Minutes: 8th November 2021: 7.00 pm Macclesfield Institute:

**PRESENT:** Lynn Boyd, Vicki Taylor (secretary), Penny Worland (chair), Anne Stott (Treasurer), Christie Gordon (vice Chair), Malcolm Buckby, Tess Minett.(Mt Barker councillor). Guests: David and Deb Brown

**APOLOGY:** Tara Horsnel

**WELCOME:**

Acknowledgement of Country: To Elders past and present, the Peramangk people.

**MINUTES OF PREVIOUS MEETING:**

**Motion: “***That the minutes of the meeting held 18th October 2021 be accepted”.*

**Moved:** by Malcolm and seconded by Lynn. Carried

| Agenda Item | Discussion | Decision | Action |
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| 5.0 Business Arising from Minutes |  |  |  |
| 5.1 Community Emergency Response: CFS Bushfire Blitz | Jackie away until the 8th November. Signs advertising the meeting state no reservations needed. To be checked with Jackie how it is to be managed. Although no bookings required but will check with Jackie. | Evenbrite event not be set up | Lynn/Christie to check with Jackie re how the numbers attending the event to be managed. |
| 5.2 Community Emergency Response: Community Resilience Network | Lynn reported on meeting with the Adelaide Hills network. Survey to be completed for the town to identify where we are at and meeting with Graeme about this survey later this week. There was some discussion about high grass around Macclesfield. Noted that slashing normally starts on the eastern side of the Mount Barker Council area and moves to the west taking in Macclesfield. Dan (?) council officer for fire prevention stated there is a lack of funding for extra slashing. However, If it is evident that more needs to be allocated, then additional funding will be sought. The contractors can tell council that they can’t do it in the timeframe. | Survey outcome to be discussed with Graeme later in week | Lynn meeting with Graeme Milne re how prepared the community is for any emergencies |
| 5.3 Community emergency Response: Request to Greg Parker for a Council - Red Cross partnership | Penny has checked with MBDC for funding for community-based resilience initiative with MBDC to engage Red Cross to deliver community resilience workshops. There will be grants for this with applications due in January. | Penny to continue to follow up and email from Yelaina at MBDC re funding. Grants info to be forwarded to Tess | Penny to liaise with Yelaina re grant for community resilience workshops to be presented by Red Cross |
| 5.4 Eastern Side of Venables Street upgrade | Extension for the funding and deadline now mid-2022. Kristian has now responded to MCA’s queries: In his reply needs some confirmation on outside of the institute building and the plaza. Document tabled: earlier proposal and current proposal. How wide do we want paving area to be? | After pacing out changes outside the Institute, general agreement with the new proposal:   1. Pave the driveway access 2. ‘Plaza’ paved up to the northern wall of Institute, and 3. Request a garden bed between Plaza and the road (north-south orientation) | Feedback on changes to design be sent to Kristian by Penny. |
| 5.5 MCA Application Form | No discussion | Content off Application Form to be determined once a more clearly defined member demographic has been determined. | Deferred |
| 5.6 Terms of reference MCA Groups | Young at Heart Club need a ToR | YaHC have previously been treated as an auspiced group. Will likely change them to a Task Group. | Penny and Malcolm to meet with Cathy to clarify status of YaHC and ToR |
| 5.7 Crystal Lake Park and Lord Robinson parkland | MCA still has a role in bringing the various parties together to try to facilitate an agreed use of the Crystal Park/ Lord Robinson park. MBDC may consider providing funds for a strategic planning process for the various groups but will need a formal proposal and costs. Penny has contacted the SA Stone Sculpture Association regarding their deputation to MBDC. Propose a meeting with the key interest groups before Christmas on a way forward. Propose the planning be done in a time limited fashion with a limited number of meetings to workshop a proposal and an agreement on how this might be resolved. Governance is part of discussions to be had. | John Farrington is an architect, sculptor and Macclesfield resident and is interested in assisting. He has spoken to the Biochar group and the SA stone sculpture Association. Not committing anything at this stage other than facilitating a group discussion on how the resource might be shared. And how to develop a vision for the reserve. There is something in township plan and how we get to a workable outcome. | Penny to organise meeting with the parties prior to Christmas about workshopping a solution for the shared use of this facility and engage John Farrington to assist in gathering information to inform this.  Penny to liaise with MBDC re the process and potential Council contribution and involvement. |
