



Committee Meeting
Tuesday 2nd November 2021
Minutes

1. Meeting open

Welcome – thank you Petrah

We acknowledge that Clarendon is located on the traditional country of the Kurna people who have lived on this land for thousands of years; we hope to learn from this wealth of experience. We pay respect to the Elders, past, present, and emerging. We commit to reflecting on reconciliation and equity.

Attendances:

Gavin Fisher, Emma Gilbert, Petrah Harslett, Mark Ashenden, Pru Fowles, Des Fowles & Helen Ashenden

Apologies:

Louise Pickford, Trevor Harslett

Accept minutes from previous meeting Tuesday 7th September 2021

Gavin moved the minutes accepted; Emma seconded – all agreed

Business arising from minutes

- Feedback on Annual General Meeting
Although attendance numbers were low everyone happy with the night
- Update on tidy up after construction work in hall carpark
Council followed up with the contractors to ensure the carpark was tidied to an acceptable level
- Reminder to send letter of thanks to Andy and CoO staff on development zoning, lighting, playground, pavilion work
It is in Mark's diary

2. Reports

- Financial Report attached - thank you Des
Income from Spring Fair included \$335 from bar and \$720 for the pews. The Op Shop income was \$4327.32. There is more cash income to come in from the bar and the square, as well as more expenses to be finalised. Gavin will bring a full report to the next CCA Committee.
The grant to set up Op Shop has been mostly acquitted.
Currently the CCA and OP Shop bank accounts have a combined amount of \$38,809.75.
Mark recommended that the P&L have the amounts separated for CCA, Op Shop & Hall Maintenance Provision (to be discussed further) and we develop a balance sheet to record. Des will set the financial statements up with these amounts separated.
Onkaparinga Grant application sent – thank you Pru. Pru has heard that it has been accepted and we will receive approximately \$6000
Further discussion points from this treasurer's report tabled in General Business include:
 - CCA funding community events
 - Allocation of funds to the kindy before or after expenses deducted
 - Hall maintenance provision funds
 - Allocation of expenses between the Op Shop and CCA
 - Insurance



- Equipment purchased with grant funding and utilised in kindergarten – need to formalise this arrangement – Helen and Gavin to write letter
- Community Op Shop

Great feedback on the opening of the Op Shop. People were surprised and pleased with set up and variety of merchandise available. People commented positively on how it looked. There has been good support from volunteers. The grand opening was undoubtedly a success with over \$4000 taken on one day. Over the first 2 days last weekend, \$770 was taken– well done.

Gavin has rosters completed until January with just a few spaces to fill. He has asked the netball club to provide assistance with these gaps.

The committee thanked Gavin for the huge amount of work he has completed in order to get the Op Shop up and running successfully. From the grant application, to sourcing donations, purchasing quality display racks, shelving, hangers, organising volunteers and inductions, putting procedures and policies in place, having a process for all goods that comes into the shop to ensure we only retain quality items, while also providing a system for other items to be recycled and used in a positive way – Gavin with his small band of volunteers has covered everything. It has been inspirational to see Gavin manage this huge undertaking and the CCA committee thank him.

3. Correspondence

Received

- Email from Marion re council endorsing Clarendon becoming an RV Friendly Town. To be discussed further in general business
- Grant information sent through from Glen Scholz for Heritage and Tourism Grants from Dept Environment and Water and the other Positive Ageing from Dept Health. To be discussed further in general business

Sent

- Mark sent letter to Onkaparinga Council stating our opposition to the council's decision to make Clarendon an RV Friendly town.

4. General Business

a. Cultural

Sign – Welcome to Kurna country – nothing new to add

b. Safety

- a. Bushfire safety – Helen will again start including information in the newsletter
Petrah has heard about a new shop in Blackwood - Fire & Rescue Australia. She will find out more about it as this may provide good support and merchandise for local land holders.
- b. Clarendon Land Management group – work in progress

5. Community

a. Community events

- i. Feedback on Spring Fair, Opening of Op Shop, 175th Anniversary of Clarendons settlement
Spring Fair – was a great success and the town was a bustling place to be. Just under \$4000 raised for the Clarendon Kindergarten.
Gavin said that parking was an issue which will be addressed next year. There were some comments that it might have been easier if the events weren't split it over two sites. Having



said that there were many people who enjoyed the peace and quiet at Riverbend Park. They enjoyed listening to music and the ambience over there

- ii. Christmas Carols will be held at Riverbend Park this year on Sunday 19th December from 3pm onwards. The Church will provide a sausage sizzle and people will be encouraged to bring a picnic. Gavin has organised a jumping castle for the children.

Save the date will be in the newsletter this month and a full ad in December.

** Helen to write a council application to use Riverbend Park for Carols. Also a reminder to mow the lawn in the week before – speak to Priah to assist with this.

- b. Constitution has been lodged with Office of Business and Consumer Affairs – not returned yet
- c. Onkaparinga Council owned assets in Clarendon
 - i. Hall – Owen has mowed the lawn, repaired the bollards and whipper snipped across the other side of the creek – it looked great for the Spring Fair and the children loved playing in this space
- d. Climate change – nothing this month
- e. Clarendon Master Plan – keep on agenda
- f. Community housing for our older residents – keep on agenda
- g. Toondilla Trail – keep on the agenda
- h. Hall maintenance funding – keep on agenda

