

11.5 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - VARIOUS - ATTACHMENTS

Attachment Titles:

1. Minutes - Glenroy Heritage Reserve - Annual General Meeting - 5 November 2022
2. Minutes - Glenroy Heritage Reserve Report - 5 November 2022
3. Minutes - Glenroy Heritage Reserve Report - 4 February 2023
4. Minutes - Glenroy Heritage Reserve Report - 6 May 2023
5. Draft Glenroy Heritage Reserve Committee Terms of Reference (ID2005893)

Attachment 1 - Minutes - Glenroy Heritage Reserve - Annual General Meeting - 5 November 2022MINUTES OF THE ANNUAL MEETING OF THE GLENROY RECREATIONRESERVE COMMITTEE HELD AT GLENROY 5/11/2022 at 1.30 P.M.

PRESENT; Neil Christie, Anne Thoroughgood, Julia Ham, Brenda Wiggett, Colleen McAuliffe

APOLOGIES; Steve Weekes, Jamie Metcalf, and Bruce Wright

MINUTES: The minutes of the last annual meeting held 25th July 2021 were read by Colleen McAuliffe and seconded by Anne Thoroughgood
Resolved that the minutes of the Glenroy Reserve Annual Meeting 2021 be accepted as true and correct.

PRESIDENTS REPORT;

Report presented by Neil Christie (Copy attached)
The past year hasn't been all that exciting except for the opening of the Button Hut which went over well with a good crowd and lots of publicity. We are running a bit fin on volunteers. Hopefully that will pick up. We need to keep the place looking good as things should get better in the summer.

TREASURER'S REPORT;

1/7/21 Cr Balance \$9239.90. Income \$1982.00; Expenses \$5673.63
Leaving a balance at the bank 30/6/22 \$5548.27 (Copy attached.)
Resolved the committee accept the financial report Moved by Anne Thoroughgood seconded by Brenda Wiggett

PIONEER HUT REPORT;

Anne Thoroughgood presented the report (Copy attached)
Resolved that the Committee accept the Pioneer Hut Report
Seconded by Neil Christie.

BUS REPORT;

After everything being more or less on hold we are at last starting to rebuild our tour industry. Two of our "old" customers are still coming and three regional are a great support. It might take a while to start breaking even with raising necessary dollars to keep the Glenroy Reserve running but a good "buffer" in the bank is a huge help. Hopefully the Autumn Season will see an improvement in numbers. Thanks to the Visitors Centre for taking our bookings - we need a little sorting out of E-Mails which don't always get through - otherwise full steam ahead. Presented by Anne Thoroughgood
Seconded by Julia Ham.

All positions were declared vacant and nominations were called to fill positions for this year.

PRESIDENT

Neil Christie nominated by Anne Thoroughgood Seconded by Colleen McAuliffe. Neil accepted.

PRESIDENT ELECT ; Julia Ham nominated Bruce Wright seconded by Neil

Christie. Elected

TREASURER; sTEVE wEEKES nominated by Anne Thoroughgood Secondedd by
Brenda Wiggett. Elected

SECRETARY jULIA hAM nominated Colleen McAuliffe Seconded by Brenda
Wiggett. Elected.

COMMITTEE Other committee members: Anne Thoroughgood, Jamie
Metcalf, Brenda Wiggett and Julia Ham SVC Representative.

NEXT Annual General Meeting Saturday 4th February 2023 at 1.30p.m.
Meeting closed at 2.p.m.

Treasurer's Report 1/7/21 - 30/6/22

Glenroy Heritage Reserve end of year Report 2021- 2022			
1/7/21	Balance brought forward		9,239.90
	Total Income		1,982.00
	Total Expenditure		5,673.63
	Balance as at 30/6/2021		5,548.27
Bank Statement	Balance	30.6.22	5,548.27
	Less Cheques Not cashed		-
			-
	Add outstanding dep		-
			-
			-
	Balance as at the 30/6/2022 on glenroy books		5,548.27

