

## **Douglas Park Reserve and Facility Management 355 Committee Minutes**

**DATE:** Tuesday 10<sup>th</sup> September 2019

**TIME:** 7:35 pm

**LOCATION:** Douglas Park Community Centre

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**CHAired BY:** Christine Towndrow – President

**PRESENT:** Christine T, Robert S, Max S, Melissa W, Leah H.

**APOLOGIES:** Mary-Anne M, Keith D & Sue D.

**ABSENT:** Allison P.

**VISITORS:** Nil.

Minutes from the previous 355 general meeting (15/07/2019) were accepted by Leah H and Max S - Carried.

### **Business arising from previous meeting:**

- Defibrillator keys discussed.
- Football to be billed for their usage of all facilities including lights. Private power meter was read for billing.
- Christine holds the keys for the new storage and will meet Athletics representative on Friday to lock it up.
- Floor sealing was discussed and is ongoing.
- Mary-Anne will continue until we find a replacement booking officer.
- Thank you to Lynne for your service to the 355 committee and the community in your role as treasurer. We wish you all the best.
- Melissa has been accepted onto the committee by Council as our new Treasurer.
- When the new storage bays are completed - Little A's to use two new storage bays – Soccer to use one old storage bay and one new storage bay. To be discussed further. To be re-assessed in the future in accordance with the Master Plan for the facility. Ongoing.

All in favour – carried.

### **Correspondence:**

- We are happy with the design of the public toilet block. Moved Melissa, seconded Christine – all in favour. – Robert to email minutes to Council when approved.
- PA system - The 355 committee need more information on what is being proposed. Until we know what is proposed we can't support this project. Some user groups have

concerns about the PA system being used on the Sports Ground when they have activities in the Community Centre.

- Little A's old store room keys times 2 have arrived. Christine to hold these keys for now until we work out who is using what.
- Full list of keys held by Athletics and Football are required. Christine will meet with Kim from Athletics on Friday about keys.
- Funnels invoice to be paid. Authorised for payment.

#### **TREASURERS REPORT:**

Books have been returned from Council. Electricity bills are authorised for payment.

We don't have any blank cheques available. Melissa to search for spares or order some more.

#### **GENERAL BUSINESS:**

- Melissa Wheeler is now 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. Moved Max S, seconded Leah H. All in favour.
- Enquire with IMB and Council about how we can get approval to use internet banking with one payment proposer and a second payment approver for any payments made. Cheques are being phased out and we need to be able to pay our bills going forward. – Melissa to follow up.
- Terrace completion: Christine will get a quote for artificial turf to complete the terrace project.
- Future Projects – 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. Is a DA required? This is our number one priority project. Christine to follow up with Council about DA requirements. The 355 committee will apply for grants.
- Fridge was inspected and looks good.
- Trophy cabinet – has arrived and was inspected and looks good. Thanks to Glen for helping to put the cabinet together.
- Proposed PA system - The 355 Committee need more information and a design of what is being proposed. Until we know exactly what is being proposed we can't support this project. The chosen equipment and the design of such would need to be reviewed by the 355 committee before any approval to go ahead with the

installation of the equipment could be given. A design drawing indicating where the speakers and power points would be located would also be required. Some of the other users have concerns about potential excessive noise from a PA system on the Sports Ground while they are holding activities inside the Community Centre and have said they would oppose the installation of a PA system.

- We are disappointed with the storage building design and would have liked to have had input into the design. We did not endorse this building extension in its current design.
- 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.
- Motion moved by Christine to meet on the first Tuesday of the month. Seconded Max. All in favour carried.
- Letter of apology to Athletics was discussed.
- Playground equipment and soft fall was discussed. 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.
- 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 to get a quote.
- The defibrillator pads need to be replaced and training is needed again. – Leah to follow up.
- Maintenance – Nil

**NEXT MEETING:** Tuesday, 01 October 2019, Community Centre 7:00pm.

Closed by Christine T – Chairperson

There being no further business the meeting concluded at 9:35pm.