



Village of Hall and District Progress Association Inc.

VHDPA Inc.
PO Box 43
Hall ACT 2618
www.hall.act.au

President: Gavin Mansfield.
Treasurer: John Starr
Secretary: Bob Richardson.

VHDPA Committee Minutes

Meeting date	7:00pm Wednesday, 21 March 2018
Meeting number	
Location	Headmasters Cottage
Committee Members present	Gavin Mansfield, Bob Richardson, Leigh Crocker, Peter Howard, John Starr, Jo Hall, Tony Morris, Margaret Monahan, George Southwell,
Other Attendees	Graeme Bryce, Kim Bryce, Alan Jenkins, Ken Heffernan
Apologies	Brenton Philp, Barry Huckstepp

1 THE CHAIR OPENED THE MEETING.

Meeting was opened by the Secretary. President resumed chair on his arrival.

2 MINUTES OF PREVIOUS MEETING. 21ST MARCH 2018.

ACCEPTED

3 MATTERS ARISING

Nil, other than those relating to the Minutes themselves as mentioned above.

4 CORRESPONDENCE

4.1 Subcommittee report - Pavilion.

The sub-committee reported they had met. Details are shown in item 6.1 below.

4.2 Property group – want to use our logo

ACTION - Bob to write back to them and seek clarification from them on what they want to use it for.

4.3 Letter to Heritage on the recreation track

ACTION – Gavin to write to TCCS to ask about progress, as advised by Heritage in their letter.

4.4 BCC Deputy Chair letter seeking common ground on CSIRO development

ACTION – Leigh and/or George to represent the Committee at the BCC meeting

4.5 Centennial Track missing link – response from ACT Government.

Email from ACT Government implied there is money in next FY's budget for some work.

ACTION – Peter to circulate the letter and continue to correspond with ACT Government.

4.6 Pavilion Security Contract – SNP

Contract with SNP has been developed to supply security services for the Pavilion at close time on the weekends. Gavin has the contract but has yet to sign it and send it back. The contract has not yet started. It hasn't been signed for two reasons

- Contract missing the per minute rate so can't be signed until this is complete, and;
- Contact arrangements/processes to supply SNP with hirer details are yet to be finalized.

ACTION – Gavin to review contract and get the per minute attendance rate filled included.

ACTION - Tony to get from Duncan the details of the hirer and the arrangements for passing that to SNP. Phone number and name (maybe email address?) to be passed to SNP. The original idea was to give SNP access to database so they could extract the name and phone number of the hirer. An automatic process was preferred as it was simpler and required less intervention.

QUESTION – Some discussion was held on the need or otherwise to have SNP attend each weekend day as sometimes there are block bookings for (say) setup on Friday night, function Saturday.

ACTION – Tony to talk to Duncan to sort out how best to automatically email SNP the information they need and when they need to attend.

5 TREASURER'S REPORT

Balance Sheet and Profit and Loss TABLED. Treasurer reported Pilbrow account outstanding.

ACTION – Leigh - Pay Michael Pilbrow his fee of \$10,600 (pass the invoice to the Treasurer) and then ask ACT Government if they are still willing to pay a contribution to the Pilbrow's work, as previously offered.

MOTION – that the Treasurers Report be adopted and that all accounts presented be passed for payment. CARRIED.

6 SUB-COMMITTEE REPORTS

6.1 Pavilion Sub Committee – Minutes of inaugural meeting tabled.

ACTION – Leigh to update Business Plan based on the edits agreed at the meeting.

The outstanding issue of the Bushrangers invitation to join the committee was Discussed

ACTION – write back to the Bushrangers inviting them to be part of any issue to deal with development of the Pavilion, but not to be formally part of the sub-committee as most sub-committee business is related to the day to day hiring of the Pavilion.

6.2 Membership sub-committee

The report on membership issues was TABLED by the sub-committee set up to investigate options. There was detailed discussion on how to get the website setup so membership and renewals can be done on-line, or in person at the AGM in cash/cheque.

