

Yackandandah Public Hall Committee

Meeting Minutes

HELD 5.30 pm 21 July 2023

LOCATION: Yackandandah Public Hall gallery

1. Welcome

2. Present

Dan Carberry Chair, Chris Lello Treasurer, Doug Westland Secretary, Bill Buchanan,

3. Apologies

Glen Aberle Ian Brown, Jenni Lannen

4. Disclosure of conflicts of interest

Nil

5. Confirmation of minutes of previous meeting

Confirmation moved by Chris L and seconded by Bill B

6. Matters arising from the minutes

- All matters are covered in later agenda items

7. Correspondence

Letter from Emma O'Donnell, Governance Officer Indigo Shire regarding AGM reporting requirements.

8. Financial report

Chris spoke to the health of the finances currently with an opening balance of some \$31,755. apportioned to Public Hall \$20, 752 and Courthouse \$11,003

Chris and Doug to review correspondence with Council re the responsibility split between Council and the Hall Committee.

Current status is described in attached note.

Chris and Doug

Noted generally that finances were sound despite the reduction in Council grant.

9. Booking Officer Report

- No report as Jenni is away. Chris reported that bookings particularly for the Hall are holding up well.

10. General business – items to be discussed

a. Generator

Dan reported that TRY (MCJ) is working on a project to procure a mobile generator to supply the Public Hall in the event of an emergency. Noted that any financial commitment towards this is unclear but would need to be considered against other priorities.

Courthouse Heritage Furniture:

Proposal as attached was discussed and endorsed in principle.

Follow up action now is to check the dimensions of the items and obtain endorsement from the Heritage Advisor.

Interpretation Panel concept was endorsed for both the Courthouse and the Public hall. Doug to liaise with Historical Society regarding a consistent format for this. **Doug to follow up**

b. Hall Kitchen Handbasin tap Replacement

Dan reported that this has now been done.

c. Piano DeHydrator

Dan advised that this has now been installed and is operational, warming the piano and effectively countering any potential condensation occurring internally.

d. BioBox Key safe: Now installed, [REDACTED]. [REDACTED]

e. Courthouse Heating: Urgency is now apparent as bookings are being cancelled. Doug referred to a fee proposal for design services from Building Services Group to advise optimal system considering likely utilisation, immediacy, and comparative operating economy. Noted that this would involve some cost but was necessary given the likely cost of the solution to be confident of the direction to be followed. **Doug**

f. Movable Partitions: WIP for Glen. Chris noted that perhaps it would be possible to make some of them sound reflective and be useful as part of a sound shell. **Glen**

g. Green Room reinstatement: Painting has now been completed and carpet to be installed by Council on the insurance claim.

h. Hall Floor Buckling: Noted that this has returned across much of the area of the main hall including the area new the Exit Door: Subfloor ventilation is being extended to the east side with an extended flexible duct. Dan and Doug to undertake an update of the condition assessment report for submission to council. **Dan/Doug**

i. Defibrillator: Noted that a new unit is now installed outside near the head of the ramp. Internal unit has now been removed.

j. Phoebus: Location on the wall to the right of the stage was agreed. Doug and Dan to proceed with the installation asap. **Dan/Doug**

k. Future Vision:

Doug spoke to the draft schedule of foreseeable works as the first step in setting up a process to develop a longer-term vision for the Hall. See attached schedule. This would then become a discussion point with Council at a high level.

11. Hall Housekeeping

a. Preparation of User Guide for each venue

Glen and Doug to review the guidelines on the webpage and review in the light of current circumstances as a guide for hirers of both venues. **Action Glen and Doug**

a. Safe management of kitchen and hot (boiling) water in the foyer

Further discussion regarding safe Boiling Water handling took place.

Conclusion:

Urn to be located in the Kitchen in a fixed location where it can be accessed as required (self Help) or the source of Boiling Water loaded into Air Pots that are placed in the foyer for self help

Doug to draft a memo for display and to users explain the arrangements **Action Doug**

12. Date of next meeting

AGM was proposed for Friday 1 September: All note.

13. Closure of meeting

Chair closed the meeting at 7pm

Priorities of the Future

For discussion

ref	Description	Benefits	Risks of not doing	Comment
1	Remotely adjustable lighting	Increases flexibility of hall utilisation	Stuck with current limitations	
2	Room divider panels	Increases flexibility and can be used at both locations	Hirers have to provide	
3	Demountable Sound Shell	Enhances acoustic performance of the stage	Manage with existing limitations	
4	Stage Extension modules	More flexibility in staging eg theatre in the round	Manage with existing limitations	
5	Courthouse Heating	Need effective and energy efficient and responsive heating provision	Continue to lose bookings due to no effective heating	
6	Courthouse Furniture permanent location	Makes accessible and gives purpose to heritage furniture currently in storage	Aggravates current storage providers and heritage story is lost	
7	Southern Wall Panelling Sheet in timber ply panelling	Overcomes condensate problem in winter and presents better	Condensate and associated mould growth remains a risk	
8	Heritage interpretive panel	Information regarding the origin and changes to the Public hall buildings	Visitors remain ignorant	
9	LED Light Diffusers	Fit remaining LED lights with diffusers to ameliorate the glare.	Glare continues.	
10	Seal main High St Doors	Overcome risk of flooding from High Street pavement	Risk remains	
11	Replace cement sheet cladding externally to east wall	Deterioration continues with stormwater ingress to building fabric	Removes this risk	
12	Refinish main floor	Sand and refinish when subfloor ventilation produces a stable environment		