



Village of Hall and District Progress Association Inc.

VHDPA Inc.
PO Box 43
Hall ACT 2618
www.hall.act.au
President: Peter Toet.

VHDPA Committee Ordinary Meeting #6 - Minutes.

Meeting date	21 April 2021
Location	Hall School and by Zoom
Office holders and committee	Peter Toet, Olga Minion, Jan Klaver, Phil Robson, Tony Morris, John Starr, Robert Yallop, Peter Howard, Aaron Whittaker
Other Attendees	Bob Richardson
Apologies	Margaret Monahan, Ross Hampton, Doug Anstess

1		Welcome and introductions The President welcomed everyone to the meeting. The President acknowledged and paid respects to Aboriginal Elders past, present and future.
2		Notice of any conflicts of interest re agenda items No conflicts were raised.
3		General Business
	3.1	Minutes of previous meeting #5 The minutes of Meeting #5 were accepted. Proposed: Peter Toet Seconded: Tony Morris Carried.
	3.2	President's Report The President mentioned the many activities currently going on in Hall and surrounds.
	3.3	Treasurer's Report The Treasurer tabled the financial reports: balance sheet, profit and loss, statement of account and Pavilion Account Transactions. (A revised Profit and Loss Statement was tabled as the one included in the meeting papers contained an error – included in these minutes, see below)

	<p>There was general discussion about the reports and the Committee noted that income normally provided by hire of the Pavilion was greatly reduced due to COVID requirements. Consequently, in the 9 months to date of the financial year operating costs exceeded income by approximately \$1000 per month.</p> <p>The Treasurer mentioned an approach from Mr Bryce re access to funds for the Hall Park Upgrade and will advise that funds can be disbursed via invoice or receipt. (The VHDPA is holding funds for this project - approx \$6800.00 remaining.)</p> <p>The Treasurer noted that expenses from the Street Planting project are also being paid based on receipts and invoices provided by the project managers.</p> <p>The Treasurer noted that the Rural Fringe account was increased by advertising revenue.</p> <p>The Committee accepted the financial reports and ratified the transactions.</p> <p>Proposed: Phil Robson</p> <p>Seconded: John Starr</p> <p>Carried.</p>
3.4	<p>Report on meeting with Michael Sinclair about VHDPA and SIG financial procedures.</p> <p>Committee discussed the report.</p> <p>Committee agreed that the report should be circulated to the Special Interest Group office holders and Rural Fringe for consideration.</p> <p>Proposed: Peter Toet</p> <p>Seconded: Robert Yallop</p> <p>Carried.</p> <p>Committee agreed that a meeting then be arranged by the week of 5 May in order that discussion could occur with relevant parties, and actions proposed could be discussed at the next Committee meeting in May when the Committee will determine the formal response to the Auditor’s recommendations.</p> <p>Proposed: Peter Toet</p> <p>Seconded: Aaron Whittaker</p> <p>Carried.</p> <p>Action M#6/1 – Jan Klaver will circulate the report.</p> <p>Action M#6/2 - Phil Robson will arrange the meeting.</p>
3.5	<p>Appointment of Independent Auditor</p> <p>Committee agreed to the appointment of Michael Sinclair as independent auditor.</p> <p>Proposed: Peter Toet</p> <p>Seconded: John Starr</p> <p>Carried.</p>

	3.6	Update on Actions See Table, below.
	3.7	Correspondence Committee noted correspondence between the Secretary and the Ginninderra Catchment Group and that Aaron Whittaker and Margaret Monahan will liaise between the groups.
4		Reports of VHDPA Special Interest Groups
	4.1	Hall School Museum & Heritage Centre Tony Morris mentioned that the Museum had several successful exhibitions underway, including Fooling around in Flannels and display of the Ginninderra Blacksmith's ledger.
	4.2	Hall Mens Shed Doug Anstess provided his apology for the meeting.
	4.3	Hall Collectors Club Bob Richardson gave an update on the fire damaged premises at the showground. He noted that ACT Heritage had placed requirements on the repairs of the building which had doubled the repair costs. The Heritage Architect (Advisory Service) had drawn up plans, however, the building insurer had refused the cost. There was general discussion about tenure of the building and whether the VHDPA should write to the ACT Govt in general terms, to encourage sympathetic repair of a building which is included in the Hall heritage precinct. Peter Toet asked Bob to forward any documentation to the Committee for consideration.
5		Other Business
	5.1	Update on Hall Street Plantings project The Committee noted the update and success of the recent landscaping activities and that the grant was approximately 50 per cent expended. Aaron Whittaker noted that he had arranged for in-kind support of the project in the form of 22 cubic metres of landscaping mulch. Action M#6/3 – Aaron Whittaker to advise the value of the mulch to the Treasurer so that the in-kind support can be reported via the Grant Acquittal. Committee noted that some paving in Victoria Street was damaged by heavy equipment and would need repair. (see also discussion on Victoria Street paving at item 5.3)
	5.2	Anzac ceremony flowers Committee agreed that a wreath to the value of \$95 (predominantly red flowers) would be purchased for placement at the War Memorial on Anzac Day. Jan Klaver agreed to place the order. Peter Toet agreed that he could collect and place the wreath. Proposed: Peter Toet Seconded: Aaron Whittaker Carried.
	5.3	Paving on Victoria Street Robert Yallop updated the Committee about continued efforts to gain repair of the uneven and hazardous paving in Victoria Street. Robert noted he had previously contacted Access Canberra but had not received any response.

