

MINUTES 1/11/2023	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	6.05pm	
Present	Wendy Trow, Rick Thomas, Jodie Hornum, Pat Ridley, Janine Milton, Roz Benson, Sonja Franks, Grant Patrick, Damian Cameron, Katrin Menard, Sharon Burke, Wendy Ayers.	
Apologies	None	
Visitors	None	
NEW BUSINESS		
Australia Day	Balingup BFB have offered to organise Australia Day if no other group will take it on. S.Franks to liaise with Shire to obtain a grant and advise BPA (at December meeting) how much needed from BPA. Helen Christensen has all the details of past events.	S.Franks G.Patrick
BFR Meeting	J.Milton advised that a BFR meeting has been scheduled for Saturday 11 November 10am-noon at Balingup Fire Brigade Enquiries: Contact Janine Milton 0411259411 For details see attached notice. Janine also provided some useful internet links https://www.dfes.wa.gov.au and https://bushfire.io/	Information
Phone Tree	K.Menard asked if the Phone Tree process is in place. W.Trow advised this will be finalised this week.	W.Trow
Night Markets	S.Burke advised that the Night Markets will be held on 3 Nov and 8 Dec.	Information
Community Centre Cleaning	In September Helen Christensen requested we increase payment and hours for cleaning of the Community Centre. The proposal is to increase cleaning hours from fortnightly to weekly and payment from \$30 per hour to \$40 per hour. Helen advised the room is booked for most days of the week and use has increased. This will be a change from \$60 a month to \$160 per month. As we were not having a BPA general meeting until November, this proposal was approved by the BPA Executive. W.Trow moved that the proposal be ratified. Moved J.Hornum Seconded R.Thomas Carried.	Treasurer
Community Centre & Toilets repaint	W.Trow advised that Bunbury Regional Prison team has completed the repaint of the Community Centre and adjoining toilets. Thanks to D.Cameron and Carnivale for organising the paint and helping to co-ordinate.	W.Trow
Electric Vehicle Charging Station	W.Trow has written to the Shire asking them to pursue the installation of an EV charging station in Balingup. The Community Engagement Officer, S.Delaporte has advised she is attending a meeting in November and will put our request forward.	W.Trow
BACH Service Level Agreement	W.Trow advised that she has signed the SLA with the Shire of Donnybrook-Balingup to provide \$8000 per annum to BACH for three years. BPA is providing the overarching governance structure however BACH is to complete all reports and liaise with the Shire to effect acquittal. A letter has been sent to BACH to confirm this arrangement.	G.Hodge B.Chia
Shire Works	The Shire has provided a list of works planned for Balingup, some of which	H.Christensen

