

12.1 MINUTES - ADELONG SHOWGROUND MANAGEMENT COMMITTEE GENERAL AND AGM - 8 MAY 2024 29 OCTOBER 2024 - ATTACHMENTS

Attachment Titles:

1. Adelong Showground Management Committee Minutes 8th May 2024
2. Adelong Showground Management Committee AGM
3. Adelong Showground Management Committee Financial Transactions

Attachment 1 - Adelong Showground Management Committee Minutes 8th May 2024**Adelong Showground Management Committee General Meeting****Wednesday 8th May 2024****Present at Meeting**

Keith Harrison, Fiona Matthews, Lisa Martin, Simon Hannan, James Hayes

Apologies

Gina Caton, Matthew Hardwick, Shane Walsh, Jessica Walsh

Meeting opened @ 6.35pm

Previous minutes read by Lisa Martin as Gina unable to attend. Minutes deemed to be true and correct. Simon & Keith agree.

Treasurers Report Tabled by Lisa Martin (copy in attachments)**Business Arising****5 year management strategy for infrastructure at the Adelong Showground Areas to be Addressed****Tea Rooms and Pavillion Area**

- Stainless Steel splash backing in the kitchen area
- Exhaust fan in kitchen
- Reconfiguring the bench near the old oven to move the fridge from the back wall
- Roller blinds in the 2 kitchen server areas for privacy when caterers are present. Separating cooking area from the function
- Remove all fans from the Tea Rooms to the Pavillion Area
- Paint the walls in the Tea Room & finish around the doors
- Reline the roof
- Paint Beams

Toilet Blocks & Change Rooms

- Ladies & Men's Toilet Block and Disabled Toilet Block in state of disrepair. Very damaged walls & foundations in the men's & disabled toilets. Very Dark. Trough needs replacing
- Consider a new toilet block over near the smaller field.
- A need to have some female change room facilities, particularly with the rise in occasions that women's sport has been played at the Showground over the past 5 years.

Bar Area

- Fix the floor in the bar
- Install hot water

- Purchase a new fridge for the bar
- New door for the bar & replace damaged window
- Outdoor powerpoint at the bar to be installed

Outcomes

Meet again in 4 weeks to allocate areas to individuals to get quotes etc organised

Simon Hannan made motion that Adelong Showground Management Committee seek funds from council towards the construction of Female Change Rooms & Toilets and New Disabled Toilet & Storage area

Motion Seconded by Fiona Matthews

ACTION

Adelong Showground Management Committee to seek funds from council towards the construction of Female Change Rooms & Toilets and New Disabled Toilet & Storage area.

Meeting Closed @ 7.59pm

Attachment 2 - Adelong Showground Management Committee Dissolution Meeting**Adelong Showground Management Committee Meeting 29th October 2024****Meeting Open @ 6.39pm**

Present – Gina Caton, Matthew Hardwick, Keith Harrison, Shane Walsh, Jessica Walsh, Marlene Pearce, Kerry Pearce, Simon Hannan, James Hayes, Viv De Lacy Peek, Glen McGrath, Michelle Marsh

Apologies – Mat Neyland, Aylsa Neyland, Fiona Matthews

Lisa circulated financials

Main works going forward to prioritise the pavilion & finish the inside, door trims painting etc.

Revisit Tree Plan – Time to revise the tree plan & look into new plantings & removal of dangerous trees, which are at risk of damaging infrastructure. Strategic plantings for shade.

Previous Meeting Minutes were read by Keith. Meeting minutes were accepted by Lisa Martin & Shane Walsh.

A motion was made by James Hayes that suitable quotes should be sought to repair the bar area ASAP. Bar needs new flooring, running water, hot water, refrigerator and outdoor power. Motion was seconded by Simon Hannan

James suggested we seek State Grant Funding for female change rooms. Gina to contact Joe McGirrs office to find out what is available.

Creek stabilisation is slowly going ahead, Phil McMurray has been engaged for soil conservation. Delivery expected some time this summer.

Council representatives Glen McGrath & Michelle Marsh present to discuss the ongoing role of Adelong Showground Management Committee under Section 355.

The committee as a whole agreed that we are not happy to remain under a section 355 as part of council operations. Section 355 requires very strict guidelines for meetings, audits etc, which is very time consuming and unrealistic for us to maintain. Noted that there are only 3 committees still running under section 355.

Glen explained that we would need to dissolve the current committee and become an incorporated body. As we have our own bank account and ABN we should try to remain under our current name for ease of transition.

We would be an incorporated body responsible for the buildings and booking the facilities, however council would still be responsible to the maintain of grounds and

insurance. Fixed assets are councils and therefore council will assist in maintaining them. Any works we want to do to the area/ facility we would need to gain permission from council. As it is a public facility, council would provide support for these works.

Insurance – We are responsible for contents, council responsible for all other insurance.

