

MINUTES 3/04/2024	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	6.00pm	
Present	Wendy Trow, Wendy Ayers, Roz Benson, Mark Giles, Cynthia Copeland, Rick Thomas, Joe Taylor. Jodie Hornum, Reyer Knopper (arrived during meeting).	
Apologies	G.McMullen, N.King, J.Hornum , K.Menard, G.Hodge, H.Christensen	
Visitors	None	
New Business	J.Hornum has advised that at the February BPA meeting it was agreed that new Umbrella Group Committees need to open own bank account and manage own funds after 12 months if continuing as group. This was not included in the Minutes and she has asked that it be recorded. It was agreed that a letter be sent to all Umbrella groups, advising them of this decision.	J.Hornum
Umbrella Group Bank Accounts		
BPA Strategic Plan review	BPA Strategic Plan review. W.Trow has completed a desktop review of the 2021 Strategic Plan. It was agreed that the original Plan and draft Plan be distributed with the April Minutes and feedback considered at May meeting. When complete, send to the Shire Acting CEO. We also agreed that our aim should be to carry out a full review in 2025.	W.Trow J.Hornum
Balingup Futures Fund applications	J. Hornum advised that some work needs to be done around the Balingup Futures Fund policy document. She suggested we form a working group to further develop application guidelines. The existing Trust Fund committee will be invited to contribute and requested that any other people interested in participating email BPA.	J.Hornum All
Balingup College of Traditional and Modern Artisanship.	A request for a general letter of support for Balingup College of Traditional and Modern Artisanship was approved.	W.Trow
Mining Grants	R.Thomas read out some issues raised by K.Menard and these were discussed (see Annex A). He also moved that BPA adopt a policy of not accepting money from Talison. It was agreed this be discussed at the next meeting when more members are in attendance.	Next meeting
Upcycle	W.Ayers advised that BalingUpcycle are receiving very high power bills (\$1000) and are trying to resolve.	Information
Report on action items Annex A	The meeting was advised of the following updates to the Action List (see Annex A for details): <ul style="list-style-type: none"> Cluster Development/Shire draft Local Planning Strategy CISCO generator, Rural Aid project, BADSA opening in times of community stress. Council meeting dates, DMIRS meeting. Ongoing (tabled) Complete (tabled)	Chair
Correspondence list	Incoming/Outgoing (tabled) Annex B	Secretary
Correspondence list accepted and received	Moved: W.Trow Seconded J.Hornum	
Other meetings/groups	Minutes of BRG meeting (to be distributed with BPA minutes)	Secretary

Confirmation of minutes from previous meeting	Amendments N Moved W.Trow Seconded C.Copeland	Carried Y																																											
Treasurer's report Accounts for payment	<p>(tabled)</p> <p>Available Balance - BPA Operating Account \$ 8,272.93 Current Balances:</p> <table border="1"> <tr> <td>BPA Operating Account balance (including funds held on behalf of BPA sub committees see table below)</td> <td>\$66,394.34</td> </tr> <tr> <td>BPA Trust Fund Account</td> <td>\$25,258.91</td> </tr> <tr> <td>Balingup Futures Term Deposit Account</td> <td>\$1000.50</td> </tr> <tr> <td>Insurance Reserve Term Deposit Account</td> <td>\$36,700.94</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 31/03/24 (included in operating account balance above)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Balance (Start of Month)</th> <th>Balance (End of Month)</th> </tr> </thead> <tbody> <tr> <td>Avenue of Honour</td> <td>827.04</td> <td>827.04</td> </tr> <tr> <td>Men in Sheds</td> <td>400.00</td> <td>400.00</td> </tr> <tr> <td>Community Garden (Shire grant)</td> <td>10,406.90</td> <td>10,406.90</td> </tr> <tr> <td>Health and Wellness Group</td> <td>1,250.00</td> <td>1,250.00</td> </tr> <tr> <td>Balingup Rail Group</td> <td>44,727.00</td> <td>44,727.00</td> </tr> <tr> <td>TOTAL</td> <td>\$57,610.94</td> <td>\$57,610.94</td> </tr> </tbody> </table> <p>Record of grant funds held for BPA as 31/03/24 (included in operating account balance above)</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Balance (Start of Month)</th> <th>Balance (End of Month)</th> </tr> </thead> <tbody> <tr> <td>War Memorial Grant</td> <td>260.17</td> <td>260.17</td> </tr> <tr> <td>Bendigo Bank Grant</td> <td>250.30</td> <td>250.30</td> </tr> <tr> <td>TOTAL</td> <td>510.47</td> <td>510.47</td> </tr> </tbody> </table>	BPA Operating Account balance (including funds held on behalf of BPA sub committees see table below)	\$66,394.34	BPA Trust Fund Account	\$25,258.91	Balingup Futures Term Deposit Account	\$1000.50	Insurance Reserve Term Deposit Account	\$36,700.94	(previous) Event Coordinator Account	\$0.06	Name	Balance (Start of Month)	Balance (End of Month)	Avenue of Honour	827.04	827.04	Men in Sheds	400.00	400.00	Community Garden (Shire grant)	10,406.90	10,406.90	Health and Wellness Group	1,250.00	1,250.00	Balingup Rail Group	44,727.00	44,727.00	TOTAL	\$57,610.94	\$57,610.94	Name	Balance (Start of Month)	Balance (End of Month)	War Memorial Grant	260.17	260.17	Bendigo Bank Grant	250.30	250.30	TOTAL	510.47	510.47	Treasurer
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Reminders	<p>6th Oct SFFD</p> <p>25th April Anzac Day</p> <p>7th May Being at Home meeting (organised by CWA) 10am at Community Centre</p> <p>6-7th July Telling Tales</p> <p>24/25 Aug Medieval Carnivale</p> <p>5th Oct Health & Wellness event at Village Green</p>																																												
	6.59pm																																												
Next meeting date/time	Wednesday 1 st May at 6pm																																												