The report recommendations were AGREED, and are listed below

Summary of recommendations to be put to the VHDPA Committee

- (i) *Constitutional amendments to be included as part of the update of the constitution:*
 - *Clause (a) be amended as follows as part of the proposed revisions to the constitution:*
 - (a) *Any person who is a resident or rate payer of the Village of Hall or the surrounding district as may be designated from time to time by the General Meeting, **or any person with an interest in activities in Hall**, is eligible to be a member of the Association on payment of the annual subscription prescribed in these rules.*
 - *The membership form be removed from the constitution.*
- (ii) *Seek a quote to establish a membership page on the website with all the existing options (cash, cheque, direct debit) and possibly away as part of the quote.*
- (iii) *Membership is for fiscal years, 1 July to 30 June, and membership renewals need to be sought in June 2018. Constitutional amendments need to be agreed by the membership before this.*
- (iv) *Although membership is by fiscal year, it is possible to become a member or renew membership in cash at the AGM. For this purpose, a receipt book and manual membership form needs to be provided.*
- (v) *Nominations by an existing member is not required.*

ACTION –Gavin to set up membership page on website?

7 AGENDA ITEMS

7.1 Workshop on objectives and functions

Pursue the Committee members handbook. Points to be DISCUSSED are

- Objects of the Association – proposed to remain as in the draft
- Functions of the Association – After some discussion it was AGREED the draft be amended to read, under Advocacy “**Advocacy and representation of the Hall and district community in relation to significant planning, development, heritage and environmental issues and the provision of government services.**

- Whether or not the Committee meeting should be open to members to attend – It was agreed to remove the words “*which are usually confined to members of the Committee only.*” From the “Committee Meetings” section of the draft handbook

ACTION - The consultation draft of the committee member handbook, of March 18, as amended, was AGREED to go to community consultation at the same time as the Constitution.

The draft Constitution will be presented to the committee at the April meeting.

7.2 Community Traffic Management/Safety and Security

A preliminary look at the traffic situation in Hall, by two traffic engineers, indicates the layout of the main street is the fundamental cause of speeding. A basic rule of traffic engineering is that drivers will travel as fast as they feel safe doing, regardless of traffic signs.

The slope of the road (coming from the Yass end) and the road width, plus the good visibility, makes drivers feel it is OK to go fast. The same traits probably mean drivers aren't aware of the speed they are travelling. In addition, the road is still marked out like the highway it used to be, so there are no visual clues to encourage drivers to slow.

There are a number of options to try to fix this problem. They revolve around providing visual clues, signs, road markings etc that will encourage drivers to slow.

ACTION - The options and will be developed and presented to the Committee at the May meeting.

7.3 Works Plan - To set aims and priorities for Village planning

ACTION – Develop a plan. Action Plan item 6.3 amended to timeframe of May meeting. See

8 OTHER BUSINESS

8.1 Sheep Dog trials

Several observations were made on how the Sheepdog Trials worked this year.

This year's event had far more attendees than any in recent memory. The success of this year's trial was DISCUSSED, and thanks were conveyed to those who helped promote this year's event. Special thanks to Alan Jenkins for his PR work in getting the trials into the news media.

A number of improvements were suggested, namely;

- Public toilets were not clean despite the Sheep Dog Trials Committee paying Sport and Recreation Facilities for their use – ACTION – George to go on “fix my street” to complain. Bob to write to Sport and Recreation Facilities and complain;
- Large tree branch came down on Sunday ACTION – Bob to contact Sport and Recreation Facilities and seek a review of the trees by an arborist;

- The footbridge from the recreation ground to the Polocrosse fields has further deteriorated. It is unsafe but was in heavy use with both the polocrosse and trials in action -ACTION – Bob to contact to Sport and Recreation Facilities

The success of the weekend in bringing many people to Hall for rural type activities was also DISCUSSED, with the potential to use the village facilities for more of this style of rural events.

ACTION – Bob to talk to Events Management (ACT Government) about opportunities to promote the village

8.2 Extra-long grass at cemetery - GS

Length of grass at the cemetery DISCUSSED. The issue of the orchid might prevent mowing at certain times of the year. ACTION – George to check.

8.3 Minute taking requirements

DISCUSSED – The length of time spent on discussing the meeting minutes.

ACTION – minutes to be put up on the website 2 weeks after the meeting, as draft. Secretary will decide on the content of the draft. Final minutes to be ratified at the next Committee Meeting. This approach was AGREED.

8.4 Cc emailing requirements

The high flow of emails and whether or not all correspondence needs to be copied to all Committee members was DISCUSSED.

It was AGREED that it was not necessary to copy in all Committee members on all correspondence. If a Committee member is allocated a task, then the task should be made clean, then left to that member to do the task and report back as they feel is required, or has been previously agreed by the Committee.

