

Minutes: 14th August 2023: 7.00 pm, Macclesfield Institute

1. PRESENT: P. Worland (Chair), C. Gordon (Vice), G Harris (Treasurer), J. Conroy (Secretary), L. Boyd, R. Davidson, D. Maher, M. Buckby, K. Scholz,

2. APOLOGIES:

3. WELCOME:

Acknowledgement of the traditional owners - the Peramangk people – past, present and emerging, on whose land we meet tonight.

4. GUESTS: K. Stephenson

5. MINUTES OF PREVIOUS MEETING: Motion: “That the minutes of the meeting held 10/7/23 be accepted”.

Moved: J. Conroy

Seconded: D. Maher

Motion carried

Agenda items	Discussion	Decision	Action
6. Business Arising from Minutes			
6.1 Community Emergency Response: Resilience Network		Following AGM Macclesfield Resilience Network to provide committee with a report of MCA relevant business	
6.2 Macclesfield Resilience Group – governance discussion/draft of Information Booklet	<ul style="list-style-type: none"> - 72 hr response group – nil update - Infrastructure group – - W. Leibeck/MBDC Council rep D. Moore (Community Property Coordinator) met to discuss proposal to equip the Institute as a Community Hub. 		

Agenda items	Discussion	Decision	Action
6. Business Arising from Minutes			
6.2 Macclesfield Resilience Group – governance discussion/draft of Information Booklet (Cont.)	<ul style="list-style-type: none"> - Initial feedback from MBDC - in principle support but no discussion regards financial support. - R. Davidson & C. Gordon met with W. Leibech to discuss proposal, rationale for choice of Institute as location, MCA concerns & recommendations. Meeting went well. - P. Worland - how will MCA work with group to progress? - D. Maher – Hotel has generator which could possibly be utilised, MBDC would need to finance rewiring to permit shared Hotel/Institute use. - Information Booklet – changes suggested by some local business sponsors - L. Boyd/ G. Milne attending AHCAVN meeting 15/8, next month Red Cross meeting with other community Resilience groups - Social Connection & Cohesion –planned Community Bonfire at Crystal Lake 	<p>MCA - \$\$ be sourced/finalised before progressing proposal – possible grant pursuit (none currently open) Task groups can research info related to proposals, must consult with MCA before approaching MBDC on matters MCA liaison if proposal advances</p> <p>Recommended changes sent to K. Maher (currently away). Launch to be held at Strawberry fete/raise awareness of Resilience group. Co-located with CFS/RSL</p> <p>Sat. 16th Sept, pending MBDC fire/event permit approval</p>	<p>R. Davidson</p> <p>L. Boyd</p> <p>G. Milne</p>

Agenda items	Discussion	Decision	Action
6. Business Arising from Minutes (Cont.)			
6.3 Crystal Lake progress	<ul style="list-style-type: none"> - MBDC engaged consultant undertake a two stage review - 1st positioning where CLP sits in context of other community spaces, demand - 2nd feasibility of proposal of Crystal Lake Arts hub. - P. Worland/R. Davidson met with MBDC reps at CLP Ceramics studio, feedback from meeting 	MBDC follow up - what else is required	P. Worland
6.4 Accessible car park- Venables St.	<ul style="list-style-type: none"> - L. Boyd/P. Worland met to determine suitability. Feedback provided to MBDC No response as yet 	P. Worland proposed 'Opening' ceremony to thank MBDC for Stage 2 Main St redevelopment – Possibly a market day?	
6.5 Hall Manager	<ul style="list-style-type: none"> - D. Maher - new cleaning company at hotel, start at 5 am. What needs to be cleaned – toilets regularly - C. Gordon – contacted Space to Co - use of platform cost options 	<p>Contact R. Milne to clarify cleaning routine</p> <p>Meet to cover off on booking process</p>	<p>D. Maher</p> <p>C. Gordon, R. Davison, J. Conroy</p>
6.6 MBDC License to occupy - Night paddock	<ul style="list-style-type: none"> - P. Worland contacted MBDC to confirm MCA will renew license - MBDC offered 3 year lease 	<p>Motion: MCA to continue License to occupy Night Paddock for 3 years.</p> <p>Moved: C. Gordon</p> <p>Second: L. Boyd</p> <p>Motion carried</p>	
6.7 Lack of public transport	<ul style="list-style-type: none"> - M. Buckby – not met with Josh Teague. - K. Stephenson attending General Store Wednesday to meet local member, will raise. 	Gather data to share/arrange meeting	M. Buckby