<p>Talison project</p> <p>Telling Tales</p> <p>Mining Tenements</p>	<p>will be carried out in 2023/24, others (eg footpath for Brockman St) planned for 2028/29. A full list is at Annex B . W.Trow has provided a copy to H.Christensen and she is progressing Townscape items. Of particular interest are:</p> <ul style="list-style-type: none"> • Village Green toilet refurbishment • Balingup Library covered entry • Skatepark maintenance • Avenue of Honour • Footpath on Brockman St (now planned 2028/29) <p>The meeting agreed BPA should write to the Shire to seek clarification on: - the type of maintenance to be carried out on the skatepark, and - plans for future footpaths in the town.</p> <p>A meeting was held with Talison and Shire representatives on 1 Nov 23 to discuss a possible project to:</p> <ul style="list-style-type: none"> • expand the land available for use by the Medieval Carnivale, and • provide budget accommodation in town (including Bibbulmun Track walkers) <p>This project is in the 'brainstorming' stage and more details will be provided as it progresses.</p> <p>J.Hornum advised that Telling Tales sub-committee has been re-formed (comprising C.Maddison, A.McMullen and others) with plans to run the event again in July 2024.</p> <p>A letter has been received regarding mining tenements in which it is proposed that people who raise objections must pay a fee of \$859 per objection. See Action list Annex A for details.</p>	<p>W.Trow/ J.Hornum</p> <p>Information</p> <p>Information</p> <p>W.Trow/ J.Hornum</p>										
<p>Report on action items Annex A</p>	<p>Ongoing (tabled) Complete (tabled)</p>	<p>Chair</p>										
<p>Correspondence list</p>	<p>Incoming/Outgoing (tabled) Annex C</p>	<p>Secretary</p>										
<p>Correspondence list accepted and received</p>	<p>Moved . W.Trow Seconded R.Benson</p>	<p>Carried Y</p>										
<p>Other meetings/groups</p>	<p>BRG Minutes (attached)</p>	<p>Secretary</p>										
<p>Confirmation of minutes from previous meeting</p>	<p>Amendments N Moved W.Trow Seconded R.Thomas</p>	<p>Carried Y</p>										
<p>Treasurer's report Accounts for payment</p>	<p>(tabled)</p> <p>Available Balance - BPA Operating Account \$ 5,741.19</p> <p>Current Balances:</p> <table border="1" data-bbox="387 1794 1286 2063"> <tr> <td>BPA Operating Account balance (including funds held on behalf of BPA sub committees see table below)</td> <td>\$60,893.30</td> </tr> <tr> <td>BPA Trust Fund Account</td> <td>\$58,490.77</td> </tr> <tr> <td>Balingup Futures Term Deposit Account</td> <td>\$1000.33</td> </tr> <tr> <td>Insurance Reserve Term Deposit Account</td> <td>\$35,511.31</td> </tr> <tr> <td>(previous) Event Coordinator Account</td> <td>\$0.06</td> </tr> </table> <p>Record of funds held on behalf of BPA sub committees as 31/10/23</p>	BPA Operating Account balance (including funds held on behalf of BPA sub committees see table below)	\$60,893.30	BPA Trust Fund Account	\$58,490.77	Balingup Futures Term Deposit Account	\$1000.33	Insurance Reserve Term Deposit Account	\$35,511.31	(previous) Event Coordinator Account	\$0.06	<p>Treasurer</p>
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Business arising from previous minutes	See Annex A																						
Reminders	BFR meeting Saturday 11 November 10am-noon at Balingup Fire Brigade Balingup Night Markets 3 Nov and 8 Dec. Talisun meetings to discuss progress on rail line - Kirup 14 Nov 5pm, Donnybrook 22 Nov 2.30pm																						
Meeting closed	6.45pm																						
Next meeting date/time	Wednesday 6 th December at 6pm																						

