



Committee Minutes

S355 & Statutory As Information Only

COMBINED

Tuesday
18 April 2017

ITEM NO: 3.1
REPORT FROM: Executive Services
SUBJECT: STATUTORY AND SECTION 355 COMMITTEES - MINUTES
OF MEETINGS THAT REQUIRE COUNCILS ENDORSEMENT

Submitted to Council's Ordinary Meeting held on: 18 April 2017

Minutes from Committee Meetings:

3.1-1	Narrandera Parkside Cottage Museum	13 March 2017
3.1-2	Narrandera Parkside Cottage Museum	10 April 2017

TEM NO: 3.1-1
REPORT FROM: Executive Services
SUBJECT: MINUTES – PARKSIDE COTTAGE MUSEUM
MEETING DATE: 13 March 2017
MEETING VENUE: Parkside Cottage Museum

Submitted to Ordinary Council Meeting held on: 18 April 2017

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Parkside Cottage Museum Committee meeting held 13 March 2017.

Committee Members

Cr Bryon, Graham Minchin, June Hulands, Roy Wade, Robert Sloan, Geoff Sullivan, Lyn Browne and George Patterson

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at **7.20pm** and thanked committee members for attending.

Item 1 - PRESENT

Representing Narrandera Shire Council	Cr Bryon
Representing Committee	Graham Minchin (Chair)
Representing Committee	Lyn Browne (Secretary)
Representing Committee	Robert Sloan (Caretaker)
Representing Committee	Geoff Sullivan
Representing Committee	June Hulands

Item 2 - APOLOGIES G Patterson, R Wade

Item 3 - DECLARATION OF PECUNIARY INTEREST No Interest Declared

Item 4 - CONFIRMATION of MINUTES of 13 and 28 February Meetings

Moved: J Hulands

Seconded: Robert Sloan

CARRIED

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES Nil

ITEM 6 TREASURER'S REPORT

Treasurer gave his report verbally by phone and advised that the Electricity Account for \$360 has been paid.

Total Income	\$773
Total Expenditure	\$360
Bank Balance	\$773

RECOMMENDATION Item 6

That the Treasures report be accepted.

Moved: R Wade

Seconded: G Sullivan

CARRIED

ITEM 7 COUNCIL REPRESENTATIVE REPORT

Cr Bryon was asked to ask the Narrandera Shire Council about circuit breakers on the Power Box and having one switch in the office so that the Caretaker only has to turn one on and off instead of having to do each room one at a time. We will still need to be able to turn lights on and off if only one or two rooms are needed.

Cr Bryon reported the “Space Page” is now ready for use. The Narrandera Shire Council Web Site is a works in progress. The “What’s On In Narrandera” at the Tourist Information Centre has started.

A walk through the Museum with R Wade, G Sullivan, Cr Bryon and S Killham will be done in the future. It will be one room at a time.

Call outs to the Museum each time the smoke alarm goes off are done as a donation.

ITEM 9 CARETAKERS REPORT

The book “Down Memory Lane” was donated by Ray Smith. Also there are two maps two members have taken to study. Are they relevant to the museum?

The Eno Rod for the Hot Water System is due to be replaced in April and the Fire Extinguishers are checked annually.

ITEM 10 FAMILY HISTORY

1. A Slouch Hat, donated to Museum has arrived from Mrs F.M. Godolphin in England.
2. Glenys Crone from Melson Bay has donated three small photos.

GENERAL BUSINESS

1. Secretary L Browne is still having trouble with her eyes. Cr Bryon offered to do the Minutes for her if she could manage to rest, starting in April. L Browne took up the offer with none of the members objected.
2. It was recommended that an inspection of the Museum, room by room is undertaken to decide what items in each room are not relevant to Narrandera Shire. The first room will be done on 3 April 2017at 9.30am.

Moved: G Sullivan

Seconded: R Sloan

CARRIED

3. It was recommended the Committee hold a stall at the “Middle of the Month Stalls” held at the Narrandera Railway Station on Good Friday, 14 April 2017. Cr Bryon explained there is not a lot going on for the Hot Rods that day. Members voted in favour of this.