9 AGENDA ITEMS FOR NEXT MEETING.

- **Consideration of Draft Constitution;**
- Report from BCC meeting on Gininderra Development

10 ACTION ITEMS UPDATE

- AGREED per agenda items above.

11 NEXT MEETING














Wednesday 18th April 2018







Meeting closed 10-00pm

Bob Richardson Secretary VHDPA

Action item register: Matters to be discussed are those marked 😞

No	Current Status	Next Action	Who	When	On Track?
1	Pavilion				😞 😐 😊
1.1	<u>Business Plan</u>				
	Pavilion Subcommittee appointed by VHDPA Committee at February 2018 meeting.	Subcommittee reported back to March meeting. Business Plan to be updated as a result of discussions at the sub-committee meeting.	Pavilion sub-committee	To sub-committee out of session.	😊
1.2	<u>Security</u>				
	New arrangements with SNP proposed.	Agree a contract with SNP to visit each weekend event, or some other form of definition. Provide SNP with read only access to booking system so they can see the booking contact details, or provide them with an email with the details.	Gavin	???	😐
		Revisit emails sent to hirers through booking system to highlight responsibilities, transport difficulties from Hall, need to comply with curfew etc	Tony/Gavin	????	😐
2	Halls Creek				😞 😐 😊
2.1	<u>Letter to Government</u>	Follow-up letter to Government in order to get a reply.	Leigh	??	😞
3	CSIRO Development				😞 😐 😊
3.1	<u>Keep Across their plans</u>	Leigh and/or George to attend Belconnen Community Council (BCC) meeting to hear their discussion on the development.	Leigh/George		😊
4	School Licence				😞 😐 😊
4.1	<u>Lease</u>				
	Confirmation lease is signed and agreed	In response to our letter the Department advised they will contact VHDPA and organize negotiations for the new lease when they are ready. Re-visit at end of Financial Year	Gavin	30 June 2018	😐
		Prepare an annual report from the school site users group to highlight the current effective use of the site.	Gavin	30 June 2018	😐
4.2	<u>Cottage</u>				
	Booking system	Under consideration by the Pavilion Subcommittee	Tony	???	😞

5	Village Safety					  
5.2	<u>Traffic Calming in Victoria Street</u>					
	Problem agreed, proposed solution needed.	Site visit and verbal response from Traffic Engineers complete. Options to be brought back to the Committee	Leigh	May 2018		
5.3	<u>Street lighting</u>					
	Improved nighttime lighting	Several reports have been made to "Fix my Street"	George			
6	Planning					  
6.1						
6.2	<u>Proposed re-development</u>					
	Bushrangers proposal	Keep informed	Peter			
6.3	<u>Village Planning</u>					
	To set aims and priorities for Village planning.	Committee to "workshop" the issues. A background paper to be prepared.	Brenton/Leigh	May 2018		
6.4	<u>District Planning</u>					
	RU6 dead zone proposal	Watching brief – no action at present.	George			
6.6	<u>Recreational Track</u>					
	Proposed kids bike track – renamed "Recreation Track"..	Still awaiting approval from the Heritage Council. Write to ACT Government, as advised by Heritage response to VHDPA letter, to seek information on progress.	Gavin	April 2018		
6.5	<u>Upgrade of Centenary trail to Barton Highway</u>					
	The extension of the Centenary Trail down From Clarrie Hermes/ Barton Highway down Victoria Street to connect with the Hoskins/ Hall Street point is necessary for cyclists/ walkers safety.	ACT Government have responded and may have some budget for work next FY. Site visit by ACT Government (Track Coordinator) planned in the near future.. Await.	Peter			

7	VHDPA				  
7.1	<u>Members Handbook</u>				
	Provide a handbook to Committee members on how the Committee should work..	The consultation draft of the committee member handbook, of March 18, as amended at the March 21 meeting, was AGREED to go to community consultation at the same time as the Constitution.	Jo	????	
7.2	<u>Constitution Review</u>				
	To review the constitution and make changes in time for the AGM.	A draft to be presented to the April meeting.	Jo	April 2018	
7.3	<u>Membership</u>				
	Update membership list and resolve forms of membership	Sub-committee reported back. Membership list now compiled. Requires a page on the website to allow people to renew on-line..	?????	June 2018?	
7.4	<u>Membership Drive</u>				
	To look if and how we can increase the number of members in the Village	On hold – awaiting item 7.2			