee meeting held Thursday 21<sup>st</sup> 2002**

**Present:** P Howarth, P Davis, S Weir, P McCormack, J Syme, C Dunlop, C Brandl

**Apologies:** None

**Preamble:** P Howarth asked if the committee would be happy to keep meeting times to a maximum of one hour in the interest of managing the Agenda.

It was agreed that the committee would meet once a month on the second Thursday at 7pm, and that the meeting should run for one hour unless unusual pressing business required going overtime.

Carried.

**Matters arising** from the Draft Community meeting minutes of 17<sup>th</sup> November 2002.

C Brandl noted that her name had been incorrectly represented.

C Brandl asked that we use the term Committee persons instead of Committeemen.

The minute was noted.

Moved S Weir. Seconded C Dunlop

**Deed of Merrijig Public Hall:** P Howarth raised the urgent need to locate the Hall Deed and volunteered to speak with the Solicitors to obtain Deed and Title.

**Committee roles and responsibilities:** Poppe agreed to locate and forward a copy of Committee of Management operating procedures prior to the next meeting.

**Insurance:** The Hall is not currently insured for property damage or public liability. S Weir advised that she has had discussion with the Shire and it is likely that the insurance will be underwritten through the Shire via community group insurance provisions.

It was agreed that value estimates should be - Building \$150,000; Contents \$10,000; Public Liability \$5,000,000; plus fire levy.

**Motion:** That S Weir be empowered to enter into an insurance agreement with the Shire at the earliest possible time, including property and public liability.

Moved C Dunlop. Seconded T Lovick.

**Priority safety issues:** It was agreed that before insurance could be finalised there were several pressing safety matters to be addressed.

T Lovick offered to install two smoke alarms before the next meeting.

T Lovick agreed to liaise with the CFA regarding the procurement of two fire extinguishers and other supporting fire safety equipment.

S Weir agreed to check with the Shire Building Inspector to determine what signage is required for the Hall.

T Lovick agreed to speak to local stone mason Evan Houston regarding repairs to the chimney.

**Motion:** That the building not be used for overnight bookings or other events until the committee is satisfied that all safety requirements have been met. Moved S Weir. Seconded T Lovick.

**Incorporation:** P Davis advised that she had experienced difficulty in accessing Incorporation application forms via phone and the web. She undertook to collect and complete the application prior to the next meeting.

**Motion:** That P Davis complete the Incorporation transaction as soon as possible. Moved C Brandl. Seconded T Lovick.

**Shire Support:** It was agreed that P Howarth should advise the Shire Administrator that a new Hall Committee had been elected and will be actively seeking Shire support. Carried.

**General:** C Brandl reminded the Committee that it should be applying for Rodeo funding. C Dunlop agreed to determine the requirements from D Shelton, President.

P Davis enquired whether the Committee wished her to design a letterhead and supporting material noting the importance of a corporate image. Agreed.

C Brandl suggested a fundraising effort on Australia Day weekend 2003 with a monster jumble auction to be held at the Hall. All agreed and suggested she develops and presents a concept at the next meeting.

C Brandl requested an early discussion on plans for refurbishment of the kitchen. It was agreed that the committee should discuss this at the next meeting.

Meeting closed at 8.05pm. Next meeting Thursday December 12<sup>th</sup>.