Agenda items	Discussion	Decision	Action
6. Business Arising from Minutes (Cont.)			
6.8 Food pantry –relocate non perishables cupboard	- R. Davidson – K. Smith (MMS) working with contractor building cupboard, should be here in next week	Request MMS to secure cupboard to wall when installed, also ask move/hang Maccy Biochar poster in MCA preferred location in Supper room	R. Davidson
6.9 MBDC Community Grants review	<ul style="list-style-type: none"> - P. Worland active in this review in particular feedback to consultant on observations regards equity of grant distribution. - Also met with other local township community groups to discuss experiences. - K. Stephenson - attended informal briefing on review held by MBDC – nil significant feedback to report 	Remain connected network but continue to apply for grant opportunities individually unless appropriate to collaborate	P. Worland
6.10 MBDC Event Grants outcome	<ul style="list-style-type: none"> - Strawberry fete - \$2000 - \$500 less than requested (accepted) - Arts \$1500 - \$1000 less than requested (to be accepted) 	Arts Task force to determine how \$ might be spent in designing event	K. Scholz
7. Correspondence			
Business Arising from Correspondence	- Nil		
8 New Business			
8.1 Thank you gift for exiting Hall Manager		Discuss/explore suggestions	L. Boyd

Agenda items	Discussion	Decision	Action
9. MCA Planner			
9.1 EOFY	- Nil further detail.	Information for AGM: balance sheet, profit and loss statement	G. Harris
9.2 Netball Club trophy donation	- Maddison Roe-McBeath advised donation of no more than \$50 for 'Most Improved Junior' trophy. Invoice will be sent to MCA around September. Rep from MCA to present.	Identify MCA rep when presentation date/time confirmed, notify club.	
9.3 Hand in volunteer timesheet	<ul style="list-style-type: none"> - Discussion re purpose and methodology to collect data - Suggested 3 monthly census to record info extrapolate for 12 month period 	PW commence properly at beginning of new committee/ 2023/24 FY year. Review after AGM	
9.4 Policy review	<ul style="list-style-type: none"> - M. Buckby reviewed 4 MCA policies: - Use of electronic media policy - Subcommittee taskforce - Child safe policy 	<p>Changes: Replace 'Save the Bush' with Macclesfield Bushcare Subcommittee task group directions point 1 replace 'explicitly empowered' with <i>unless approved or authorized</i> Include new subpoint – <i>grant applications on behalf of the MCA</i> Adopt revisions made. Point 4 include <i>Application can be made through the executive</i> Change MAC to MCA Other revisions required regards frequency/nature of child/youth activities</p>	M. Buckby

Agenda items	Discussion	Decision	Action
9. MCA Planner			
9.4 Policy review (cont.)	<p>- Child safe policy (cont) Point 1 'a risk assessment of these activities must be undertaken and a risk management strategy written and implemented'. Required for Youth Group</p> <p>- Working with Children Code of Conduct Point 9 Child Safe Policy & Point 6 Code of Conduct 'Ensuring another adult is always present or insight when conducting one to one activities'. K. Stephenson- on occasion supervising students alone at Youth group</p>	<p>Modify MBDC Risk assessment document</p> <p>Adopt revisions made Point 7 remove 'serious' to read <i>any complaints</i></p> <p>Will need to seek another assistant</p> <p>All Policies require authorizing block at end of each document to be updated</p>	C. Gordon
9.5 AGM date and notify Task groups to prepare Annual Report for AGM	- To be held September 11 th	All Task Groups/committees notified. Email MBDC Councillors, other community groups, distribute posters to local services.	J. Conroy
9.6 Weed control back of Institute	<p>- Has been sprayed once</p> <p>- K. Scholz – bricks out front of Institute slippery, posing risk</p> <p>-</p>	Continue to monitor, spray as required Notify council to treat	M. Buckby P.Worland