| 5.8 Adelaide Hills Kids Market | Not able to contact the person involved | Lynn to let Nathan Rogers know that the person not returning calls | NFA |
| 6. MCA Planner |  |  |  |
| 6.1 Green hire room review | Hire fee has not increased for several years. Agreement with regular user has lapsed. The Agreement should be revisited along with the hire fee. | Notice be given to regular user that a new agreement will be negotiated in 12 months and there will be an increase in hire cost at that time. No immediate change to hire fee. | Christie to write to Karen alerting her that agreement will be renegotiated and there will be an increase in the fee. |
| 6.2 Update Maccy Booklet | Still too be completed |  | Lynn to update |
| 6.3 MCA governance policy: Auspicing Policy | This policy was developed in 2008 and has been reviewed by Malcolm. Policy is considered to be pretty comprehensive and current. May need a standard agreement to be attached with a schedule for any different arrangements particular to a committee. Noted there is a separate policy for Task Groups.  Status of Young at Heart group should be transitioned to a task group. Have currently taken out insurance. However it does expose the MCA because arrangements are not clear - they are taking out insurance for Cathy as instructor. | Need no updating. Standard model agreement with schedule to be developed. Covering letter to the agreement should include list of responsibilities and requirements for the auspices group for the funding being provided including accountability for funds provided. Could also include for events. Form letter to be attached to policy.  Penny to discuss with Young at Heart moving to becoming a Task Group and the implications of this. | Malcolm to provide to model agreement to next meeting.  Penny and Malcom to discusswith Young at Heart on the steps to become a task group (in 2022) |
| 6.4 Electrical tagging | Had to use Fire watch because Ash White cancelled. Firewatch also provided a quote on the replacement of the faulty exit sign. Need a new plug on an extension cord. And extension cord found under the water tank had to be discarded. | In future have asked for one call out to do tagging and fire safety review. | Mr Brown offered to replace the plug on the extension cord. |
| 6.5 Maccy School award | Two awards are needed: grade 6 and grade 7 graduating in 2021. The school is asking the children to write down all the things they do. Award decision based on this.  The school did callout three children who needed financial support to attend a camp. Noted the camp was imminent - insufficient notice given to MCA.  Living Word Church and Councillor Minett can also assist with this kind of thing(with notice). | Two book vouchers of $25 to be purchased for each award. Total of $50. Vouchers from Matildas.  Need to check if this is still an issue. But may fund them for the presentation attendance. | Awards night in December at their presentation evening. Christie to purchase the vouchers  Lynn to check re status of children needing financial assistance. |
| 7 Finance | Move finance reports be accepted: | Moved by Ann seconded by Christie. Carried. |  |
| 7.1 Budget 21/22 | MYOB to be sent to Christie who will format 2021/22 budget from it. |  | Anne to open access to MYOB to Christie |
| 7.2 Signatories | Signatories now finalised. But noted. Minutes of August meeting had to be changed so that the names of the signatories were the names in the Minutes. Noted Christie Gordon is Christien Gordon for any future reference. |  | Changed August minutes to be presented to next meeting for endorsement: Must be endorse by attendees at that meeting only. |
| 7.3 Credit Card | Can get a MasterCard debit card. | Moved that we get a Commonwealth Bank MasterCard Debit card with one to sign: Anne Margaret Stott. Credit Card to be attached to account number BSB 065515 account 1005 4093. Second Malcolm. Carried. | No Further Action |
| 8.0 Maintenance of Institute | We have had a good amount of cleaning recently, and repairs associated with new kitchen etc. Only gutter on northern side of supper room may need maintenance before next winter. It was overflowing at last big rain. | Graeme Milne and Geoff Harris can assist. | Penny to ask Geoff and Graeme to inspect and advise if repairs are required. |