as of 01/11/23	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC																
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS															
Talison Grants Sept 23 W.Trow, J.Hornum, R.Thomas	Talison provided a summary of their Community Investment Program at the September meeting. BPA to advertise the grants program widely in the community.	COMPLETED															
Resilience Group Sept 23 W.Trow	W.Trow advised that, in preparation for the upcoming fire season, a meeting of the Balingup Resilience Group has been held. The group is updating the CISCO procedure and completed a mail out.	COMPLETED															
BPA Admin W.Trow, J.Hornum, R.Thomas	<p>W.Trow advised that the following important administrative tasks need to be completed and we agreed responsibilities as follows:</p> <table border="1" data-bbox="395 790 1295 1473"> <thead> <tr> <th data-bbox="395 790 528 902">August</th> <th data-bbox="528 790 1139 902">Do full backup of BPA records onto External hard drive (Secretary and Treasurer). COMPLETE</th> <th data-bbox="1139 790 1295 902">J.Hornum</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 902 528 1048">September</td> <td data-bbox="528 902 1139 1048"> <ul style="list-style-type: none"> Follow up with umbrella groups re insurance payments/ grants COMPLETE Arrange Trust Fund meeting COMPLETE </td> <td data-bbox="1139 902 1295 1048">W.Trow J.Hornum</td> </tr> <tr> <td data-bbox="395 1048 528 1122">October</td> <td data-bbox="528 1048 1139 1122"> <ul style="list-style-type: none"> Review Carnivale MOU Lodge Annual Information COMPLETE </td> <td data-bbox="1139 1048 1295 1122">J.Hornum J.Hornum</td> </tr> <tr> <td data-bbox="395 1122 528 1406">November</td> <td data-bbox="528 1122 1139 1406"> <ul style="list-style-type: none"> Umbrella groups to provide list of members to BPA -kept on BPA file. Umbrella groups provide current asset register to BPA - kept on file. BPA to forward written list of sub-committees to insurer and advise any changes to building, contents and other insurance </td> <td data-bbox="1139 1122 1295 1406">J.Hornum W.Trow W.Trow</td> </tr> <tr> <td data-bbox="395 1406 528 1473">December</td> <td data-bbox="528 1406 1139 1473">Finalise insurance renewals.</td> <td data-bbox="1139 1406 1295 1473">W.Trow/ J.Hornum</td> </tr> </tbody> </table>	August	Do full backup of BPA records onto External hard drive (Secretary and Treasurer). COMPLETE	J.Hornum	September	<ul style="list-style-type: none"> Follow up with umbrella groups re insurance payments/ grants COMPLETE Arrange Trust Fund meeting COMPLETE 	W.Trow J.Hornum	October	<ul style="list-style-type: none"> Review Carnivale MOU Lodge Annual Information COMPLETE 	J.Hornum J.Hornum	November	<ul style="list-style-type: none"> Umbrella groups to provide list of members to BPA -kept on BPA file. Umbrella groups provide current asset register to BPA - kept on file. BPA to forward written list of sub-committees to insurer and advise any changes to building, contents and other insurance 	J.Hornum W.Trow W.Trow	December	Finalise insurance renewals.	W.Trow/ J.Hornum	ONGOING
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December	Finalise insurance renewals.	W.Trow/ J.Hornum															
Shire Lease Agreement W.Trow/ Jul 23	The Shire has provided lease documentation that lists approved use as 'Community Centre, workshop and toilet block'. BPA has responded with a request to add "event, recreation s and market stalls" to the approved list. Awaiting response.	ONGOING															
Mining Tenements W.Trow/ Jul 23 W.Trow/ J.Hopnum	<p>At the July BPA meeting we discussed a mining tenement proposed to the East of Balingup. A DMIRS representative will attend a meeting in Balingup at the last week of November for a small group (max 5) discussion.</p> <p>BPA has also received advice that DRIMS plans to introduce a fee for lodging objections. The indicative fee is \$859 per objection. The fee will be finalised following the consultation period and will come into effect 1 July 2024. There is currently no fee to bringing an objection before the warden. For more information: https://www.dmirs.wa.gov.au/sites/default/files/atoms/files/consultation-paper-fee-for-objections.pdf</p> <p>The meeting agreed that a letter should be sent to DRIMS to object to this proposed change.</p>	ONGOING															

<p>Bendigo Pitch Night (W.Trow Jul 23)</p>	<p>Bendigo Bank has \$60,000 available for distribution to community groups and agreed to give BPA \$2000 to install two solar tubes in the community centre. This leaves a shortfall of \$226 for BPA to pay. It was agreed that BPA contributes the balance of \$226. W.Trow to complete acquittal. Moved K.Menard Seconded R.Benson</p>	<p>ONGOING</p>
<p>Cluster Developments. Apr 23 W.Trow</p>	<p>The Shire has included cluster developments in their draft Local Planning Strategy. The draft has been approved by Council and sent to WAPC for review. Community consultation will then follow. W.Trow has held a very positive meeting with Kira Strange (Planning Officer). Cath Meaghan (Director DPLH) has offered to attend the consultation meetings.</p>	<p>ONGOING</p>
<p>Update of map in bus shelter June 2021 H. Christensen</p>	<p>H.Christensen has met with Sandy Mitchell and a budget of \$200 was agreed at the September meeting. To be progressed by H.Christensen.</p>	<p>ONGOING</p>

Shire Works – Balingup 2023/24 (email received Susie Delaporte 11 Oct 23)

BTC approved Townscape budget, an allocation of \$11,834 has been made in the 2023/24 Budget.

