

MINUTES 02/02/22	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	7.05pm	
Present	Katherine Thorgersen, Michael Staff, Roz Benson, Ric Thomas, Gary Hodge, Wendy Trow, Helen Christensen, Noelene King, Fran Wilshusen, Pat Ridley, Geoff McMullen, Jodie Hornum.	
Apologies	Karyn Conner, Jackie Massey, Damien Cameron, Sharon Smith, Wendy Ayres, Janine Milton	
	The meeting acknowledged Steve Milton.	
New business	<p>Carnivale – Fran advised 3 or 4 small events will be held – with capacity to upgrade one into a bigger one day event (similar to 2021). W.Trow to advise AON Insurance of the proposed change to the event.</p> <p>Balingup Music Experience – Gary Hodge provided an overview of a new concept (full details at Annex A) It was moved that the BPA:</p> <ol style="list-style-type: none"> 1. Endorse the establishment of the Balingup Music Experience under the umbrella of the Progress Association (capacity to contribute to the town, apply and receive grants, pay for services when needed and acquire assets) 2. Endorse the establishment of a bank account with the Bendigo Bank Donnybrook with three signatories. <p>W.Trow to advise AON Insurance of the event.</p> <p>Road Safety. Michael Staffa raised concern regarding the speed of traffic through the town. It was agreed that he would develop a plan of action and bring it to a BPA meeting for approval. He will incorporate the need for extra 40kph signs. Action M.Staffa</p> <p>Event Coordinator. Due to new Covid regulations, SFFD has been cancelled. The Event Coordinator has generously agreed that her contract be terminated by mutual agreement, with effect 31 Jan 22. Treasurer will:</p> <ul style="list-style-type: none"> · pay final invoices received from Ms Rul, · return any balance remaining in the Event Coordinator account to the SFFD, and · Close the Event Coordinator account. <p>Action P.Ridley.</p> <p>FRRR Grant W.Trow advised BPA/SFFD submitted an application for funding to Foundation for Rural and Regional Renewal. With the cancellation of the 2022 SFFD, she contacted FRRR. FRRR recommended that, instead of withdrawing the application, we leave it in the pool for consideration. If it is successful, we can negotiate with them and there may be a possibility to have it extended to 2023. Action W.Trow.</p>	