6. Any Other business for discussion

- a. Grant information sent through from Glen Scholz
Thank you to Glen for these ideas however the committee are unable to take on any more projects at this time. The letter has been forwarded to both Gavin and Brad for their information. Gavin will speak to Glen personally. Hopefully there will be an opportunity for other members of the community to take some of these ideas on board.
- b. Onkaparinga Council endorsing Clarendon to become an RV Friendly Town and what that involves
The CCA were concerned that there was no community engagement when this decision was made by the Onkaparinga Council. The camping debacle at Riverbend Park from 2017 is also still in our minds. Mark spoke to both Marion and Geoff and then wrote a letter to the council explaining our disappointment with their decision. The motion was rescinded unanimously by the council and this matter is now closed.
- c. Follow up discussions from the treasurer's report:
 - o CCA funding community events
Pru queried if the Kindy should be receiving all of the money without any expenses deducted. Is the CCA still prepared to fund this day and will this set up a precedent for future community events? This year the CCA spend about \$300 on this event. Some discussion was held. Mark proposed that each of the community events have a spending limit of \$500 each. This will be discussed at a general meeting after the next AGM for general community approval. The three events that the CCA are currently sponsoring include Anzac Day, Christmas Carols and the Spring Fair
All agreed
 - o Allocation of funds to the kindy before or after expenses deducted
Although the CCA is committed to supporting the Spring Fair which is the main fundraiser for the Clarendon kindergarten there will be further discussions about what expenses should be paid for from the income of the day. Gavin and Pru will finalise income and expenses from this year's event over the next few days and will bring a more detailed report to the next CCA meeting



- Hall maintenance provision funds
Des is concerned that the hall will need ongoing major maintenance and we need to ensure that there are funds available. After some discussion it was decided that a Hall Maintenance Provision will be set up specifically for hall maintenance. This will be a long-term provision and recorded separately on the Financial Statements each month. The CCA will make a decision on the amount that will be allocated at the next meeting. Further discussion was held on finding someone to assess what jobs and ongoing maintenance may be required at the hall. This will be put on the agenda for future follow up.
- Allocation of expenses between the Op Shop and CCA
Des will provide a detailed list of expenses incurred at the hall including utilities, services, maintenance and insurance. Pru and Gavin will discuss how these costs may be allocated fairly and bring this to the next meeting.
- Insurance
Currently the Education Dept subsidise part of the CCA insurance cover. The CCA discussed whether the Op Shop should partly cover some of the other insurance costs as well. Des, Pru and Gavin will discuss this further and bring this information to the next CCA meeting
Just for our information currently the CCA insurance costs are:

Association liability	\$ 415.25
Personal accident	\$ 415.25
Public liability (\$20m)	\$ 797.43
Building (\$1.5m & contents \$15,000)	\$4652.13
- Equipment purchased with grant funding and utilised in kindergarten
Pru is concerned that in time the ownership of these items may be forgotten. She would like to be formalise this arrangement. Helen and Gavin to write letter to the kindergarten detailing the items purchased for their use and their ongoing obligations.

d. Remove name from bank signatories

When Helen and Pru recently visited the bank to set up the new account for the Clarendon Community Op Shop they were told that Bianca (previous secretary) was still a signatory at the bank. In order for her name to be removed the bank require a copy of the CCA minutes giving approval for her name to be removed.
Pru proposed that as Bianca is no longer part of the CCA committee that her name be removed from all of the Clarendon Community Association bank accounts. Gavin second – all approved
Helen and Pru will sign forms and take them to the local BankSA

- e. Petrah will update the CCA group chat on messenger as there are people still in this group that are no longer part of the CCA committee.
- f. ICT Reform – Onkaparinga Council Focus Group. Mark attended this workshop recently. The purpose was to get community feedback on the new website the council are updating. Thank you Mark for participating on behalf of our community
- g. Petrah and her lovely family will organise the next community dinner during the summer holidays

Meeting closed – 9.14pm



Clarendon Community Association
Statement of Receipts and Payments
1st July 2021 - 30th October 2021

Income			
	Grant	\$	14,689.00
	Hall Hire	\$	-
	Bond for hall hire	\$	-
	Interest	\$	1.18
	Kindy Lease	\$	10,332.42
	Enews	\$	150.00
	Other	\$	1,055.01
	DECS Reimbursement	\$	761.00
	Events Fundraising	\$	-
	Op Shop	\$	4,327.32
		<u>\$</u>	<u>31,315.93</u>
Expense			
	Equipment	\$	-
	Gardening	\$	257.28
	Hall Maintenance	\$	410.70
	Op Shop	\$	14,168.48
	Insurance	\$	6,280.06
	Internet	\$	-
	Donations	\$	-
	Rates & ES Levy	\$	1,090.80
	Security	\$	-
	Community Events	\$	-
	Stationery	\$	-
	Utilities	\$	133.72
		<u>\$</u>	<u>22,341.04</u>
		<u>\$</u>	<u>8,974.89</u>
Nett Profit/Loss			
	Balance Brought Forward June 2021		29834.86
	Profit/loss 2021-2022		\$8,974.89
	Reconciled to 31/10/21		<u>\$38,809.75</u>



Treasurers Report 31st October 2021

Income for the month has been solely from the Spring Fair; \$335 from the drinks sales and \$720 from the sale of the pews.

The Op shop has brought in \$4327.32, which is yet to be distributed among the various community partner groups.

Grant funding of \$14689 was received to set up the Op Shop.

As yet the amount of outgoings for the Hall that should be charged against the Op shop is still to be determined. This will be worked out over the next month. I do seek some guidance from the Committee in this regard. A suitable proportion of Council Rates, Water Rates, Electricity, Chubb Security and insurance come to mind.

An agreement will also need to be made with the Kindy regarding their use of the washing machine and dishwasher so future staff are aware that these items are the property of the Community Association.

Expenses this month included lawn mowing and garden tidy up. The largest expenses were insurance \$6280.06 and setting up the Op Shop using funding totalling \$14168.48 less the sale of the pews \$720 creating a net expense of \$13448.48.

Des Fowles.