



Yass Soldiers Memorial Hall Committee Meeting

**Thursday 14 July 2022
3.00pm
Council Chambers
209 Comur Street, Yass**

YASS SOLDIERS MEMORIAL HALL ADVISORY COMMITTEE

NOTICE OF MEETING

A meeting of the Yass Soldiers Memorial Hall Advisory Committee will be held in Council Chambers 209 Comur Street, Yass, on Thursday 14 July 2022, commencing at **3.00pm**

AGENDA

Page No.

Acknowledgement of Country

1. Apologies

2. Declarations of Interests

3. Confirmation of Minutes

Minutes of Yass Soldiers Memorial Hall Committee Meeting held on 7 October 2021

4. Staff Reports

4.1 Election of a Chair	9
4.2 Code of Conduct, Committee Guidelines & Media Policies.....	10
4.3 Meeting Dates & Times.....	11
4.4 Strategic Projects & Priorities	12

5. Next Meeting

Committee Membership: Crs J Abbey, K Turner, C Pothan, S Neuhaus, A Hennell, J Davidson,
J Scanes, S Jitts, A McCarthy



Minutes of the Yass Soldiers Memorial Hall Committee Meeting

Thursday 7 October 2021

2.30pm

Council Chambers

209 Comur Street, Yass

Table of Contents

1.	Apologies	2
2.	Declarations of Interest.....	2
3.	Confirmation of Minutes	2
3(a).	Notes from Meeting – 4 February 2021	2
5.	Status Reports – Memorial Hall Dilapidation Report	3
5.1	Memorial Hall Dilapidation Report – EMERGENCY SAFETY WORKS	3
5.3	CREATIVE CAPITAL GRANT OPPORTUNITIES	4
5.4	OTHER FUNDING OPPORTUNITIES	4
6.	Next Meeting.....	5

Minutes of the Yass Soldiers Memorial Hall Committee Meeting held on 7 October 2021

Present

Committee present:

Cr G Frost (Chair), Cr K Turner, N Turner, J Ward, A Cameron, A McCarthy, J Scanes, S Neuhaus,

Also in attendance:

J Duggell (Director), C Berry (GM), T Stevens, H Ranyard, P Hodge, Yass Valley Council.

A Holmes, P Crisp, G Reid, J Davidson.

1. Apologies

Nil

2. Declarations of Interest

Cr Frost noted a non-pecuniary declaration of interest as he is President of Yass FM.

N Turner declared he was a member of the RSL who had lodged a submission for accommodation in the Yass Memorial Hall.

A McCarthy declared he was a member of the Yass Historical Society, Yass Music Club and Yass Rotary, although he was attending as an independent representative.

3. Confirmation of Minutes

COMMITTEE DECISION

That the minutes of the Yass Soldiers Memorial Hall Committee Meeting held on 26 November 2020, be taken as read and confirmed.

*(McCarthy/Scanes)
Carried*

3(a). Notes from Meeting – 4 February 2021

Notes of the Yass Soldiers Memorial Hall Committee meeting held on 4 February 2021 and correspondence be noted and distributed to members.

4. INWARDS CORRESPONDENCE

Letters of support for the EOI to be submitted for the Creative Capital Grant, due 3 November 2021, received from:

- Alfred McCarthy - Rotary
- Peter Crisp – Yass Music Club
- George Reid
- Yass Repertory
- Edward Storey

COMMITTEE DECISION

That the notes of the Yass Soldiers Memorial Hall Committee Meeting held on 4 February 2021, and correspondence received be noted.

*(Scanes/Cameron)
Carried*

5. Status Reports – Memorial Hall Dilapidation Report

5.1 MEMORIAL HALL DILAPIDATION REPORT – EMERGENCY SAFETY WORKS

SUMMARY

To provide the Committee with the Special Purpose Inspection Dilapidation Report as prepared by Peak Consulting. The Report is attached as **Attachments A & B**.

James Dugdell (Director) provided a briefing to the Committee on the Yass Soldiers Memorial Hall Dilapidation Report. This report looked at fire safety, electrical, roof, building structure, sub-floor and BCA compliance.

Summary of remedial works needing to be addressed:

Roof defects	\$416,000.00
Window defects	\$130,416.00
Brick cracking	\$59,136.00
Balcony waterproofing	\$13,860.00
Floor repairs	\$27,256.00
Electrical	\$145,860.00
Plumbing, drainage & sewerage	16,262.00
Asbestos	\$65,049.00
Fire safety	\$114,048.00
Plastering & painting	\$44,370.00
Timber flooring	\$29,568.00
TOTAL COST	\$1,061,825.00

A critical safety statement identified the recalled electrical RCD's which make the building unsafe. These are immediate works and are currently being addressed by Yass Valley Council, commencing on the week beginning 11 October 2021. This will enable continued use of the Memorial Hall.

