

MINUTES BALINGUP PROGRESS ASSOCIATION GENERAL MEETING ON 2 JUNE, 2021

Meeting opened: 7pm

Present: Sascha Cameron, Katherine Thøgersen, Carolyn Austin, Anish Shah, Ros Benson, Wendy Trow, Jodie Hornum, Janine Milton, Judy Allan, Helen Christensen, Noelene King, Tania Smith, Jackie Massey.

Apologies: Sharon Smith, Nuala Scott, Mike King, Wayne Irvine, Deb Vanallen, Geoff McMullen, Per Christensen, Helen van der Waal.

Confirmation of minutes of previous meeting:

Moved: Helen Christensen

Seconded: Janine Milton

Business arising:

Item	Discussion	
Insurance Policy	<p>W.Trow advised that she emailed a summary of the BPA insurance process to the new Labor representative, with a request that insurance companies provide "Community Group Insurance Packs"</p> <p>She also met with Karen Martella (Manager Donnybrook Visitor Centre). She is very happy with Willis & Temby who are based in Perth.</p> <p>Willis & Temby have advised that, if a claim is made due to a claim made against a stallholder at the Station Markets, and that stallholder does not have PL insurance, then the claim is made against the Visitor Centre (ie the Visitor Centre 'takes on the risk'). It would affect their Premium but the insurance company would settle any claim.</p> <p><i>Decision: at next review of Policy, include Willis & Temby on list for quotes</i></p> <p><i>Action by: Treasurer or Policy review volunteer</i></p>	<p>Complete</p> <p>Ongoing</p>
Allocated grant amounts	<p>J.Hornum agreed to do the Lotterywest acquittal (due 18 June).</p> <p>Due to the dwindling balance in the BPA bank account, W.Trow advised she has spoken to the Telling Tales Coordinator (D.Vanallen) who agreed they would not call upon the \$2500 at this time. The money can therefore be used to pay for the BPA insurance. If/when Telling Tales goes ahead, they will approach BPA again and if we are in a position to contribute, we will do so.</p> <p><i>Decision: Acquittal will be submitted by the end of this week.</i></p> <p><i>Action by: Secretary/President</i></p>	Complete
Balingup Community Strategic Plan	<p>A letter has been the Shire CEO to thank James Jarvis for facilitating.</p> <p>A draft Balingup Strategic Plan has been prepared by W.Trow and was emailed to the BPA Executive on 27 May. This plan will be made available for community comment before a final Plan is agreed upon.</p> <p><i>Decision: the Executive will meet on June 7th to review plan.</i></p> <p><i>Action By: BPA Executive</i></p> <p>A Community Conversation to discuss format of BPA was held on 25 May and the results emailed to the Executive on 27 May.</p> <p>The meeting discussed how to incorporate and implement the suggested changes to meetings. Balingup Primary School P&C to be invited to next meeting.</p> <p><i>Decision: BPA will trial holding meetings on different days and times with the order of agenda to be modified so General Business will be discussed first.</i></p> <p><i>Action By: next BPA general meeting will be on Tuesday 6th July at 9am at Community Centre, BYO morning tea to share.</i></p> <p>Other suggestions from the 25th of May included hosting a regular Community Conversation about community events and reintroducing monthly Meals Nights at the Balingup Recreation Centre.</p> <p><i>Decision: plan a Community Conversation on Events at 4pm prior to a meal's night</i></p>	<p>Complete</p> <p>Next meeting</p> <p>Next meeting</p>