Glen noted that council would assist the committee in the process of becoming incorporated.

Council will endorse all current proposed projects listed at our last meeting.

We agree to apply to become incorporated ASAP

The Adelong Showground Management Committee unanimously opted to dissolve the current committee as a section 355 committee, to become an incorporated committee.

Maintenance Operations Agreement

Council provide support for grant funding

Need to adopt a constitution.

1. Move to dissolve Adelong Showground Management Committee section 355
2. Snowy Valleys Council agrees to support and assist the establishment of Adelong Showground Management Committee as a new incorporated committee.
3. Snowy Valleys council agrees to support the projects that the Committee are already committed to (see attached minutes)
4. Council supports an MOU for management & support for and including insurance.

Keth moved to adopt this agreement, Gina seconded.

Simon – Adelong Gundagai junior football have kindly donated a defibrillator to the showground. Glen suggested screwing it to the wall as it becomes an asset that council needs to maintain.

Try for next meeting to form new committee. Must advertise for 28 days

Meeting closed 7.28pm

Attachment 3 - Adelong Showground Management Committee Financials AGM

Column1	Column2	Column3	Column4	Column5
Adelong Showground Management Committee				
1/7/2023 to 16/3/2024 Financial Report				
Date	Description	Debit	Credit	Balance
1/07/2023	Interest		\$0.24	\$27,953.56
4/07/2023	Tumut Veerinary Clinic Cleaning Supplies	\$146.77		\$27,806.79
17/07/2023	Donation Box		\$142.95	\$27,949.74
1/08/2023	Interest		\$0.24	\$27,949.98
1/08/2023	Donation Box		\$81.80	\$28,031.78
26/08/2023	Square		\$1,325.41	\$29,357.19
27/08/2023	Adelong Services Club	\$1,325.41		\$28,031.78
30/08/2023	Donation Box		\$27.00	\$28,058.78
1/09/2023	Interest		\$0.24	\$28,059.02
12/09/2023	Donation Box		\$68.25	\$28,127.27
25/09/2023	Origin	\$320.31		\$27,806.96
27/09/2023	yoga		\$285.00	\$28,091.96
1/10/2023	Interest		\$0.23	\$28,092.19
5/10/2023	Donation Box		\$81.80	\$28,173.99
11/10/2023	David Crealy Hire Fee		\$450.00	\$28,623.99
25/10/2023	Donation Box		\$135.50	\$28,759.49
1/11/2023	Interest		\$0.24	\$28,759.73
9/11/2023	Donation Box		\$33.00	\$28,792.73
15/11/2023	Donation Box		\$75.00	\$28,867.73
29/11/2023	Visy Hire		\$1,000.00	\$29,867.73
1/12/2023	Interest		\$0.24	\$29,867.97
19/12/2023	Donation Box		\$76.00	\$29,943.97
1/01/2024	Interest		\$0.25	\$29,944.22
9/01/2024	Donation Box		\$62.45	\$30,006.67
1/02/2024	Interest		\$0.26	\$30,006.93
7/02/2024	Donation Box		\$163.20	\$30,170.13

14/02/2024	AusSport Scoreboards	\$702.90		\$29,467.23
20/02/2024	Red Forest Australia	\$2,096.52		\$27,370.71
20/02/2024	Donation Box		\$100.80	\$27,471.51
22/02/2024	Float For Pub Nines	\$700.00		\$26,771.51

Not-for-Profit Everyday Account



Your details at a glance

Account title ADELONG SHOWGROUND
MANAGEMENT
COMMITTEE

Account summary

Statement period	1 Feb 2024 - 29 Feb 2024
Statement number	43
Opening balance on 1 Feb 2024	\$30,006.67
Deposits & credits	\$4,188.72
Withdrawals & debits	\$3,826.23
Closing Balance on 29 Feb 2024	\$30,369.16

Any questions?

Contact Us at P O Box 480, Bendigo 3552 on 03 5445 0666,
or call 1300 BENDIGO (1300 236 344).

Not-for-Profit Everyday Account

Date	Transaction	Withdrawals	Deposits	Balance
	Opening balance			\$30,006.67
1 Feb 24	INTEREST		0.26	30,006.93
7 Feb 24	DEPOSIT - CASH		163.20	30,170.13
14 Feb 24	OSKO PAYMENT AusSport Scoreboards Adelong Showground Management>	702.90		29,467.23
20 Feb 24	OSKO PAYMENT Red Forest Australia Adelong Showground	2,096.52		27,370.71
20 Feb 24	DEPOSIT - CASH DONAION BOX		100.80	27,471.51
22 Feb 24	WITHDRAWAL - CASH FLOAT FOR PUB NINES	700.00		26,771.51
24 Feb 24	PAYMENT Square Australia Pty Pub Nines		1,166.56	27,938.07
27 Feb 24	DEPOSIT - CASH RETURN FLOAT		700.00	28,638.07
27 Feb 24	DEPOSIT - CASH PUB NINES FRIDAY 16/02/24		2,057.90	30,695.97