The Committee were made aware that the roof, electrical and fire safety would be priority if the Major Creative Capital Grant funding application was unsuccessful and alternative sources of funding were to be applied for.

COMMITTEE DECISION

That the report be noted and the decision recorded.

***(Scanes/Cameron)
Carried***

5.2 RELOCATION OF HISTORICAL SOCIETY ARCHIVES

Before any roof works can begin, the Yass Historical Society Archives will need to be relocated out of the Memorial Hall.

The committee discussed possible options but at this stage there was no forthcoming alternative location. Further investigation and communication will be required with the Yass Historical Society with developments in the future.

ACTION:

That Council to liaise with Yass Historical Society regarding timeframes when and as they become available depending on funding and safety aspects.

5.3 CREATIVE CAPITAL PROGRAM GRANT OPPORTUNITIES

A Creative Capital Program grant opportunity of up to \$5 Million is available which would be able to fund the repair and upgrade of the Yass Soldiers Memorial Hall. An EOI would need to be submitted by 3 November 2021.

The committee decision was to apply for the full amount up to \$5 Million dollars with the inclusion of a detailed plan for any refurbishment/redevelopment to support the submission. As a Tier 1 Council specified in the guideline no monetary co-contribution is required.

RECOMMENDATION TO COUNCIL

That an EOI be lodged with NSW Government, under the Creative Capital Program, to cover the cost of refurbishment and redevelopment of the Yass Soldiers Memorial Hall, noting the EOI closes on 3 November 2021.

***(Turner/McCarthy)
Carried***

5.4 OTHER FUNDING OPPORTUNITIES

A secondary, smaller grant is available for \$250,000 which could be applied for if the EOI for the Creative Capital Program Grant was unsuccessful. It may be possible that other funding opportunities may present to do repairs in separate stages as funds permit.

RECOMMENDATION TO COUNCIL

That Council apply for other grant funding opportunities should the major funding EOI through the Creative Capital Program application be unsuccessful.

5.5 WORKING GROUP

The Committee could assist Council and to consider how we go about building the EOI and more importantly assist with the information and support required to complete and invitation to submit a Creative Capital Grants application should the EOI progress to the next round.

The Committee listed a number of community groups which could be consulted to offer support for the EOI and the grant application if successful in being invited to partake in lodging an application. Discussions around which groups could possibly provide co-contributions (cash or in kind) to enhance opportunities in securing the grant.

Current user groups and potential user groups should form part of the consultation group. The future use of the building also needs to be considered, including new users that could provide future sources of income.

The Committee also needs to consider the scope of the grant and overall works. What should be included in the grant application and what other items would we like in addition to fixing the building fabric.

Initial list of groups which could form part of a working group for consultation with the community in development of a future grant application/s.

Minutes of the Yass Soldiers Memorial Hall Committee Meeting held on 7 October 2021

Yass Arts	Rotary Yass
Yass Repertory	Apex Club
Yass Writers Group	Onerwal Local Aboriginal Land Council
View Club	Yass CWA
Irish Festival Committee	Yass U3A Group
Yass Historical Society	Yass High School
Street Beat Dance	Yass Primary Schools
Yass RSL Sub Branch	Current members of YSMH S355 Committee
Yass Can Assist	Yass FM 100.3

COMMITTEE DECISION

That a working group be established, with current and potential users of the Yass Soldiers Memorial Hall, to support the Council with its Creative Capital Program grant EOI and possible Grant Application.

*(McCarthy/Cameron)
Carried*

5.6 YASS SOLDIERS WAR MEMORIAL HALL S355 COMMITTEE

The current S355 Committee members encourage local community groups to submit letters of support for the EOI and grant application process. These letters should detail what purpose the group would use the Yass Soldiers Memorial Hall for, and the specific requirements that each group would like in the building to enable improved use of the hall facility. It would be beneficial to gather this support from current and potential users of the Memorial Hall.

COMMITTEE DECISION

That the existing Committee encourage interested community groups to submit letters of support for Council's Creative Capital Program grant EOI.

*(Scanes/McCarthy)
Carried*

6. Next Meeting

Nil.

Working Group to meet as and when required pending Council resolution.

The meeting closed at 4.05pm.

4.1 ELECTION OF A CHAIR

SUMMARY

To provide a framework for the election of the Committee Executive. Under Council's *Guidelines for Advisory Committees and Committees of Council (May 2022)* a Councillor is the Chair of the Committee.

RECOMMENDATION

That Councillor Pothan/Cameron/Turner be elected as the Chair of the Yass Soldiers Memorial Hall Committee.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- *Guidelines for Advisory Committees and Committees of Council (May 2022)*

REPORT

Under Clause 3.6 Council's *Guidelines for Advisory Committees and Committees of Council (May 2022)* (refer **Attachment A**) Council must resolve to appoint a Councillor as the Chair.

One of the Council representatives, Councillors Pothan, Cameron or Turner, will need to be elected as Chair for the Committee.

ATTACHMENTS: A. *Guidelines for Advisory Committees and Committees of Council (May 2022) (Under Separate Cover)* [⇒](#)

4.2 CODE OF CONDUCT, COMMITTEE GUIDELINES & MEDIA POLICIES

SUMMARY

A presentation will be given to Committee Members on:

- Council's Code of Conduct
- Guidelines for Advisory Committees & Committees of Council
- Communication with the Media Policy
- Social Media Policy

RECOMMENDATION

That the presentation on Code of Conduct, Committee Guidelines and Media Policies be noted.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- Council's Code of Conduct
- Guidelines for Advisory Committees & Committees of Council
- Communication with the Media Policy
- Social Media Policy

REPORT

A presentation will be given to Committee Members on:

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- Social Media Policy

- ATTACHMENTS:**
- A. Code of Conduct (*Under Separate Cover*) ⇨
 - B. Guidelines for Advisory Committees & Committees of Council (*Under Separate Cover*) ⇨
 - C. Communications with the Media Policy (*Under Separate Cover*) ⇨
 - D. Social Media Policy (*Under Separate Cover*) ⇨

4.3 MEETING DATES & TIMES

SUMMARY

To suggest meeting times and dates for future meetings.

RECOMMENDATION

That the Yass Soldiers Memorial Hall Committee be held on the second Thursday in the first month of each quarter commencing at 3pm

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- *Committee Standard Constitution & Instrument of Delegation*

REPORT

The terms of reference for the Committee provide for quarterly meetings.

It is proposed that the Committee meet on the second Thursday of the first month of the quarter.

The following is a proposed calendar for 2022 and 2023.

- Thursday 14 June 2022
- Thursday 13 October 2022
- Thursday 1 December 2022
- Thursday 12 January 2023
- Thursday 13 April 2023
- Thursday 13 July 2023
- Thursday 12 October 2023

It is proposed that the meetings commence at 3pm.

Agendas will be issued on the Thursday prior to the meeting.

Items for inclusion in the Agenda need to be with the Council Officer assigned to the Committee or Shirree Garland 10 days prior to issue of the Agenda.

ATTACHMENTS: Nil

4.4 STRATEGIC PROJECTS & PRIORITIES

SUMMARY

To facilitate a discussion on the priorities for the Committee having regard to the Community Strategic Plan, Delivery Program and Operational Plan and other key documents.

RECOMMENDATION

That a strategic direction and priority projects be developed by the Committee.

FINANCIAL IMPLICATIONS

Nil

POLICY & LEGISLATION

- Regional Community Strategic Plan
- Delivery Program
- Operational Plan
- Dilapidation Report - Yass Memorial Hall (April 2021)
- Dilapidation Report - Yass Memorial Hall – Other Experts (April 2021)

REPORT

The following items are enclosed separately to assist with the general discussion toward developing the strategic direction and priority projects to be undertaken:

- Yass Valley Community Strategic Plan 2042
- Delivery Program 2022-2026
- 2022-23 Operational Plan and Long Term Financial Plan Assumptions
- Dilapidation Report - Yass Memorial Hall (April 2021)
- Dilapidation Report - Yass Memorial Hall – Other Experts (April 2021)

- ATTACHMENTS:**
- A. Draft Community Strategy Plan (*Under Separate Cover*) ⇨
 - B. Delivery Program 2022-2026 (*Under Separate Cover*) ⇨
 - C. Operational Plan and Long Term Financial Plan Assumptions (*Under Separate Cover*) ⇨
 - D. Dilapidation Report - Yass Memorial Hall (April 2021) (*Under Separate Cover*) ⇨
 - E. Dilapidation Report - Yass Memorial Hall - Other Experts (April 2021) (*Under Separate Cover*)