



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 - Minutes.

Meeting date	28 June 2020
Location	by Zoom Topic: VHDPA Committee Meeting Time: Jun 28, 2021 07:00 PM Canberra, Melbourne, Sydney Join Zoom Meeting https://us02web.zoom.us/j/81420662135
Office holders and committee	Peter Toet, Olga Minion, Jan Klaver, Phil Robson, Tony Morris, Robert Yallop, Margaret Monahan, Aaron Whittaker, Ross Hampton Apologies: John Starr
Other Attendees invited	Michael Sinclair – for discussion on item 3.1

1 Welcome and introductions

The President welcomed attendees and acknowledged traditional owners of Hall and the surrounding region.

2 Notice of any conflicts of interest re agenda items

Nil declared

3 General Business

3.1 Review matters including: Annual Return 2021 Incorporation of the Collector's Club

Michael Sinclair is appointed as Reviewer to the VHDPA and is assisting the VHDPA with improvements to its financial and other governance. The Association has recently amended its Rules, including, to more clearly set out its activities and relationship to Special Interest Groups. During consultation on the amended Rules the Collectors Club indicated it would

seek incorporation. Incorporation took effect on 1 June 2021. Other Special Interest Groups accepted and indicate they will comply with the Rules.

Michael Sinclair attended the meeting for discussion of this item. There was general discussion about the establishment of subcommittees and delegation of VHDPA activities and certain roles. It was noted that a subcommittee could be known generally under a different name, such as a particular Special Interest Group. Tony Morris noted that Special Interest Groups had been originally set up as subcommittees, however, the Rule amendment in 2018 had changed them to Special Interest Groups.

There was also general discussion of the amicable separation of the Collectors Club from the VHDPA. It was noted that the VHDPA will need to report on the financial activities of the Collectors Club as per usual, for the 20-21 financial year.

Action #1 the Committee will write to the Collectors Club and nominate a reasonable date for the formal separation, and seek feedback on that date, aiming for a mutually acceptable date. The newly incorporated Collectors Club will need to open a new bank account and transfer the monies from the currently held account and the VHDPA is aware that it may take some time for the new club to get all relevant documents and arrangements in place.

3.2 President's Report

The President noted the many things going on in Hall currently.

3.3 Treasurer's Report including: Financial statements EOFY preparation

The Treasurer tabled the financial reports and asked that the Pavilion accounts be ratified. The Treasurer noted that there is a fixed assets ABN withholding credit sum in the accounts. The sum is historic and may need to be claimed back from the Tax Office, this is being looked into further.

Statement of financial account is straightforward. The profit and loss statement shows outgoings exceeding inputs due to the inability to hire the Pavilion etc.

The Treasurer noted that the VHDPA is continuing to pay fixed costs for the Museum, Men's Shed and Collector's Club. There was general discussion about the lack of separate metering for electricity for the Axemans, Collectors and Pony Club. For larger events Tony Morris noted that he normally reads the meter before and after the event.

The Treasurer also raised the term deposit for discussion which is currently on a monthly renewal – and suggested the term could be extended to at least 6 months for greater 3 per cent interest.

The Treasurer also noted that he will apply on behalf of the VHDPA for Netbank and set up a CommBiz account facility to enable the recommended two signatures on electronic transactions for the SubCommittees (Special Interest Groups). There is a minor transaction cost involved.

The motion to accept the financial accounts, ratify Pavilion transactions and set up the CommBiz access adding the Treasurer's signature to the Subcommittee accounts was moved by Peter Toet

Seconded: Tony Morris

Carried.

The Treasurer noted that the End of Financial Year accounts will be prepared in Xero. There will be further discussion between the Treasurer and the Reviewer. From the beginning of

the next financial year the hard copies of invoices and receipts uploaded to Xero must also be retained and this will be communicated to the sub committees.

3.4 Minutes of previous meetings #8 and General Meeting held 16/6/21

Minutes from meeting #8 and the General meeting were circulated for review of committee members by email. Suggested edits have been made.

Peter Toet proposed the motion to accept the Minutes of Meeting #8.

Seconded – Robert Yallop

Carried

Peter Toet proposed the motion to accept the Minutes of the General Meeting held on 16/6/21.

Seconded – Phil Robson

Carried

The Committee noted that these will be placed on the website.

Robert Yallop noted that the new Rules need to be notified to the Registrar and relevant documents are ready for submission pending relevant signatures. Robert noted that one of the items listed in the ACT government guidance for rules – if model rules are not adopted – is not in the Associations Rules. It relates to the replacement of casual committee vacancies. It was discussed that the Model Rules will apply where there is no specified replacement and when the form is filled in it can refer to the relevant Model Rule.

Robert noted he will also place the new Rules on the Association website.

Robert Yallop advised he has notified the Registrar of the resignation of Peter Howard.