as of 27/03/24	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC	
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS
Australia Day Awards. Mar 24 S.Franks H.Christensen	S.Franks requested that BPA funds a board to recognise Australia Day Award recipients and suggests that it be erected in the Recreation Centre function room. S.Franks to obtain quotes to present to BPA. H.Christensen to collate a list of past winners.	ONGOING
Rural Aid CISC model Mar 24 W.Trow J.Hornum	At the March 24 BPA meeting it was agreed BPA approach Rural Aid to run a project that will share the Community Information Social Centre (CISC) model with other small rural communities. Rural Aid have confirmed they want the project to go ahead in 6 communities, facilitated by W.Trow. Awaiting formal confirmation.	COMPLETED
Response to heatwaves Mar 24 W.Trow	At the March 24 meeting it was agreed BPA ask BADSA if they would consider opening in times of community stress (eg heatwaves). BADSA has agreed and the following notice will be issued to the community: <i>Balingup Recreation Centre (BADSA) is offering to open their doors to members of the community who might be facing difficulty – for example, during heat waves and power outages (both widespread and/or individual homes). If you need short term relief, please contact either the Visitor Centre or General Store and they will ask one of the amazing Recreation Centre volunteers to open up for you. A gold coin/small donation to help the Centre cover its costs, would be much appreciated. Please note that this service is offered at the discretion of BADSA volunteers – they'll do their best to help but it may not always be possible as there may be existing bookings etc</i>	COMPLETED
Lions Club BBQ Mar 24 C.Leam	C.Leam advised that the Lions BBQ trailer is falling into disrepair and suggested that the Bushfire Brigade take over storage and maintenance of the trailer. The BBQ would still be owned and insured by BPA – but maintained and stored by the BFB. Chris to email a written proposal to BPA for our records. A use agreement to be prepared and signed by both parties and procedures for hiring to community groups and 'for profit' groups to be confirmed. Nothing received to date, user agreement task to be allocated after written proposal.	ONGOING
Community Club Expo 18 May Mar 24 W.Trow	The Shire of Donnybrook-Balingup has invited all community groups to participate in a Community Club Expo on 18 May in Donnybrook. It was agreed that we have a Balingup table that displays activities of BPA and umbrella groups. Groups to be invited and, if roster can be filled, submit application by 29 April. W.Trow emailed umbrella groups on 14 March. No responses to date.	ONGOING
Talison Meeting Feb 24/ K.Menard R.Thomas J.Hornum W.Trow	K.Menard/R.Thomas are keen to have a follow up meeting with Talison and have a genuine Q&A session – not a presentation. W.Trow recommended that questions be collated and sent to Talison in advance: <ul style="list-style-type: none"> • K.Menard/R.Thomas to send questions to J.Hornum. Ongoing. • BPA has invited people to send questions in to BPA (with March Minutes). One response (multiple questions) received and forwarded to K.Menard. W.Trow has put Talison in direct touch with K.Menard to organise the meeting. Talison advised they planned to discuss at their end of month meeting. W.Trow to chase and request they contact K.Menard direct. K.Menard will collate questions and send to Talison in advance.	ONGOING

