

Douglas Park Reserve and Facility Management 355 Committee Minutes

DATE: Tuesday 1st October 2019

TIME: 7:10 pm

LOCATION: Douglas Park Community Centre

CHAired BY: Christine Towndrow – President

PRESENT: Christine T, Robert S, Max S, Melissa W, Keith D & Sue D.

APOLOGIES: Mary-Anne M, Leah H.

ABSENT: Allison P.

VISITORS: Nil.

Minutes from the previous 355 general meeting (10/09/2019) were accepted by Melissa W and Max S - Carried.

Business arising from previous meeting:

- Football meeting and season invoices have been sent. Player numbers etc are yet to be invoiced. Melissa will talk to Robert about what to do about billing.
- Christine holds the keys for the new storage. The keys will be distributed once Council has inspected and signed off on the work for occupancy/ use.
- New public toilet block discussion. The existing public toilet has a water connection to the fire Shed and this connection needs to be taken into consideration when building the new toilet block. The Fire shed water connection needs to be maintained.

All in favour – carried.

Correspondence:

- Melissa Wheeler is our approved Treasurer and we need to make the following changes to our bank account signatories. Remove Lynne Luhr. Add Melissa Wheeler (Treasurer) and Robert Stewart (Secretary). The new list of Signatories will be Christine Towndrow, Melissa Wheeler, Mary-Anne Mariotto and Robert Stewart. Two previous signatories need to sign the minutes so Melissa can take the completed form and the minutes to IMB to update. Internet banking access to the 355 committee accounts will also be arranged for Melissa W, Christine T and Robert S. Moved Max S, seconded Keith D. All in favour. Carried.
- Defibrillator key code box has arrived. - Robert will install.
- Resignation of booking officer – ongoing. Can someone be paid to do this job? It takes a lot of work to do this task.

- It has been reported to us that Athletics need 3 sets of keys and only have 2 sets. Football has 2 sets and should have 1 set. We need Council assistance to rectify this situation. - Christine to email Rebecca Cassidy from Council about key issues.

TREASURERS REPORT:

Electricity bills are authorised for payment. Ongoing.

Melissa has some cheques but needs someone to sign them.

Close the term deposit and put the money into the general account.

Moved Melissa W, seconded Robert S. All in favour. Carried.

GENERAL BUSINESS:

- Terrace completion: Christine is still waiting for an official quote for turf to complete the terrace project. Estimates have been given.
- Old Fridge discussion.
- Trophy cabinet – Physical Culture will put Perpetual trophies in soon.
- Proposed canteen shelf - The 355 Committee have reviewed the sketches provided and approve the shelf installation in the canteen with the following conditions. We will not have funds available to contribute towards this project. We look forward to receiving detailed plans for this project for us to review and give final approval to install. Please make sure that a qualified person is employed to install the shelf with the appropriate insurance documents provided to the 355 committee before the installation goes ahead. – Ongoing.
- Playground equipment and soft fall was discussed at the September meeting. A child sank into the mulch being used as soft fall and got wet from sinking into a hole in the ground. Council officers to inspect. Christine has already done a CRM for this. - Ongoing.
- Key holding Code box for defibrillator key was discussed. Code would be given out to users. The key box would be located next to the defibrillator. – Robert has purchased the box and it has arrived. Robert to be reimbursed when possible.
- The defibrillator pads need to be replaced and training is needed again. – Leah to follow up. Ongoing.
- Netball will take the storage in the proposed new toilet block building.
- Door repair – Christine to write a letter of thanks to Camden Security Doors and Screens for fixing the doors.
- Future Project – Shade cover over terracing area. – Max has received a quote from the Shed Shop (NSW) Pty Ltd. Quoted price is \$62,480. The quote was reviewed by the

355 committee. The 355 committee accept the quote as proposed in principle. More quotes are required if possible. This is our number one priority project. The 355 committee will apply for grants. We still intend to proceed with this project. Max will get another quote.

- Future projects include solar panels.
- Maintenance – Nil

NEXT MEETING: Tuesday, 05 November 2019, Community Centre 7:00pm.

December meeting proposed for Tuesday 03 December 2019. Date and venue to be confirmed.

Closed by Christine T – Chairperson

There being no further business the meeting concluded at 8:35pm.