3.5 Update on Actions

Background

Open actions:

Meeting Number	Action Number	Responsible	Description	Updates	Status
7	1	Jan Klaver	The Committee requested the Secretary to invite a TCCS representative and Graeme Bryce to give an update on the playground upgrade project at the next ordinary meeting.		open

Jan Klaver advised that the invitation was not yet sent and that an invitation to the Ginninderra Catchment Group would also be renewed.

3.6 Correspondence

The Secretary spoke to correspondence received noting that most had been dealt with in email exchanges by the President. A request received to list an ACT business on the VHDPA webpage will be forwarded to Robert Yallop for action.

4 Reports of VHDPA Special Interest Groups

4.1 Hall School Museum & Heritage Centre

It was noted that the Annual report of activities is well advanced.

4.2 Hall Mens Shed

Aaron mentioned that the Men's Shed has been discussing repairs to the damaged bridge across the creek with new treads and rails. They are currently looking into sourcing some hardwood timbers.

Members have also been busy building bird boxes with the Kaleen Men's Shed from materials purchased with grant funding.

4.3 Hall Collectors Club

See above – the Hall Collector's Club has separately incorporated and no longer wishes to operate as a Special Interest Group of the VHDPA.

According to the (revised) Rules of the Association, 11(d) Powers of Committee include that it may establish and dissolve Special Interest Groups of the Association.

The Committee considered when it should move to dissolve the Collectors Club and discussed any further actions as needed to ensure the VHDPA complies with requirements of the Associations Incorporation Act 1991 (ACT).

After discussion with Michael Sinclair at agenda item 3.1, the Committee agreed to write to the Collector's Club and suggest a time for separation, to be mutually agreed. The letter will include a reminder to close the existing bank account and open a new account. (This is needed to demonstrate movement of the monies from the VHDPA to a similar incorporated association.)

It was noted that the Collectors Club will hold their Annual General Meeting next Friday.

Robert Yallop proposed a motion that the VHDPA committee should dissolve the Special Interest Group on the relevant date, whichever is decided.

Seconded by Aaron

Carried unanimously.

Action #2: letter to be drafted

5 Other Business

5.1 Pavilion management update

At Meeting #8 Tony and Margaret Morris signalled retirement from management of the Pavilion and Cottage facilities. An advertisement was placed in the Rural Fringe seeking volunteers.

The Committee discussed that expressions of interest received only applied to assisting with the Cottage. Peter noted his discussion with Jonathon Palmer to the effect that the Men's Shed is happy to manage the Cottage including maintenance and cleaning. Bill and Andy Pearson had also volunteered to assist with the Cottage bookings.

Tony Morris noted that he and Margaret can continue until there is an offer.

The Committee noted that the conditions of the current lease do not permit a sublease.

Aaron noted that he was aware of successful arrangement made by another association who hired someone to do the paperwork.

5.2 Update on Pavilion painting – Fenner Stronger Communities Grant

The VHDPA has received grant funds for repainting the Pavilion. Quotations were previously sought from three businesses and assessed on their value for money and fit for purpose. The committee noted that the President has contacted the successful bidder about commencing work. The contractor is expected to provide a date which will be checked to avoid conflict with the markets.

5.3 Hall Memorial Grove parking update

The VHDPA has been approached by Transport Canberra and City Services (Kim De Francheschi) about installing bollards and barriers in the Memorial Grove Vicinity to improve amenity and safety. The President circulated the correspondence and with some Committee members met on-site on 22 June, 2021.

The Committee noted its support for improving pedestrian safety in the location. Peter, Olga and Margaret met with TCCS to discuss the parking changes. Some bollards will be reinstated and parking directly in front of the Memorial will be restricted.

The Committee noted that further information is expected to be provided by TCCS and it may be directly communicated to residents and/or the VHDPA may be asked to assist, such as via an article in the Rural Fringe.

5.4 Axeman's club building repairs and slab

On 19 May 2021 the Hall Axeman's club (Shaun O'Connor) advised the VHDPA of its application for a Capital Assistance Grant for installing a concrete hardstand area near the Pony Club sheds and sought VHDPA support. The Committee agreed to support the proposal. The Axeman's Club later approached the VHDPA for support to encourage more rapid repair of the Pony Club building, used by the axemen, which was damaged by fire. The VHDPA Secretary contacted officers in ACT Sport and Recreation (Ross Burden and Dave Mann) on 4/6/21 and was advised organisation of the repairs was proceeding slowly but plans were expected soon.

The Committee noted that repairs were progressing slowly. Robert Yallop also observed that repair of the shed was raised by the Hall Traders representatives during the recent visit to Hall made by MLA Leanne Castley.

5.5 Annual General Meeting

Robert Yallop reminded the committee that the VHDPA AGM would ordinarily occur in August and, pending COVID directions, the Committee should be mindful of the need for preparation. It was also noted that 21 days notice of the meeting is needed.

Meeting closed at 9.01pm