Glenroy Heritage Reserve		Expenditure 2021- 2022								
Date	To	Chq	Amount	Supplies	Labour	Gas & Power	Maintance	Miscellaneous	Publicity	
30.7.21	Hammonds gas	299757	139.00			139.00				
8.8.21	Wilkie watson	200758	56.10						56.10	
8.8.21	Stihl BlowerBG45	200759	100.00				100.00			
15.9.21	Big Springs water	200760	12.50	12.50						
16.9.21	Origin may aug	200761	781.50			781.50				
4.11.21	Big Springs water	200762	12.50	12.50						
21.12.21	stamps	200763	11.00	11.00						
21.12.21	Big Springs water	200764	12.50	12.50						
21.12.21	Origin	200765	440.27			440.27				
5.1.22	Big Springs water	200766	12.50	12.50						
5.1.22	Flag pole parts	200767	25.00	25.00						
8.2.22	Big Springs water	200768	12.50	12.50						
	cancelled	200769								
9.2.22	Anne book maintenance	200770	60.35				40.40	19.95	book	
28.2.22	Big Springs water +annual fee	200771	144.50	144.50						
18.3.22	Big Springs water +4	200772	50.00	50.00						
18.3.22	Jordan Hobbs path button hut	200773	2,574.00				2,574.00			
02.04.22	Hammonds hware	200774	173.25				173.25			
02.04.22	Neil plumbing	200775	60.00				60.00			
02.04.22	Origin Dec feb	200776	229.71			229.71	229.71			
18.4.22	Big Springs water	200777	12.50	12.50						
30.4.22	IGA Tumba	200778	16.40	16.40						
9.5.22	Hammonds CANCELLED	200779	0.00				0.00	padlock + chain		
9.5.22	Snowy vall food inspec	200780	185.00	185.00						
14.6.22	IGA Tumba	200781	31.78	31.78						
14.6.22	Origin may	200782	520.77			520.77				
							0.00			
	Total Expenditure		5,673.63	538.68	0.00	2,111.25	3,177.36	0.00	19.95	56.10

Attachment 2 - Minutes - Glenroy Heritage Reserve Report - 5 November 2022

**MINUTES OF THE GLENROY RECREATION RESERVE HELD AT GLENROY
5TH NOVEMBER 2022 AT 1.30 P.M.**

PRESENT ; Neil Christie, Anne Thoroughgood, Julia Ham, Brenda Wiggett and Colleen McAuliffe.

APOLOGIES; Steve Weekes. Jamie Metcalf and Bruce Wright.

MINUTES of the previous meeting were read . Moved C McAuliffe Seconded by Brenda Wiggett.

Business arising from minutes: Booster from Telstra is working well and all are happy with it;
Septic tank problem has been fixed
Water tank has been cleaned and now feeds from tank at machinery shed.

TREASURERS REPORT: Balance at bank 30/6/22 \$5,548.27 Credit. Due to Treasurers absence no further statement was available.

PWHut REPORT; Handover of assetset - done.
We are still waiting for Council to do a Deed of Release for our assets.
Thanks to Council for new roof on PWHut.
Also the prompt action to repair animal damage in the hut recently.

GENERAL BUSINESS; 1. The Committee are happy with the terms of reference.
2. We need to have a Council Staff Delegate to replace Sophie Gairn.
3. The large tree near the statue of "George" to be removed due to damage of large limbs falling.
4. Anne Thoroughgood thought a sign depicting history of the reserve be placed in the area. It was decided to approach Khan's Signs re same. All agreed.
5. Due to the rising cost of power it was decided to look into the cost of covering the floor in the Pioneer Women's Hut with a vinyl weathboard look covering to help keep cost down..
6. Steve Weeks had suggested the machinery shed be extended. As Steve was not present this discussion was left until next meeting.
7. Report on grant application for link to rail trail. Report is due by 30/11/22.
8. Report on damage to small area in PWHut has been repaired at this time.

NEXT MEETING Saturday 4th February at 1.30p.m. at the reserve.

Attachment 3 - Minutes - Glenroy Heritage Reserve Report - 4 February 2023

MEETING OF THE GLENROY HERITAGE RESERVE COMMITTEE HELD AT
GLENROY 4TH FEBRUARY 2023 AT 1.30 PM

PRESENT; Anne Thoroughgood; Neil Christie, Steve Weekes, Bruce Wright, Jamie Metcalf, Brenda Wiggett and Colleen McAuliffe

APOLOGIES; Julia Ham

MINUTES of the previous meeting were read by the Secretary and confirmed by Anne Thoroughgood.

Business arising from the minutes: Letter to SVCouncil accepting the Terms of Reference.
Julia Ham to check replacement of Staff Delegate Sophie Gairn.
Tree near the silhouette of George has been removed.
Sign depicting history of the area is at Khans Signs being done.
Two quotes were received for floorcovering in PWH., Shedden Carpet furniture and bedding Tumut quoted to supply and install covering at a cost of \$11,933.75 including GST of \$1084.88. PWHut moved the quote be accepted. All agreed.
Machinery Shed ; It was decided to discuss in general business.
Rail Trail Link: Steve Weekes reported we were unsuccessful for the grant.

TREASURERS REPORT ; Report was presented by Steve Weekes and Seconded By Bruce Wright.
Balance at bank \$5548 Income:\$2766.00
Expenses: \$1904.25 Balance at 4th Feb 2023 \$6410.07

P W HUT REPORT Quote for floor covering accepted. The PWHut is able to fund the cost.
The windows on the weather side of the hut need the putty replacing and some painting done. Maybe some volunteer help will be required.
The quote for the floor covering includes GST. It was decided that Neil Christie talk to Julia Ham to see if it can be claimed back by SVC.