Agenda items	Discussion	Decision	Action
9. MCA Planner (Cont)			
9.7 MBDC Community Grants Round 1	<ul style="list-style-type: none"> - 2 applications not successful. - MBDC Grant requirements – only one application per organisation. - C. Gordon - Other grant funding sources available – BDM \$5K pa - Arts Task force – funding for local public art in township 	<p>If competing interests for future grant applications, decision will be at discretion of MCA and be application submission of higher value.</p> <p>Permission sought from committee to resubmit seats grant</p> <p>Circulate for discussion and decision at September</p> <p>Recommend discuss with MBDC Arts Officer approach to public art</p>	<p>P. Worland</p> <p>C. Gordon</p> <p>K. Scholz</p>
10 Finance			
10.1 Report	<ul style="list-style-type: none"> - Draft prepared. Surplus \$6000. \$23000 unspent grants 	<p>Finalise & check for AGM.</p> <p>MCA books audited before AGM</p>	<p>G. Harris/C. Gordon/ P. Worland J. Bullock</p>
11 Events update			
11.1 Strawberry Fete: Subcommittee	<ul style="list-style-type: none"> - Insurance costs \$1300, nearly \$1000 stall sites sold - possible \$2000 to go - Raffle/ face painting/\$5 per ticket for Strawberry Trail (17 stalls participating). - Prizes Berenberg strawberry jam, Steam ranger tickets, Wallis cinema, Monarto zoo - Sheep dog/agility trials, Music band on truck on in middle of oval 	<p>MCA to fund face painting / contact details of Creative Pursuits face/henna painters</p>	<p>K. Scholz</p>

Agenda items	Discussion	Decision	Action
11 Events update (Cont.)			
11.2 MCA 75th Birthday	- 75 th combined with xmas celebs. Held midweek at Hotel	1 st week December Planning required	K. Scholz, C. Gordon, J. Conroy
11.3 Australia Day Breakfast	- PW follow up with Cathy they still want to run Australia Day Breakfast		
12 Grants update			
12.1 Queens Jubilee – tree planting	- Nothing further to report – sign to be installed		
12.2 DHS Access path/Sensory Trail at Crystal Lake	- Nothing further to report		
12.3 Stronger communities grant- CL access path stage 2	- Awaiting outcome		
12.4 Volunteer Grant- projector	<ul style="list-style-type: none"> - Purchased and ready for use - movie night. - cost for 'Amalgamating' subscription per borrow minimum \$180 or 30% – can be multiple screenings and available for one week 	Suggestions for initial double screening family event School holiday activity 6 th Oct Advertise Send around list of suggested films (Weekend of shadows?) Invite Garage 29, youth group could make choc tops, popcorn maker?	L. Boyd K. Scholz
12.5 Grants for Seniors'- Seats for reserves	- nil to report		
12.5 Post office grant – resilience booklet	- L. Boyd requested information on monies donated from community groups to contribute to printing costs		G. Harris

Agenda items	Discussion	Decision	Action
13 Reports			
13.1 Market	<ul style="list-style-type: none"> - Fairly quiet, 13 stalls, raffle, live music - L. Boyd consulted with stall holders regards market dates, and likely impact of other events being held in Macclesfield 	<ul style="list-style-type: none"> - Stall holder agreement - no market Nov/Dec 2023/Jan 2024 	
13.2 Hall Report	<ul style="list-style-type: none"> - Defibrillator – Replacement battery, maintenance required - A few Institute items requiring repairs - Community feedback regards people urinating in Institute gravel driveway - - Maintenance work required at the front 	<p>To be arranged. Suggested approach Rotary for contribution to repair cost Follow up MBDC</p> <p>Single gate requires secure lock to prevent access Handover from Robyn</p>	<p>D. Maher P. Worland</p> <p>R. Davidson</p> <p>R. Davidson</p> <p>R. Davidson, D. Maher, C. Gordon</p>
13.3 School Report	<ul style="list-style-type: none"> - Nil received 		
13.4 Task Groups	<ul style="list-style-type: none"> - 6 volunteers for Arts Task force 	Establishing date for participants to convene	K. Scholz

Finish: 9.08 pm

Next Meeting: Monday 18th September 2023

Notes:

Bring share plate for AGM supper

G. Milne to be returning officer?