As per the table below \$3000 of this allocation is identified for works to be co-ordinated by the Shire, leaving \$8,834 for the BTC to distribute between approved projects.

Please contact me to arrange the transfer of these funds to the BTC in accordance with previously outlined arrangements in the Shire procedures.

Balingup Townscape Committee Application Form			
Project	Cost	Feedback	Progress
Replace Balingup Entry Sign	\$1500.00 (BTC Estimate)	To be delivered by Shire with input by BTC. Please contact Susie Delaporte 0484 114 072 to arrange meeting to progress	A Shire Budget has been allocated to Balingup Entry Signs in addition to Balingup Townscape Request. Shire will hold the BTC \$1500 and use with additional allocation to provide new entry signage.
Sand Blasting of two entry metal scarecrows	\$1456.00	Support subject to being done by a professional company offsite	Balingup Townscape budget approved for this project
Reticulation of garden bed opposite the Tinderbox. Put retic under the new footpath alongside the shops when Water Corp do the laying of new pipes.	\$2300.00	New project to be identified for this available funding as works have been completed by the Shire	The Shire has undertaken the irrigation of this area. No further works are planned
Landscaping Jayes Road- Planting of grass trees/native grasses	\$5000.00	Locations, types, and sizes of plants will require final approval from the Supervisor of Parks and Gardens before project is progressed.	Balingup Townscape budget approved for this project; however, no works are to be progressed until the details of the works have been approved by the Supervisor Parks and Gardens
River rocks in culverts	\$400.00	Not supported due to function and maintenance requirements of the Shire drainage systems	Project not approved in the BTC budget
Replacement of plants in planter boxes	\$500.00	Locations, types, and sizes of plants and boxes will require final approval from the Supervisor of Parks and Gardens before project is progressed.	Balingup Townscape budget approved for this project; however, no works are to be progressed until the details of the works have been approved by the Supervisor Parks and Gardens
Planting of native shrubs near the scarecrow/Balingup sign on the Southern entry to town	\$300.00	Locations, types, and sizes of plants will require final approval from the Supervisor of Parks and Gardens before project is progressed.	Balingup Townscape budget approved for this project; however, no works are to be progressed until the details of the works have been approved by the Supervisor Parks and Gardens
Trees for the Village green and on the way out to GVTP	\$1000.00	Locations, types, and sizes of plants will require final approval from the Supervisor of Parks and Gardens before project is	Balingup Townscape budget approved for this project; however, no works are to be progressed until the details of