GENERAL BUSINESS; A letter was received from The Resilient Towns Initiative re hiring of kitchen and meeting room over 3 days for a "Food Handling " course. Moved Bruce Wright and seconded Brenda Wiggett All agreed. A letter be written re dates and fee for use.

Machinery Shed: After a general discussion it was decided that it would be impossible to move a lot of the machinery with damage and maybe injury.
Moved Bruce Wright Seconded C McAuliffe we leave as is.

MAINTENANCE OF AREA Work to be done on windows of PWHut. Jamie Metcalf, Bruce Wright and Neil Christie volunteered to help do this job. Supplies to be purchased. Moved Neil Christie Seconded Bruce Wright.

Re small pruning jobs and gardening Anne Thoroughgood moved a letter be sent to Mannus Correctional Centre re what help could be available. for community areas by the inmates Moved we write to the Governor Mr. Phil Patricks. Seconded N. Christie. After a general discussion it was decided to write to General Manager of SVC first to see what community help was available.All agreed.

NEXT MEETING

6TH MAY 2023

MEETING CLOSED AT 2.30pm

Copy of letter sent

Glenroy Heritage Reserve
P O Box 192,
Tumbarumba NSW
2653

The General Manager,
Snowy Valleys Council,
76 Capper street
Tumut 2720

At the last meeting of the Glenroy Heritage Reserve Committee meeting on 4th February it was decided to find out what community help is available from inmates of Mannus Correctional Centre this year.

The committee is in need of general help with some maintenance around the grounds and buildings. This includes mainly gardening and pruning.

Over the years we have received help from the inmates and are very grateful. We can provide supervision if help is available.

C McAuliffe
SECRETARY

4/2/23

Report for meeting 4/2/2023

Glenroy Heritage Reserve end of year Report 2022- 2023			
1/7/22	Balance brought forward		5,548.27
	Total Income		2,766.00
	Total Expenditure		1,904.25
	Balance as at 30/6/2021		6,410.02
	Bank Statement	Balance	31.1.23
			6,421.56
	Less Cheques Not cashed	iga	200989.00
			11.54
			-
	Add outstanding dep		-
			-
			-
	Balance as at the 30/6/2023 on glenroy books		6,410.02

Glenroy Heritage Reserve		Expenditure 2022- 2023								
Date	To	Chq	Amount	Supplies	Labour	Gas & Power	Maintance	Miscellaneous	Publicity	
3.7.22	IGA	200783	25.01	25.01						
5.7.22	Anne Thoroughgood	200784	79.95	79.95						
29.7.22	IGA	200785	62.09	62.09						
29.7.22	SVC labour catering 2022	200786	353.54		353.54					
6.9.22	Hammonds	200787	21.2				21.2			
6.9.22	Origin sept	200788	653.14			653.14				
30.11.22	IGA	200989	11.54	11.54						
3.12.22	Origin nov	200790	433.23			433.23				
8.12.22	Anne Thoroughgood	200791	264.55	226.5			10	28.05	fairtrade agm	
							0.00			
	Total Expenditure		1,904.25	405.09	353.54	1,086.37	31.20	0.00	28.05	0.00

Attachment 4 - Minutes - Glenroy Heritage Reserve Report - 6 May 2023MINUTES OF THE GLENROY HERITAGE RESERVE COMMITTEE HELD ON 6TH MAY 2023 AT 1.30

PRESENT; Neil Christie, Anne Thoroughgood, Jamie Metcalf, Steve Weekes, Brenda Wiggett, Colleen McAuliffe and Julia Ham.

APOLOGIES; Bruce Wright

Minutes of the previous meeting were read by secretary. Seconded by Jamie Metcalf

BUSINESS ARISING; Letter to SVC re what help is available from the MCC for help with some garden maintenance.
Work on windows in PWHut Many thanks to the volunteers who completed this job.
Letter to SVC re GST on the floor covering for the PWH
Staff replacement rep for glenroy has not been sorted

CORRESPONDENCE IN ; Email from Cheryl Evans re hire of kitchen
CORRESPONDENCE OUT; Letter to SVC re GST on floor covering for PWHut
Letter to Chris Blake re use of room for Food Handling Course

TREASURERS REPORT; Income \$3944 Expenses \$3014.73 CR Bal. \$6477.51

PW HUT REPORT; Some interesting donations have been coming in to be accessioned into museum
A thank you to those who volunteered to repairing and painting windows and handrails at PW Hut.
Volunteers have dismantled displays and cleaned in readiness for the new flooring in th hut.
This will help with heating in the hut in winter.