	<p>Last Thursday Robert sent an email to the Ministers Office and copied in 5 local MLAs. On Friday he received a reply indicating the issue was passed to ACT departmental officers for action. At 9am on Monday Robert also received a phone call from Leanne Castley, MLA, offering support. Robert then received a phone call yesterday from Gary George, Roads Act, and they met on site this morning. Gary photographed the pavement, noting that trees have caused the uneven surfaces. Gary also noticed that some pavers appeared recently broken by heavy machinery. Gary advised he intends put it through as separate procurement and it could be repaired within the next two weeks.</p> <p>Robert noted he also showed Gary a pothole subsidence caused by the street sweeper.</p> <p>The Committee thanked Robert for his efforts.</p>
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Revised Profit and Loss Statement

Untitled Report

Village of Hall & District
 Progress Association
 For the period 1 July 2020
 to 19 April 2021
 Cash Basis

VHDPA Operations

Account Name 2021

1. Income

Donations	\$890.00
Membership 2021	\$1,825.00
Total Income	\$2,715.00

Account Name 2021

2. Running costs

Accounting Fees	-\$264.00	
Bank fee	-\$340.38	
Advertising (61100)	-\$33.00	
Office Supplies	-\$149.32	
Webhosting	\$1,335.90	
Expense	-\$41.00	
Insurance	\$2,621.30	
Worker Comp	-\$675.95	
Village Expenses	-\$896.00	
Total Running costs	\$6,356.85	-\$3,641.85

3. PAVILION

Account Name	2021
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4. Pavilion Hire

Pavilion hire	\$915.00
Total Pavilion Hire	\$915.00

Account Name	2021
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5. Pavilion expenses

Repairs & Maintenance - Pavilion	-	
	\$1,416.40	
Waste Removal - Pavilion	-\$565.82	
Electricity - Pavilion	-\$820.50	
Gas - Pavilion	-\$753.97	
Water - Pavilion	-	
	\$1,265.07	
Supplies - Pavilion	-\$602.42	
Total Pavilion expenses	\$5,424.18	-\$4,509.18

6. COTTAGE

Account Name	2021
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7. Cottage hire

Cottage hire	\$1,330.00
Total Cottage hire	\$1,330.00

Account Name	2021
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8. Cottage Expenses

Repairs & Maintenance - Cottage	-\$55.94	
Electricity - Cottage	-	
	\$1,107.17	
Gas - Cottage	-\$336.22	
Total Cottage Expenses	\$1,499.33	-\$169.33

9. School Site User Groups

Account Name	2021
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10. expenses

SSUG Garden	-\$800.00
SSUG Water	-\$351.26
SSUG Electricity	-
	\$1,647.24
Total expenses	\$2,798.50

Actions Table

Meeting Number	Action Number	Responsible	Description	Updates	Status
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2	6	Peter Toet	Peter Toet to call Richard Daintree and encourage repair of the security system.	Underway The system has been upgraded and there is ongoing discussion about the number of users and pin codes. Peter Toet intends to ask for a user guide given the number of users.	Open
3	2	Committee	Formally appoint Michael Sinclair to the role. Of independent auditor for the VHDP.	Completed	Completed
5	1	Jan Klaver	Phil Robson, John Starr, Peter Toet and Jan Klaver to meet with Michael Sinclair.	See papers Completed	Completed
5	2	Jan Klaver	Secretary to contact the Catchment Group. Aaron and Margaret volunteered to liaise when the opportunity arises.	See correspondence	Completed
5	3	Aaron Whittaker	Aaron to raise the matter of access to Hall using mobility scooters with ACT government representatives.	Aaron spoke to a ACT Police who advised mobility scooters are not road worthy.	Closed