Council meeting dates. Dec 23/ J.Hornum	<p>Council has released its dates for Council meetings in 2024 and all will be held in Donnybrook. BPA has written to the Shire to request one meeting be held in Balingup and J.Hornum has discussed this with Shire President and Acting Shire CEO. J.Hornum advised:</p> <ul style="list-style-type: none"> Acting CEO confirms it is not a legal requirement to live stream however the Shire has made a big investment in buying equipment for full streaming and streaming meetings is now usual practice. At the November 23 Council meeting it was voted unanimously that meetings be held in Donnybrook. If BPA wants a meeting in Balingup in 2024, we need to request an Item be put to Council. <p>We agreed to accept the 2024 Council dates and work towards holding a meeting in Balingup in 2025. BPA members to speak to Councillors during the year so they better understand our position.</p>	COMPLETED			
CISCO Generator. Dec 23/ W.Trow	<p>C.Leam advised that Shire has asked Balingup Brigade if they could store the emergency generator (on a trailer) and the Brigade has agreed. The generator has arrived and tests will be carried out. Procedure to access and implement use of generator to be prepared.</p>	ONGOING			
Shire Works Balingup J.Hornum H.Christensen Nov 23	<p>J.Hornum is seeking clarification on:</p> <ul style="list-style-type: none"> the type of maintenance to be carried out on the skatepark, and plans for future footpaths in the town. <p>Updated footpath audit by priority has been provided to acting CEO. Shire will be reviewing various works programs over the next three months as part of the Budget workshops for the 24/25 financial year. It will be after the Budget is adopted by the Council before a response will be available.</p> <p>J. Hornum has contacted Shire by email to follow up on Skatepark maintenance plans/progress. Contact will be made with Beth Chia before any works go ahead.</p>	ONGOING			
BPA Admin W.Trow, J.Hornum.	<p>Administrative tasks to be completed:</p> <table border="1" data-bbox="312 1182 1295 1305"> <tr> <td data-bbox="312 1182 453 1305">November</td> <td data-bbox="453 1182 1050 1305"> <ul style="list-style-type: none"> Umbrella groups provide current asset register to BPA - kept on file. (To be completed before 2024 AGM and used at next insurance review – November 24) </td> <td data-bbox="1050 1182 1295 1305">W.Trow</td> </tr> </table>	November	<ul style="list-style-type: none"> Umbrella groups provide current asset register to BPA - kept on file. (To be completed before 2024 AGM and used at next insurance review – November 24) 	W.Trow	ONGOING
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Shire Lease Agreement W.Trow/ Jul 23	<p>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 and market stalls” to the approved list. Awaiting response.</p>	ONGOING			
Mining Tenements K.Menard/ Jul 23	<p>BPA Members have requested that we arrange a presentation from DMIRS on how the Mining Act works. W.Trow has put K.Menard in touch with the DMIRS officer to arrange a date/time/venue. He has agreed and they are looking at a date in June with unlimited attendance.</p>	ONGOING			
Cluster Developments April 23 W.Trow	<p>The Shire has issued their draft Local Planning Strategy (distributed to BPA members via email on 18 March). A hard copy of the LPS is available at the Balingup Library. Online feedback has been requested from the community. In the past, a community meeting has been held to discuss the draft document.</p>	ONGOING			
Update of map in bus shelter June 2021 H. Christensen W.Trow Feb 2023	<p>H.Christensen has met with Sandy Mitchell and a budget of \$200 was agreed at the September meeting. The Information Bay new panels installed. Keys for new panels are at the Visitor Centre:</p> <ul style="list-style-type: none"> Display posters are being updated and printed (J.Hornum) H.Christensen is coordinating the work by Sandy. 	ONGOING			

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

Date	From	Subject	Action
6 Mar	N.King	Water Corp email	Forwarded to J.Bailey/F.Mills
6 Mar	C.Copeland	Livestreaming information	J.Hornum
7 Mar	BADTA	Minutes	Info
7 Mar	Town Teams	Invite to Streets Alive	Info
19 Mar	W.Trow	Development Application – Carnivale	Info/ files
21 Mar	Shire	Exploration license	S.Noonan
25 Mar	Racing & Gaming	Registration RGL portal	J.Hornum
26 Mar	Shire	Overdue water bill	J.Hornum
26 Mar	NBN	Notice of visit on 27 Mar	Info
26 mar	S.Delaporte	Skatepark status	J.Hornum
31 Mar	M.Lee	Minutes of BRG Meeting	Info
2 Apr	S.Noonan	Questions for Talison	Forwarded to K.Menard

Letters/emails Out

Date	To	Subject	Actioned by
8 Mar	K.Menard	DMIRS contact details	W.Trow
12 Mar	R.Browton	Anzac sculpture – declined	W.Trow
15 Mar	All BPA	Minutes March meeting	W.Trow
15 Mar	BRG	Summary of money held for BRG by BPA	W.Trow
18 Mar	All BPA	Draft Local Planning Strategy	J.Hornum
23 Mar	B.Hindocha	DOC letter re Community Garden Grant	J.Hornum
25 Mar	Racing & Gaming	Authority S.Burke to access BPA account	J.Hornum