Account number [REDACTED]
Statement period 01/02/2024 to 29/02/2024
Statement number 43 (page 2 of 2)

Not-for-Profit Everyday Account (continued)				
Date	Transaction	Withdrawals	Deposits	Balance
28 Feb 24	OSKO PAYMENT The Apple Theif Apple Theif Cider	162.81		30,533.16
28 Feb 24	OSKO PAYMENT Adelong Show Society Show Cider	164.00		30,369.16
Transaction totals / Closing balance		\$3,826.23	\$4,188.72	\$30,369.16

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

Card Security
For information on how to securely use your card and account please visit bendigobank.com.au/mycard for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

Resolving Complaints
If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: www.afca.org.au
Telephone: 1800 931 678 (free call)
Email: info@afca.org.au
In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

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Not-for-Profit Everyday Account



ADELONG SHOWGROUND MANAGEMENT COMMIT

Your details at a glance

BSB number
Account number
Customer number
Account title
ADELONG SHOWGROUND
MANAGEMENT
COMMITTEE

Account summary

Statement period 1 Mar 2024 - 31 Mar 2024
Statement number 44
Opening balance on 1 Mar 2024 \$30,369.16
Deposits & credits \$8,846.38
Withdrawals & debits \$2,526.90
Closing Balance on 31 Mar 2024 \$36,688.64

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Not-for-Profit Everyday Account

Date	Transaction	Withdrawals	Deposits	Balance
	Opening balance			\$30,369.16
1 Mar 24	INTEREST		0.23	30,369.39
1 Mar 24	OSKO PAYMENT Harvey Norman Tumut 79935 Harvey Norman iPad Adel>	858.90		29,510.49
6 Mar 24	OSKO PAYMENT Miss Raechel Maree W Showground wedding fee		950.00	30,460.49
7 Mar 24	WITHDRAWAL - CASH FLOAT ADELONG SHOW	700.00		29,760.49
9 Mar 24	PAYMENT Square Australia Pty show		169.71	29,930.20
10 Mar 24	PAYMENT Square Australia Pty show		2,157.39	32,087.59
14 Mar 24	DEPOSIT - CASH RETURN OF FLOAT		700.00	32,787.59
14 Mar 24	DEPOSIT - CASH BAR MONEY		3,483.85	36,271.44
16 Mar 24	OSKO PAYMENT PRISCILLA FOOKS hire of hall at Adelong		950.00	37,221.44



Account number [REDACTED]
 Statement period 01/03/2024 to 31/03/2024
 Statement number 44 (page 2 of 2)

Not-for-Profit Everyday Account (continued)

Date	Transaction	Withdrawals	Deposits	Balance
26 Mar 24	OSKO PAYMENT Adelong Services Clu Show Beer	968.00		36,253.44
28 Mar 24	DEPOSIT - CASH DONATION BOX		435.20	36,688.64
Transaction totals / Closing balance		\$2,526.90	\$8,846.38	\$36,688.64

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- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

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Website: www.afca.org.au
 Telephone: 1800 931 678 (free call)
 Email: info@afca.org.au
 In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

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Adelong Showground Management Committee
26/3/2024 to 1/7/2024

Date	Description	Debit	Credit	Balance
26/03/2024	Adelong Services Club /Alcohol For Show	\$968.00		\$36,253.44
28/03/2024	Donation Box		\$435.20	\$36,688.64
1/04/2024	Intersest		\$0.29	\$36,688.93
1/04/2024	Origin	\$137.09		\$36,551.84
3/04/2024	Phillip Contessa Score Board	\$33.95		\$36,517.89
3/04/2024	Fiona Matthews / Wagga Catering / Dishwasher	\$67.70		\$36,450.19
3/04/2024	Dj &PH Private Acco/ Fooks Bond for Hire	\$400.00		\$36,050.19
8/04/2024	Adelong Yoga		\$330.00	\$36,380.19
9/04/2024	The Apple Thelf /Cider For Show	\$81.40		\$36,298.79
19/04/2024	Donation Box		\$374.90	\$36,673.69
1/05/2024	Interest		\$0.30	\$36,673.99
10/05/2024	Donation Box		\$339.00	\$37,012.99
10/05/2024	Donation Box		\$10.00	\$37,022.99
14/05/2024	Racheal Weaver Bond for Hire	\$400.00		\$36,622.99
21/05/2024	Donation Box		\$245.00	\$36,867.99
1/06/2024	Interest		\$0.31	\$36,868.30
17/06/2024	Donation Box		\$212.00	\$37,080.30
26/06/2024	Origin	\$253.20		\$36,827.10
1/07/2024	Interest		\$0.30	\$36,827.40
	total bank balance			\$36,827.40