	<p>Agricultural Show grants</p> <p>It may be possible to get grant to cover SFFD losses in 2021 but books would need an audit (possible cost \$1000 or more). It was agreed that, if eligible, the BPA Executive should make the decision as to whether to progress or not. Closing date for applications is 17 Feb 22. Action W.Trow.</p> <p>Bendigo Grant</p> <p>Bendigo Bank has issued a new grant opportunity – ‘Building Accessible & Inclusive Communities’ which could include disability awareness training, infrastructure modifications or the purchase of assistive technologies such as hearing loops or other ideas to increase inclusion. Opens 1 Feb. Closes 29 April. Up to \$10,000 but community group must contribute one third. It was agreed that this grant be referred to BADSA. Action W.Trow.</p> <p>Covid regulations</p> <p>W.Trow advised that she has reactivated the Covid phone tree – designed to help people who are voluntarily staying at home and those who may be sick. She also distributed a draft mailout which would be issued when Covid becomes more prevalent in the area. It was agreed that this be promoted as a BPA activity. Mailout to include a statement that the “information below is accurate at time of printing and may change”. Action – W.Trow</p> <p>Future BPA meetings</p> <p>Due to the difficulty of holding meetings with masks/ indoors, it was agreed that the March and April BPA meetings be held on a Tuesday morning so they can be held outside. Action – J.Hornum</p> <p>Cluster Developments</p> <p>W.Trow recapped the concept of Cluster Developments. This idea was first raised in 1995 during a Balingup community planning session and again raised in 2021. W.Trow has initiated a survey in the community to ascertain the level of support . 19th - 22 January. The results are as follows:</p> <ul style="list-style-type: none"> • 26 emails – 23 support cluster concept, 3 unsure. • 29 positive responses on Facebook, 3 unsure/comments. • 39 support (handwritten survey) <p>The meeting agreed that the President should arrange to meet with the Shire Senior Planner, Kira Strang to present the results of the survey with a request that it be included in the review of the Local Planning Strategy 7. Action by W.Trow</p> <p>Water Corporation Update</p> <p>W.Trow provided a summary of an email received 8 December 22 from Water Corp (she has put a notice put on FB, emailed to Preston Press)</p> <ul style="list-style-type: none"> • The new PVC pipeline will come from North Greenbushes and use water from Millstream Dam. • The 150mm pipeline runs through Balingup to Mullalyup • It will provide a backup supply to Balingup in the event the 	
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	<p>existing reinforced concrete pipeline breaks from Balingup Dam. A pressure reducing valve (PRV) has been installed to allow this changeover.</p> <ul style="list-style-type: none"> • The PRV is that it may be opened to supplement Balingup during periods of high demand when the pressure drops in town. • The effectiveness of this backup supply will not be known until commissioning has been completed. • The Water Corporation will never guarantee water supply during bushfires which is why we state all customers must not rely on scheme water to fight fires. The purpose of our water supply scheme to Balingup is for household/business use. <p>Cleaning Community Centre H.Christensen requested that another \$380 be paid into her cleaning account and this was approved at the meeting. Helen to submit an invoice (including account details).</p> <p>Balingup Historical Group A new display is being prepared over the next 2 weeks for display. An Indigenous display is being prepared by Sandra Hill and Judy Allen.</p> <p>Health and Wellness Event Group is still planning an event in some form.</p> <p>BalingUpcycle Plans being made to host a workshop at venue.</p> <p>Upcoming Events: Outdoor Movie (funding provided by Shire) Outdoor movie in Balingup on Friday 11th February 2022. 7.45pm Village Green. The movie is The Secret Garden (2019) and is rated PG. CWA will cook the free sausage sizzle. Contact Noelene King for details.</p> <p>Volunteers and New Residents Day (\$400 from Shire and \$400 from BPA) Saturday 11th June 5.30pm – 7.30pm Recreation Centre <i>Note – at the last BPA meeting it was agreed that the two events be combined but a subsequent meeting of the organisers agreed they should be separate.</i> Contact Wendy Trow for details.</p> <p>Australia Day 2023. Balingup BFB have requested another group cook next year. W.Trow has sent them thankyou letter. It has been suggested that we consider a new multicultural format next year. Discuss at next meeting.</p>	
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Report on action items	Ongoing (tabled) Complete (tabled)	Chair Chair
Correspondence list	Incoming/Outgoing (tabled) Annex C	Secretary
Correspondence list accepted and received	Moved Jodie Hornum Seconded Wendy Trow	Carried Y
Other meetings or group minutes	None received	
Confirmation of minutes from previous meeting on 3/11/2021	Amendments Y Error - Monies held for Birdwood Park Avenue of Honour shown as \$162.04 . Should be \$756.04 Moved Roz Bensen Seconded Ric Thomas	Carried Y
Treasurer's report and accounts for payment	(tabled) Bank account statement presented to meeting Operating account \$19,253.50 (Includes monies held for Birdwood Park Avenue of Honour \$756.04, Men in Sheds \$400.00, Memorial Grant \$260.17) Term Deposit account \$TBC Accounts for payment: \$380 to Helen Christensen for payment of Community Centre cleaning (as per New Business) \$139.99 Balingup General Store invoice \$150 Donnybrook/Balingup Radio Station subscription \$400 Balingup Primary School Breakfast Club Donations: none Membership payments: none	Treasurer
Treasurer's report accepted and accounts approved for payment	Amendments N Moved Pat Ridley Seconded Ric Thomas	Carried Y
Business arising from previous minutes	Refer to Annex B Primary School Breakfast Club In 2021, Balingup Primary School requested \$800 to support their breakfast club. At the time it was decided that BPA contribute \$400 and review in Feb 2022. The meeting agreed that the additional \$400 be paid to the school. Action by J.Hornum/P.Ridley.	
Reminders		
Meeting closed	8.30pm	
Next meeting date/time	Tuesday 1 st March at 9am	

DRAFT The Balingup Music Experience (Working Title)

The Balingup Music Experience comprises a group of local residents committed to bringing a wide range of musical experiences to the town including professional performances, community music workshops, master classes, music therapy and wellbeing programs as well as compositional, musical theatre and educational programs.

The music genres include, but not limited to, chamber, classical, choral, jazz, blues, folk and country.

It is proposed that the majority of musical experiences provided to the community take place in the Balingup Town Hall, and in particular in the Lesser Hall.

Background

An example of local support for varied music programs has been established through the Brookvale House concerts since 2013. Over that period, some 50 not-for-profit concerts have been provided, covering a wide range of genres. Attached is a summary of around 30 of the 50 concerts held.

With 50 concerts fully subscribed, over 3 000 people have attended these concerts raising over \$130 000 in door sales, the proceeds of which have gone to paying musicians. To date all administration costs have been voluntary.

The Balingup Music Experience Proposal

To build on the above history, audience development and legacy, it is proposed that a group (The Balingup Music Experience) be established under the umbrella of the Balingup Progress Association. This group aims to contribute directly to BPA's current strategic plan focusing on Balingup as a resilient, thriving community with a vibrant, village feel and a community that creates, learns and grows together.

Balingup Music Experience Governance

The group needs to be able to receive public monies, acquire assets, pay for services when needed and be accountable to the Balingup community.

To that end, there is a need to establish a committee and open a bank account under the auspices of the BPA.

Recommendations

That the BPA:

1. Endorse the establishment of the Balingup Music Experience under the umbrella benefits provided by the Progress Association (capacity to contribute to the town, apply and receive grants, pay for services when needed and acquire assets)
2. Endorse the establishment of a bank account with the Bendigo Bank Donnybrook with three signatories

2/2/22	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC	
ITEM MEETING DATE (FROM) PERSON RESPONSIBLE	ACTION	STATUS
Entrance Statement 7 Dec 21 W.Trow	<p>Discussion on the condition of the entrance statement and the process involved to arrange repairs. <i>W.Trow contacted Shire who advised:</i></p> <ul style="list-style-type: none"> <i>This has been an issue reported to the Shire a few times in recent years. The Shire did have the sculptured cleaned about 12 months ago and it was structurally safe.</i> <i>The Shire received an estimate from the artist who built the sculpture that it would be between \$5000 to \$7000 to restore</i> <i>They are not aware of the copyright provisions.</i> <i>If it is to be refurbished it would need to be considered through the budget process due to the cost.</i> <i>As it's is only just over 10 years old, it appears that it will require a regular refurbish every 10 years if it is to remain in the Village Green</i> <p><i>Discuss at meeting</i></p>	ONGOING
Hire of Spare Room 7 Dec 21 W.Trow	<p>The spare room in the Community Centre has been converted back into an office and the office will be hired out on days that it is not used.</p> <p>Community Members – ½ day \$10 Full day \$20 Non Community Members – ½ day \$20 Full day \$40</p> <p><i>W.Trow has contacted Helen Christensen who has agreed to manage the booking process. Regular users will have own key – others will sign for key at General Store. Availability has been advertised on Facebook.</i></p>	COMPLETE D
Outdoor Movie 7 Dec 21 W.Trow Karyn Connor	<p>The Shire will be hosting an outdoor movie in Balingup on Friday 11th February 2022. The movie is The Secret Garden (2019) and is rated PG. CWA have volunteered to cook sausage sizzle and Shire will provide the food.</p> <p><i>We planned to combine this with Volunteers Day but CWA preferred to keep separate. Volunteers Day will now be held in June (see below).</i></p>	ONGOING
Community Response in an Emergency Nov 21 (W.Trow)	<p>W.Trow has had discussion with BADTA committee and one other group regarding Local Recovery Plan for Balingup. BADTA have confirmed they are forming a Tourism/Economy sub-committee. More discussion with other groups will take place in 2022.</p>	ONGOING
Balingup Patches & Craft Wall Hangings Nov 21 (W.Trow)	<p>The acoustic panels have been installed in the Lesser Hall and W.Trow has requested these be insured as BPA assets in the 2022 insurance request has been submitted to AON.</p>	COMPLETE D
Balingup Town Hall Nov 21 (W.Trow)	<p>The Shire has offered Balingup the opportunity to take over the lease to manage the Town Hall. The Shire would be responsible for insurance and maintenance, the community responsible for cleaning and bookings. <i>Sample lease agreement has been received</i></p>	ONGOING

	<i>but is complex and new Covid arrangements have complicated the issue. Discuss more later in 2022.</i>	
Town Hall decoration Aug 21 Wendy Trow	A quote has been received from Sean and Sandy Mitchell for the cost of ceiling decorations (similar to those used at the SFFD dinner) to be installed in the Town Hall for year round use. To be followed up in conjunction with Town Hall lease proposal (see above). <i>See comments above. No further action in the short term.</i>	COMPLETE D
Balingup Primary School Breakfast Club Aug 21 Wendy Trow	A request has been received from BPS Chaplain Mary Taylor for funding from BPA to run the breakfast club (\$800) and EdConnect (\$400). \$400 was provided in August 2021 and BPA will review again in February (no meeting in January). <i>For discussion AT February meeting.</i>	ONGOING (February)
Volunteers Day. July 21 W.Trow K.O'Connor	Volunteers and New Residents Day <i>6th June 22 5.30 - 9pm. Balingup Recreation Centre Finger food will be provided. BPA has agreed to contribute \$400/ Shire has already donated \$400.</i>	ONGOING
Community Op Shop. July 21 (J.Massey)	The shop opened in November under a 3 month lease. Review in March 2022	ONGOING March 22
Bunbury Regional Prison Workforce March 2021 Wendy Trow	BPA has requested that all Umbrella Group's to make use of Prison Workforce. The Prison did not include Trails or the Community Garden in the list of approved activities. A second letter, with more details, has been sent to request this decision be reviewed.	ONGOING
Community Insurance May 2021 Wendy Trow	Letter sent to Labor representative, Jane Kelsbie 21 May, with a request that insurance companies provide "Community Group Insurance Packs". A response has now been received but they have not addressed or resolved the issue. W.Trow has requested a meeting with Ms Kelsbie .	ONGOING
Use of BADSA building in emergencies 2021 Wendy Trow	The use of Balingup Recreation Centre by community during extended power outages/ emergencies has been advertised in the community via email and Facebook . <ul style="list-style-type: none">• <i>Satellite phone is on order</i>• <i>Sky Muster (pop-up internet) has been installed and is operational.</i>	ONGOING
Update of map in bus shelter June 2021 H. Christensen	Update of town map in bus shelter Costs to be negotiated with Sandy Mitchell and presented to BPA meeting for approval.	ONGOING
Insurance W.Trow	<i>AON insurance has been paid. See Annex below for details.</i>	ONGOING
General Signage 2021 (Helen C./ Deb Vanallen)	Make a list of all redundant signs in town (BADSA and Townscape). Send list to Shire and ask that they liaise with the landowner to arrange removal (Townscape). D.Vanallen confirms work is continuing on this.	ONGOING

February 2022

Correspondence In:

INCOMING	INFO	ONGOING	ACTION
Bunbury Prison, request for Insurance Certificate of Currency			x
Balingup Music Experience, new umbrella group proposal			x
AON Insurance, Policy invoices and details			x

Correspondence Out:

OUTGOING	INFO	ONGOING	ACTION
To BPA Members; information regarding Skymesh Fruit Fly Bait Australia Day	x		
To Corrine Rule, Contract Termination Letter	x		
To Paul Davies, Thank you for Australia Day BBQ	x		
To AON Insurance, Policy information	x		

AON INSURANCE 2022

AON Invoices	2020	AON Feb 21	AON Jan 22
Public liability	\$1676	\$1676	\$1072
Associations liability	\$130	\$328	\$497
Personal accident	\$76	\$76	\$76
ISR Agricultural (buildings etc)	\$3582	\$4,998.73	\$5674
Total	\$5464	\$7079	\$7319

Building insurance		Contents insurance	
Community Centre	\$200,000	Community Centre	\$50,000
Workspace	\$120,000	Workspace	\$40,000
Carnivale toilets	\$20,000	Carnivale toilets	Nil
Carnivale containers x 4	\$15,000	Carnivale containers x 4	\$10,000
SFFD shed	\$30,000	SFFD shed	\$20,000
Community garden shed	\$1200	Heritage museum	\$10,000
Total	\$386,200	Community garden shed	\$2,000
		Total	\$132,000

	Type of cover	AON
Personal Accident	Volunteer personal accident	\$3,500,000
Association	Professional liability	Nil
Association	Management liability	\$5,000,000
Association	Association liability	\$5,000,000
Association	Employment practices liability	\$5,000,000
Association	Employee fraud`	\$100,000
Combined	Public liability	\$50,000,000
Combined	Product liability	\$50,000,000
Combined	Property in care	\$1,000,000
Combined	Owner liability of animals	\$50,000,000
Combined	Trade space liability	\$50,000,000
	Entertainers	Nil
Combined	Negligent acts/ errors and omissions	\$1,000,000
	Car parking	Nil
ISR	Removal of debris	\$500,000
ISR	Gate takings	Nil
ISR	Accidental damage	250000
ISR	Money in transit/ in strong room/safe	\$50,000
ISR	Theft	\$15,000
ISR	Burglary (forced)	\$50,000
ISR	Theft of property in open air	\$15,000
ISR	Storm damage to property in open air	\$50,000
ISR	Marquees (fire)	\$50,000
ISR	Flood	\$100,000

ISR	Infectious/contagious disease	\$500,000
ISR	Buildings	\$386,200
ISR	Contents	\$132,000