BUS REPORT; Visits have been smaller in numbers but are returning. One WA tour operator is back after 5 years. The new information sign is reaping benefit. Visitors are leaving with leaflets to pass on to others. Thank you to volunteers , craft shop and Glenroy as a whole.

GENERAL BUSINESS; 1. Update on the flooring: SVCouncil have paid half GST as required and will pay the remainder when required. Steve Weekes will notify SVCouncil when this is due.
2. Update on help from MCC/.No reply from SVCouncil at this date.
3. Hire of kitchen re email from Cheryl Evans. After a long discussion a vote was taken. THIS was a result of 5 to 1 against hire of kitchen. Julia Ham declined to vote. Secretary to write a letter to applicant and inform her of the decision. Also to wish her the best in her new venture.

The craft shop would like to put up a sign outside the fence to show when open.After a discussion Julia Ham is to check re Council liability if a sign is placed on roadsie outside the fence. before a decision is made.

NEXT MEETING; Due to some members being absent when the meeting is due members will be noified when the meeting will be held. Meeting closed.

Bank Balance 6/5/2023.

Glenroy Heritage Reserve end of year Report 2022- 2023			
1/7/22	Balance brought forward		5,548.27
	Total Income		3,944.00
	Total Expenditure		3,014.73
	Balance as at 2.4.23		6,477.54
	Bank Statement	Balance 2.4.23	6,489.08
	Less Cheques Not cashed	200789 iga nov	11.54
			-
	Add outstanding dep		-
			-
			-
	Balance as at the 2.4.2023 on glenroy books		6,477.54

Attachment 5 - DRAFT Glenroy Heritage Reserve Committee Terms of Reference - SVC-TofR-016-

GLENROY HERITAGE RESERVE Committee Terms of Reference

ToR No: SVC-TofR-016-01

In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.

1. NAME

The name of the Committee is the Glenroy Heritage Reserve Committee.

The Glenroy Heritage Reserve Committee is a Community committee to Snowy Valleys Council.

2. DELEGATION

The Committee will be responsible for the care, control and management of the Glenroy Heritage Reserve in accordance with the Council Committees Policy, and Council Committees Operations Manual.

The committee may operate a bank account held with a recognised financial institution within the Snowy Valleys Council Local Government Area and meet all financial management requirements as per the Council Committees Operations Manual.

The Committee has the authority to make comments, develop and deliver media and marketing campaigns relevant to the Committees purpose. The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate.

All other decisions of the Committee will constitute recommendations to the Council and other major stakeholders where relevant.

3. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning matters relevant to the Glenroy Heritage Reserve.
- Provide appropriate advice and recommendations on strategic matters relevant to the Glenroy Heritage Reserve.
- Provide a fully functional and maintained facility for all members, user groups, and organisations that the community can use.
- Ensure and consult on the preservation of all artifacts and history associated with the Glenroy Heritage Reserve.

4. OBJECTIVES OF THE COMMITTEE

The Glenroy Heritage Reserve Committee is a community committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

SVC-TofR-016-01
Glenroy Heritage Reserve Committee Terms of Reference

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Adopted:
Reviewed:

Document Set ID: 2005893
Version: 9, Version Date: 03/02/2022

01

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Program and Resourcing Strategy. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Glenroy Heritage Reserve Committee shall provide comment on Glenroy Heritage Reserve matters, as presented in Glenroy Heritage Reserve Committee reports.

Exclusions:

ADD ANY EXCLUSIONS REQUIRED

5. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) MEETINGS

Committee should meet on a regular basis with a minimum of three meetings per year at a location within the local government area. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

b) MEMBERSHIP

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative.

c) EXECUTIVE

Officer bearers (the executive) are to be elected yearly at the Annual General Meeting.

d) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

e) QUORUM

A quorum of members must be present for each meeting and shall be half-plus-one (more than 50%) of appointed voting members. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

f) ATTENDANCE OF NON-MEMBERS

All residents and rate payers of the Local Government Area can attend meetings of the committee.

g) CONFIDENTIALITY

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

h) GENERAL OPERATIONS

Appointment, selection, membership, and term will be in accordance with the Snowy Valleys Council Committee’s Operation Manual and Policy. In addition to the manual and policy all members must abide by Council’s Code of Conduct.

i) WORKING GROUPS

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

6. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

7. ASSOCIATED DOCUMENTS

- Snowy Valleys Council Committees Policy SVC-GOV-PO-110-01
- Snowy Valleys Council Committees Operation Manual SVC-GOV-Gdl-028-01
- Snowy Valleys Council Code Of Conduct SVC-RP-STY-001-03
- Snowy Valleys Council Resourcing Strategy
- Snowy Valleys Delivery Program

8. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed