



Yass Soldiers Memorial Hall Advisory Committee Meeting

Thursday 13 October 2022

4.00pm

Council Chambers

209 Comur Street, Yass

Committee Members: Crs Abbey, Turner & Pothan, S Neuhaus (N Turner Alt), A Hennell, J Davidson
(C Mongan Alt), J Scanes, S Jitts, A McCarthy

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 13 October 2022, commencing at **4.00pm**

AGENDA

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Acknowledgement of Country

- 1. Apologies**
- 2. Declarations of Interests**
- 3. Confirmation of Minutes**
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- 4. Staff Reports**
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- 5. Next Meeting**



Minutes of the Yass Soldiers Memorial Hall Committee Meeting

Thursday 11 August 2022

3.00pm

Council Chambers

209 Comur Street, Yass

**Minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting held on
11 August 2022**

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Minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting held on 11 August 2022

Present

Cr Pothan, Cr Abbey, Cr Turner, J Davidson, S Jitts, S Neuhaus, , J Davidson, J Scanes

Also in attendance

Cr Cameron, N Turner, P Hodge YVC Manager Maintenance Delivery, S McGurk YVC Maintenance Coordinator, T Stevens YVC

1. Apologies

A McCarthy, A Hennell

2. Declarations of Interest

J Davidson: Member of Yass Historical Society – Yass Historical Society occupies upstairs rooms of the hall.

J Scanes : Organiser and Hire of Hall for the Celtic Irish Festival.

3. Confirmation of Minutes

COMMITTEE DECISION

That the minutes of the Yass Soldiers Memorial Hall Committee Meeting held on 14 July 2022 taken as read and confirmed.

Cr Pothan/J Davidson

4. Staff Reports

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.

COMMITTEE DECISION

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

Cr Abbey/Cr Pothan

Minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting held on 11 August 2022

5. COUNCIL STAFF REPORT ON 2022/2023 BUDGETED MAINTENANCE

NOTES

P Hodge & Seamus McGurk provided an overview of planned maintenance works in 2022/23 budget.

Committee was advised that Council had approved a maintenance budget of \$50,000 in this FY budget and there has been a request to carry over unspent funds from 21/22 FY.

Project costing for proposed maintenance repair work will include:

- upgrade to stage amenities and painting
- Minor works identified in the dilapidation report that does not impede with major roof and electrical upgrade work.
- Provide costing to bring the two separate room at the front of the memorial hall up to standard for use.
- Minor aesthetic touch-ups such as window frame painting & Glass replacement.

The committee were also advised that Council had been successful in obtaining two grants:

- Saluting Their Service Commemorations (DVA) -for restoration of the Marble Clad Honour Rolls \$8,300 (Ex GST)
- Country War Memorials Fund (OVA)-for \$10,000 (ex GST) with a Council in Kind contribution of \$7,480.

Works include replacement of Memorial foyer lighting, Painting foyer walls and ceiling repairs and painting. Cleaning of tessellated foyer tiles and surface cleaning of the aluminium Honour Boards.

The committee were advised that part of the grant funding work has already been undertaken and the remaining stages are dependent on availability of tradespersons.

Memorial hall Roof Replacement

Committee members were updated with Councils resolution 156 of 23 June 2022

The unallocated funds from the Local Roads & Community Infrastructure Program grant be allocated to:

- *Project 1 - Upgrade works at Memorial Hall (roof and electrical) - potential project cost \$714,454*

Staff are compiling a scope of works to undertake a tender process to includes replacement of damaged roof frame timber, possible change to pitch of the roof and redesign of the box gutters and replacement iron sheeting.

Committee members were advised that this would be a major undertaking and that the whole hall maybe unavailable for use while works are undertaken.

Discussion from the committee regarding Council prioritising relocation of the archives.

COMMITTEE DECISION

That the information Be noted.

**Minutes of the Yass Soldiers Memorial Hall Advisory Committee Meeting held on
11 August 2022**

6. STRATEGIC PROJECTS & PRIORITIES DISCUSSION

SUMMARY

Prior to the start of the meeting Committee members were provided a tour of the hall.

The committee were invited to discuss and further prioritise a program of works for council approval so that detailed designs could be developed when applying for funding opportunities

The committee were invited to review the dilapidation report and offer their thoughts on future improvements for priority consideration and discussion at future meetings. Committee members were invited to reinspect the hall and at the next meeting to discuss strategic priorities and how these projects may be funded.

Clr Turner assured the committee that Council is very active in applying for grant funding and has been successful in obtaining grant for a variety of works across Council.

Discussions around the forming “Friends of the Yass Soldiers War Memorial Hall” to apply for grant funding that did not require a matched contribution and to raise funds.

RECOMMENDATION

Seek Council approval to pursue the possibility of creating a “Friends of the Yass Soldiers Memorial Hall” that is independent of the committee.

S Jitts/J Scanes

7. Next Meeting

Thursday 13 October 2022, at 4.00pm in Council Chambers, 209 Comur Street, Yass.

The meeting closed at 4:50 p.m.

4.1 YASS SOLDIERS MEMORIAL HALL MAINTENANCE PRIORITIES

SUMMARY

To present an update on the maintenance priorities for the Yass Soldiers Memorial Hall.

RECOMMENDATION

That the update report on the Memorial Hall maintenance work be noted.

FINANCIAL IMPLICATIONS

The following amounts have been included in the 2022/23 Operational Plan:

- \$50,000 in Operational Plan for maintenance
- \$714,454 grant for roof replacement
- \$8,300 grant for restoration of Honour Rolls
- \$7,480 grant for foyer maintenance

POLICY & LEGISLATION

- *Local Government Act 1993*

REPORT

1. Introduction

There are three focus areas for maintenance of the hall:

- General Maintenance
- Roof Replacement
- Grants

2. General Maintenance

A budget of \$50,000 has been provided for general maintenance. The priorities and current status are as follows:

Item	Status
Stage upgrade and painting	No funding available at this stage
Minor works identified in dilapidation report that do not impede roof replacement and electrical works	RCD have been upgraded. Further significant electrical work to be funded separately.
Renovate two front rooms to bring up to standard	Most of the \$50,000 allocated will be used to renovate the front rooms for future use
Aesthetic repairs to window frames and glass replacement	Additional funding required to undertake this work possible further grant funding application.

3. Roof Replacement

Council determined to allocate \$714,454 from the Local Roads & Community Infrastructure Program grant to the roof replacement.

A draft Scope of Works and the contract management controls are being reviewed for their accuracy within the tender document. It is anticipated that the tender documents will be finalised by 14 October

2022. The tender process is scheduled to commence on 17 October 2022 with the outcomes to be reported to Council in December 2022.

4. Grants

Two grants have been received from the 'Saluting Their Service Commemorations Program' and the 'Country War Memorials Fund' for restoration of the Honour Rolls and Foyer.

The works include replacement of foyer lighting, painting foyer walls, ceiling repairs and painting, cleaning of tessellated floor tiles and surface cleaning of Honour Boards.

Work completed includes:

- Upgraded LED lighting to foyer/shrine area
- Repairs to ceiling and painting of foyer ceiling and walls

The outstanding work is dependent upon the availability of appropriate tradespersons. The current status is as follows:

- Cleaning to the tessellated floor tiles is scheduled for October 2022 (two quotes received).
- Both the Marble and Aluminium Honour Rolls have been assessed by a heritage restoration company. Staff are in the process of following up timeframe for completion as they are in high demand.

ATTACHMENTS: Nil