| 8.1 Signage | Sticker to be placed on the sign out the from top promote how to hire the hall. | New contact information to be directed to website rather than phone number. Booking system online still being sorted. | Christie to organise change - paint over the current contact information on top on the Institute. and Christie to organise decal over signs. Christie to finalise bookings on website. |
| 8.2 Agreement | Management agreement to be updated next year. Fee to be confirmed likely to be last year plus 1 %. | Nothing further at this stage | Anne to forward Audited Financial reports to Council and an invoice for management fee when the amount has been provided. |
| 8.3 Fire Safety | Battery backup for emergency exit sign above the supper room door to be replaced. Robyn Milne requested a quote from Firewatch | Christie has spoken with Firewatch to chase up quote. | Wait for quote. |
| 9.0 events |  |  |  |
| 9.1 BYO Picnic | Confusion about who was organising (RSL or MCA) | Decided not to proceed. | NFA |
| 9.2 Christmas Carols | All organised and approved. Invoice for $500 has been sent to Chloe Head Events and Tourism co-ordinator. Insurance covered under council and the current policy not available yet to MCA - Chloe to follow up and let us know . Event group to keep on this. |  | Tea and coffee being provided by MCA. Christie and Robin will organised. No self-serve. Bev to be told that no food is to be provided so she can make any other arrangements if necessary. |
| 9.3 75 years of MCA | 75 years of MCA in 2022. To be discussed with history group about an appropriate celebration.  History Group will report in December | History Group to advised | Penny to raise with Lesley Shack. |
| 10. New Business |  |  |  |
| 10.1 Bushcare Group – Grassroots Grant project | MCA supported a grant application by this group. Isobelle Campbell, a traditional custodian, has provided a walk around on traditional plants, waterways and cultural information. Signage now being developed for Crystal Lake, Day Paddock and Davenport Square on Healthy Country /Healthy People theme.  Grant funded project includes an event witha welcome to Country. Potentially during 2022 Nature Festival and tie in with school. Might want to partner with Bushcare group and the Peramangk TOs to run this festival scheduled for next spring. | MCA to continue to support the project as partner and explore the Nature Festival idea | Penny will liaise with Bushcare about the project. |
| 10.2 MBDC Arts Plan | MCA provided a letter of support for grant funding application by MBDC. The grant application was successful and Council developing an Arts Plan in 2022. | MCA has a high level of interest in the content of the Plan – there is potential for support for initiatives in Macclesfield eg Crystal Lake Arts Hub. | Penny to keep up to date with the Arts Plan project and liaise with other interested parties, reporting back to MCA as required. |
| 10.3 Development of pub. | Link to be provided to all the members for comment. Any comments to be directed to Penny for a formal response. | MCA will review the Development Application and consider if need for a response. Penny to circulate information for members to provide feedback on by Sunday 14 November. | Penny to send link to all members and collate any comments. Comments need to be submitted before18th November |
| 10.4 sign up to Centrelink to take volunteers | Malcolm to get form for volunteers from Centrelink. | Need a list of jobs that these volunteers might be able to do. | To be discussed at next meeting. |
| 12. Reports |  |  |  |
| Market Report | Market went well even though there was bad weather. Had a lot of stalls. Great stalls - made $200 on fees and $100 on Local Table and spent $30 on bunting. Market to be held in December but not January. - | Helpers needed for next market setting up and cleaning up at the end. | Lynn to send email seeking assistance to set up at 5 pm the Saturday before and Sunday morning to set up gazebos. Also put up signs and gazebos on Sunday am and to pack up. |
| Agistment | Note that there is high grass in Night Paddock. | No horses in the Eastern side of the Night Paddock – grass is high. | Penny to discuss with Kelvin (Agistment manager). |
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| 13. Finish | Christmas function: next meeting - shorter meeting and then finish with a meal for 13th December. Meeting at 6 finish at 7.00 and then meal. Need numbers week before to Christie and to book. | Next meeting to include Christmas dinner with invitees and partners | All former committee to be invited - Penny to send out invitations. Also to Task Group leaders (Lesley Cathy, John and Robyn/Carol) and Tess. |
| Meeting finished 9.10 pm |  |  |  |
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Next Meeting: Monday 8th December at 6.00 pm at Institute followed by Christmas Dinner.