

Toongabbie Township Committee

Minutes of meeting held Monday 4th March, 2019 at 7.30pm

PRESENT: Karen Blomquist, Margaret Foulds, Tracey Anton, Malcolm Goodwin, Tim Paulet, Teresa Pugliese, Deb Brown and Julie Christensen

APOLOGIES: , Nil

CHAIR: Tracey Anton

MINUTES: Karen Blomquist

Confirmation of Minutes of meeting held 4th February, 2019 was deemed correct.

Moved: Malcolm Goodwin
Seconded: Margaret Foulds

1. Business arising from minutes of previous meeting:

- 1.1 Letter sent to Rec Reserve inviting them to submit priority listing – *Tracey advised letter received.*
- 1.2 Community Engagement meeting to confirm date with LCC – *Tracey spoke about this to be scheduled possibly by end of April. **Tracey to action with LCC***
- 1.3 Action on poor mobile coverage – *Tracey advised that we required a letter of support from Council, CFA and Dwelp input. **Teresa to get LCC support letter***
- 1.4 Update on payment of security lights for CFA – *Tim advised submission for lights (\$750.00) and interpretative signage had been completed through smartygrants. General discussion on this process was had).*

2. Correspondence:

In: Correspondence: February/March 2019

In-

- 10/2/19 - Women with Disabilities - Leadership & Empowerment Group
- 20/2/19 - Applications to join the 2019 Latrobe City Youth Council
- 21/2/19 - Easy Grants Newsletter
- 25/2/19 – LCC notification for a Councillor Briefing Paper of Minor Capital Works reviews and procedures

Out-

- 17/2/19 - Letter to Recreation Reserve Minor Capital Works funding guidelines

Tim – *item of correspondence from Secretary, Rec Reserve Committee in response to letter of 17/2/19. (Tim proceeded to read out correspondence). **Copy attached.***

Tracey - responded it is now up to Council and we need to follow guidelines.

Discussion that signage and CFA Lighting had been included.

Deb – Thank you for the letter and it will be forwarded onto Council.

Motion was moved:

That Tracey will respond to Recreation Reserve correspondence.

MOVED: Deb Brown
SECONDED: Margaret Foulds

3. Reports

3.1 Latrobe City Small Township Liaison Report

Spoke about our community groups training and workshop in which Tracey was a representative from our Committee.

Small Town minor Township grants balance of uncommitted funds:

\$15,590.00

-750.00 (Lighting to be approved).

\$14,840.00

Discussion about the township mower payment of \$2,000 if it was included in the above or had been made to the Rec Reserve. It was made aware to the Committee that this was not included or paid to the Rec Reserve through the Smartygrants and that an online application was not completed. Tim is following up with Courtney Acquillian (Grants Officer) of successfully achieving this.

Tracey had account balances from Rec Reserve on grants:

\$ 634.05 (Operational Grant) – requests for any receipts for printing/paper or other admin requirements to be passed on before May, 2019.

\$ 721.55 (Community Day Event Grant) outstanding from 2017/18

2,000.00 (this year's grant to run event)

70.00 Cash donations

2,791.55 Total to run this year's event

3.2 Recreation Reserve Committee

Cricket Club had obtained quotes for balustrade, tree trimming had occurred around oval.

Margaret highlighted the contribution the Rec Reserve had made to the community from the Council Maintenance Grant and the NBN payment. She also stated how well the Water Reserve was being maintained. The Rec Reserve are looking at an electric township information sign.

Tim advised that the spouting and roofing of the Rec Reserve building is an item of repair in the near future requiring funding.

3.3 Comment on Latrobe City Community Workshop/Training Day 25/2/2019

Tracey gave a brief on this training and workshop day.

3.4 Community Emergency Management – refer to General Business

4. General Business

4.1 Community Day Event – 31st March

Deb requested that a change of date be made to the Community Day Event.

Due to fire activity within the Gippsland Region or Community Emergency Management personnel will be busy for the next couple of months. Possibly to be rescheduled to a day in July. Deb will circulate date.

4.2 Township newsletter – introduction/fire concerns/community event/township engagement

Issues arising from recent fire meetings about a rally point in Toongabbie. This newsletter will highlight our committee what we do and further community information to be distributed a couple of times throughout the year.

4.3 Website update – seeking support

Help required to maintain our community website. Deb to obtain password to access and review.

4.4 Microphone and PA System

The Committee voted the following:

2 x quotes to be obtained

Smartygrant application to be processed

Not to be purchased until approval from the Smarty grant application.

Tim advised the purchase would be a wireless headset with a minimum of 4 speakers (2 x inside a meeting room and 2 x outside) suggested purchase of 2 x microphones as well. Unit to be possibly housed at CFA station and that contents insurance may be required.

Tim nominated himself to be in charge of documenting its communal use > all agreed.

4.5 To discuss committee protocols for accepting Minor Capital Works funding requests in future

Tracey provided the following dot points:

That our committee -

- known and accept the seven small towns minor capital works program grant funding guidelines.
- understand what constitutes a project through this program (activity/proposal requiring council approval).
- will circulate and advertise the grant funding guidelines via --- to ensure project requests provide the appropriate information so committee can apply due diligence and accountability for project consideration.
- will invite project requests from township groups or others to be formally submitted for consideration as a priority in the broader context of community engagement.
- ~~will not consider any project request that is retrospective which includes reimbursement of costs already incurred and funding for projects which have already taken place or began prior to a request being given to our committee for consideration.~~ **Agree to take this one out**
- will be respectful of our code of conduct in discussion of project eligibility and will refer to Latrobe City Council for clarification as needed.

Deb and Tracey to action refinement of these protocols and circulate when complete.

Discussion on the community deciding project priority or the township committee. Agreed that it should be township guiding project priority and Councillor oversees the process.

It was suggested that the Committee schedule a Community meeting to discuss all concerns from Community Groups and the wider community. Tracey will contact availability of Cr. Kellie O'Callaghan to be scheduled for Thursday 4th April at 7.00pm (sausage sizzle from 6.00pm).

Tim suggested that an email be sent out with updated priorities list to community groups. **Tracey & Debbie to work on. Tracey circulated the covering letter to be emailed with the list**

Karen requested that we obtain updated details of community groups eg. President, Secretary, Treasurer and contact numbers. **Tracey to action**

5. Items without Notice.

Tim: Received Tammy Gardiner's resignation

Deb suggested an opportunity for non-committee role on a volunteer basis for members of the community on our Committee.

**It was agreed that we ensure at least one person be accountable to complete grant applications to ensure we meet MCW's funding guideline processes
Tim has now taken over the role**

Julie: Request to look at laneway/unused road for possibility of being opened up as a walking track / Bike track, location is opposite Hill Street which runs up to the Toongabbie Creek with exit back onto Old Walhalla Road. Contact with Council to be made or added to our priority list.

Meeting closed at 9.15 pm

Chair next meeting: Will be our Community Group meeting
Possibly with Kellie O'Callghan as Chair

**Next Meeting: Thursday 4th April, 2019, at 7.00 pm.
(At Mechanics Institute with a sausage sizzle gathering at 6.00pm)**