Moved: J Hulands

Seconded: G Sullivan

CARRIED

CORRESPONDENCE

IN

1. Museums and Gallery’s Foundation – Small Grants information
2. Australia Post Contact information and reminder to pay for our post office box

OUT

1. Meeting reports to Narrandera Shire Council

Business Arising from Correspondence

Secretary L Browne is to contact Australia Post

ATTACHMENTS Nil

NEXT MEETING 10 April 2017 - 7:30pm - Museum

MEETING CLOSED 9.05pm

Approved by Chairperson: *Mr Graham Minchin*

Mr.GM/VKM – 2017 April

RECOMMENDATION

That Council receive and note the Minutes of the Narrandera Parkside Cottage Museum Committee meeting held 13 March 2017.

ITEM NO: 3.1-2
REPORT FROM: Executive Services
SUBJECT: MINUTES - PARKSIDE COTTAGE MUSEUM
MEETING DATE: 10 April 2017
MEETING VENUE: Parkside Cottage Museum

Submitted to Ordinary Council Meeting held on: 18 April 2017

RECOMMENDATION

That Council receive and note the Minutes of the Parkside Cottage Museum Committee meeting of 10 April 2017.

Committee Members:

Cr Bryon, Graham Minchin, June Hulands, Roy Wade, Robert Sloan, Geoff Sullivan, Lyn Browne and George Patterson

~~ This Item is submitted for Council's Information ~~

The Chairperson opened the meeting at **7.30pm** and thanked committee members for attending.

Item 1 - PRESENT

Narrandera Shire Councillor	Cr Bryon (Minute Taker)
Representing Committee	Graham Minchin (Chair)
Representing Committee	Lyn Browne (Secretary)
Representing Committee	Robert Sloan (Caretaker)
Representing Committee	Roy Wade
Representing Committee	Geoff Sullivan
Representing Committee	June Hulands

Observers Nil

Item 2 - APOLOGIES G Patterson

Item 3 - DECLARATION OF PECUNIARY INTEREST No Interest Declared

Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 13 March 2017

Moved: J Hulands **Seconded:** G Sullivan **CARRIED**

Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES

Initial meeting to walk through the Museum to look at changes that need to be made to displays moved from 3 April to 27 March. Only three committee members able to attend, but some recommendations will be made to the committee on reconciling museum content.

ITEM 6 TREASURER'S REPORT

Treasurer's report was presented.

Total Income	\$110.00
Total Expenditure	\$329.91
Bank Balance	\$193.06

RECOMMENDATION Item 6

That the Treasurer's report be accepted.

Moved: R Wade

Seconded: J Hulands

CARRIED

GENERAL BUSINESS

1. Australian Heritage Flyer

It was decided to support the Australian Heritage Festival to be held from 18 April through to 21 May, by holding an Open Day at the Museum on Saturday 13 May 2017. Free admission, donation box displayed, simple morning tea provided, local historians available for tours or questions. Event to be registered with Australian Heritage Festival.

2. Discussion about the Arts and Community Centre article in The Narrandera Argus which referred to the Museum seeking 355 status.
3. Caretaker reported that Council has checked the ceiling and cleaned the skylight.
4. The large gum tree on the eastern side of the Museum needs trimming as well as the large bottlebrush tree out the back.
5. Consultant report will be presented to the Museum Committee Tuesday 11 April 2017.

CORRESPONDENCE

IN

1. NBN Report
2. Australian Heritage Flyer

ATTACHMENTS

1. Treasurer's Report

NEXT MEETING Monday 8 May – 7.30pm – Cottage Museum

MEETING CLOSED 8.30pm

Approved by Chairperson:

Mr Graham Minchin

Mr.GM/VKM – 2017 April

RECOMMENDATION

That Council receive and note the Minutes of the Parkside Cottage Museum Committee Meeting of 10 April 2017