		progressed.	the works have been approved by the Supervisor Parks and Gardens
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Additional Requests			
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<p>Hanging Baskets; we have completed our hanging basket poles and would like permission to install these behind the white picket entry statement fence at each end of the town. These baskets will be watered by the committee members.</p>	<p>The Shire has no objection to the hanging baskets being located behind the white picket entry statement fences at each end of town, subject to the BTC ensuring underground services are located prior to any excavation in the road reserve. The Shire notes that these will be watered by BTC committee members. If the maintenance of these hanging pots is not kept to acceptable standards by the BTC, the Shire reserves the right to remove them.</p>	<p>Shire notes poles have been installed, baskets still to be hung.</p>
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<p>Regarding business signage, the Shire previously advised that they could be removed once it was clearly identified that the business no longer operates. Where businesses still operate but the sign is in poor condition, the Shire can write to them to advise that the signs will be removed unless they are renewed. It was my understanding that the BTC was going to review these business signs in Balingup and advise the Shire of which ones no longer operate, plus which ones they would like renewed. Can you please advise if the BTC will be providing this information?</p>	<p>Regarding business signage, the Shire previously advised that they could be removed once it was clearly identified that the business no longer operates. Where businesses still operate but the sign is in poor condition, the Shire can write to them to advise that the signs will be removed unless they are renewed. It was my understanding that the BTC was going to review these business signs in Balingup and advise the Shire of which ones no longer operate, plus which ones they would like renewed. Can you please advise if the BTC will be providing this information?</p>	<p>The Shire understands BTC currently not progressing this</p>
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<p>Oil: 2x 10 litre Feast Watson Anti fungal oil, the committee is prepared to voluntary repaint the Kulya Mia Bridge, post and rail fence, and the public wooden benches located on the Village Green and Weir.</p>	<p>The oil, 2 x 10lt containers of Feast & Watson Traditional timber oil, has been purchased and is at the Balingup Depot for collection. Please contact our P&G Supervisor Sean (0428 923 674) to arrange collection.</p>	<p>BTC has collected</p>
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<p>Weeds at Weir: The shire</p>	<p>Regarding weeds at the weir, the P&G team are</p>	<p>Ongoing action be the Shire</p>
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gardeners in Balingup are instructed to spray the Kikuyu grass around the weir, using Fusillade. (Frog Friendly) The young Sedges we have planted may need to be covered to avoid contact with spray.	aware of these weeds and will make provisions to protect the sedges with some plastic sheeting/covers, prior to spraying, when conditions suit.	for management of weeds
Kulya Mia Park: Could the Shire remove the dead tree in the park and spray the blackberries in that area.	The dead tree and blackberries in Kulya Mia Park are identified for removal and spraying once the weather and ground conditions permit.	In progress
Bridge Crossing: There is a culvert / bridge crossing on the walk trail along the Balingup Brook to the Railway Bridge and Birdwood Park. The sides have been badly eroded and it has become a safety issue for walkers. Townscape requests that the Shire put some gravel on each side to avoid any further erosion.	The walk trail crossing of the Balingup Brook is an interesting one. The Shire does not consider just placing more gravel on the sides will be a long-term solution, as how it was constructed, means it will continue to erode each year and be an ongoing maintenance issue. I would be happy to meet on site to discuss how this could be addressed, plus I would like to understand if the BTC will provide any funding towards these works.	Was discussed with BTC members at a meeting on the 25/08/2023, where it was agreed that BTC would contribute \$1500 for their budget towards the Shire addressing this issue. This amount will be held by the Shire from the BTC budget.
BPA identified Projects		
Replace footpath along Brockman St between South Western Highway and Steere St	The Shire has identified to seek funding to upgrade this path via the South West Regional Road Group as the project would be eligible for funding. The works are intended to be done in conjunction with planned road works on Brockman Street planned for 2028/29 (subject to funding being approved).	
Upgrade Alan Rothery Walk	As the area is subject to flooding the Shire considers it important that whatever assets are installed, are suitable for the location, and have a good asset life. This is why I have flagged concerns with a concrete path that would become slippery, the path is also at risk of being undermined by the drain that runs along the path for a large section, plus the 2 bridge structures should be replaced with suitable public structures	As the project would require significant funding for the identified upgrade, it will be put forward for consideration through the next Council Plan review.
SLA for Balingup Town Hall and associated small scale improvements in the building safety, security, and community amenity		In progress
Repair and restore jarrah bench seats at Balingup oval		Being investigated by Shire staff
Modify display cases at Balingup Information		In Progress. Budgeted for 23/24.
Support 25 th Anniversary event in August 2023 (\$500 contribution towards food)		Completed. Supported through Community Grants program.

<p>People on gophers are asking for the no parking (yellow stripes) area in front of the Town Hall to be extended so they can get through. Cars currently park in front of the footpath, making it difficult to enter/exit the path.</p>	<p>The Shire has outlined that we will consider the extra linemarking when we next have a contractor in Balingup. Please note this may not be for quite a while.</p>	<p>Will also be considered as part of the Disability Access and Inclusion Plan (DAIP) currently being undertaken by the Shire. Susie Delaporte 0484 114 072 is the contact for the DAIP.</p>
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Other Shire Identified Project (Non-Roads Projects)			
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<p>Village Green Toilet refurbishments.</p>	<p>\$55,000</p>	<p>To be delivered by Shire.</p>	
<p>Balingup Library Covered Entry</p>	<p>\$31,000</p>	<p>To be delivered by Shire.</p>	
<p>Balingup Skate Park Maintenance</p>	<p>\$20,000</p>	<p>To be delivered by Shire.</p>	
<p>Balingup Avenue of Honor</p>	<p>\$5,000</p>	<p>To be delivered by Shire.</p>	

Emails/Letters In Note: This list does not include newsletters/general updates from other organisations.

Date	From	Subject	Action
5 Sept 23	Town Teams	Update/ newsletter	Information
5 Sept 23	Balingup Fruit Winery	Update Night markets	Information
10 Sept 23	K.Menard	Email re AGM	Information
13 Sept 23	Shire (R.Armstrong)	Community group health check	Actioned J.Hornum
13 Sept 23	K.Connor	AGM date clash with Meet Candidate	K.Connor organised
15 Sept 23	W.Trow	Verge cleanup process	Information
15 Sept 23	W.Trow	Summary of Talison Grants Process	Forwarded to BPA mail list
18 Sept	W.Trow	Community Citizen of the year	Forwarded to BPA mail list
21 Sept	AON	Insurance health check	Information
21 Sept	Shire (S.Delaporte)	EV chargers in Balingup	See new business
27 Sept	Minister Johnson	Mining Tenement	See Action Plan
28 Sept	Balingup fruit Winery	Info for AGM + insurance	Actioned
29 Sept	BADTA	BACH event	Information
4 Oct 23	Blackwood Valley Suites	MIG report for AGM Membership list for MIG	Actioned
4 Oct	W.Irvine	Avenue of Honour report for AGM	Actioned
4 Oct	B.Wright	Upcycle report for AGM	Actioned
5 Oct	G.Hodge	BACH report for AGM	Actioned
5 Oct	Water Corp	Bill \$132.62 due 26 Oct	Actioned
6 Oct	W.Trow	Balingup Rail contract	Actioned
10 Oct	Shire Capel	Invoice for BRG	Sent to J.Hornum
10 Oct	Shire Dbk-Bal	DMIRS proposed fee for objections	Sent to S.Noonan.
11 Oct	S.Delaporte	Townscape budget	See Annex B
12 Oct	Dept Communities	Community Garden Grant	J.Humphries & B.Slava
15 Oct	Shire DBK-Bal /W.Trow	Development application - community groups	Sent to F.Wilshusen & D.Cameron
18 Oct	J.Humphries	Community garden membership/ AGM report	Sent to J.Hornum
18 Oct	AON	Insurance renewal	J.Hornum actioning
19 Oct	Synergy	Invoice	Sent to J.Hornum
24 Oct	Shows on the Go	Program	Sent to B.Chia
25 Oct	Western Power	Power outage 8 Nov	Set to H.Christensen, D.Cameron
25 Oct	DMIRS	Application for mining license	Sent to S.Noonan
25 Oct	B.Slava	Community Garden Assets list	Actioned
26 Oct	Shire of Capel	Remittance advice	Information
26 Oct	BADTA	Community grant submission	Sent to J.Hornum
28 Oct	M.Lee	BRG Minutes	

Letters Out

Date	To	Subject	Actioned by
21 Sept 23	Shire	Request for EV charger in Balingup	W.Trow
21 Oct 23	Shire	Invoice 03 23/24 BTC	J. Hornum
17 Oct 23	Shire	Community Group health check	J.Hornum
18 Oct 23	BPA members	Community grant process.	J.Hornum
28 Oct 23	(BACH) B.Chia	Service Level Agreement. BACH to complete all reports and liaise with the Shire.	J.Hornum