	<p><i>Action By: Wendy T.</i></p> <p>J. Milton summarised the presentation that she gave at the Community Conversation regarding the SFFD event, including the history of the event and role in funding BPA, BADSA and community allocations. With review and some revitalisation, the event is good to continue however the current committee is just 4 people and needs more support. <i>Wendy T. will provide the SFFD history information to be included in the Balingup Primary School newsletter and Preston Press.</i></p>	Ongoing
Carnivale Agreement & SFFD/Carnivale Insurance	<p>Carnivale President has agreed the draft Partnership Agreement to replace the existing Lease Agreement. This was distributed to Executive on 27 May.</p> <p><i>Decision: Executive members to reply by 10th June, President to sign document</i></p> <p><i>Action By: BPA Executive</i></p>	Next meeting
Meeting with Shire	<p>President met with Shire CEO on 3 Mar.</p> <p>The revised list of infrastructure (as included in the Balingup Strategic Plan) will be provided to the Shire with a request that they work these projects into future Asset and Finance plans.</p> <p><i>Decision: The list (current as of 25th May 2021) be submitted to the Shire of DB with a request for Budget consideration.</i></p> <p><i>Action By: Wendy T. to send</i></p> <p>BPA lease agreement with the Shire expires 30 June 21.</p> <p><i>Action: follow up in July 2021 (Wendy T.)</i></p> <p>BPA President is liaising with the Shire Community Development Manager regarding use of the Town Hall by community groups.</p> <p><i>Action: follow up in July 2021 (Wendy T.)</i></p> <p>Use of BADSA building by community during extended power outages/emergencies. BADSA and CWA have confirmed all OK.</p> <p><i>Action: awaiting response from Jess at Shire (Wendy T.)</i></p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Next meeting</p>
Bunbury Regional Prison	<p>An application from BPA on behalf of all umbrella groups has been submitted - it is still being considered by the Bunbury Regional Prison head office. The SFFD and BMC can continue to use the prison team whilst we wait for a response.</p>	Ongoing
Australia Day	<p>President wrote to the Shire and requested that they reconsider their decision that all winners be announced in Donnybrook.</p> <p>No response received. <i>W. Trow to follow up.</i></p>	Ongoing
General signage	<p>Make a list of all Townscape redundant signs in town BADTA</p> <p>Send list to Shire and ask Townscape that they liaise with the landowner to arrange removal.</p>	Deferred/ Next Meeting
Footpath audit	<p>The audit has been completed by townscape and put into a document with photos and maps. W.Trow has emailed report to Shire DB with a covering letter requesting footpaths be included in the budget:</p> <ul style="list-style-type: none"> -that a staged program be developed. -a copy to go to all Councilors <p>A response has been received from Ben Rose along with positive feedback from Shire President.</p> <p>The Shire of DB advised the grant application for the Allan Rothery Walk path was unsuccessful.</p>	Complete

Water Corp, Trees on SW Highway (Valmec work north of town)	President sent reply email to Water Corp and advised that, if these trees die, BPA will expect like-for-like replacement. Response received from Water Corporation on 7/5/21.	Complete
BPA notice board (black board)	Helen Van der Waal donated a whiteboard and S.Smith has given this to F.Mills. Tin is being applied to existing board to allow use in wet weather. S.Smith is progressing the changes. N. King advised a sandwich noticeboard (with whiteboard sides) was donated by the Post Office and is available for use. <i>W. Trow to contact F. Mills/S.Smith</i>	Ongoing
Balingup Tennis Club	Requesting letter of support from BPA to include with Sport and Recreation Grant application through the Shire. <i>BPA President to draft letter</i>	To complete
BSFFD/BMC Insurance contribution	BMC contribution details are included in Partnership Agreement. It was suggested the amount be annually reviewed and be formally communicated via correspondence to the umbrella groups by the Treasurer.	To complete

Other Meetings/Umbrella Groups: none

Correspondence In:

INCOMING	INFO	ONGOING	ACTION
Bronwyn Hodgson, Shire of DB, re Request for Invoice/s (9/4/21)			x
Shire – conversation café Being Mentally healthy (6/5/21)	x		
Ann Clifford, re District health authority committee and consumer café (3/5/21)	x		
Jen Woollard, Water Corp re Trees along SW Highway (7/5/21)		x	
Shire E.connect (10/5/21)	x		
T.Colegate, re funding available for environmental projects (11/5/21)	x		
Damien Morgan, Shire DB re Alan Rothery grant unsuccessful (13/5/21)		x	
Nadia Adams, BMC re Mini-Eval Fest 2021 Ticket Release (13/5/21)	x		
Malcolm Lee, Balingup Rail Group re Balingup website page (14/5/21)			x
Fiona Sparkes, Bunbury Regional Prison re Prisoner workforce application (17/5/21)		x	
Beth Chia, BHWG, re Balingup Health and Wellbeing Event in 2022 (18/5/21)	x		
Bronwyn Hodgson, Shire of DB re Volunteer, Club & Associations workshops (24/5/21)	x		
CEO, Shire of DB re Paths/Request for consideration in Budget - footpaths and watering trailer (29/5/21)		x	
Bell Fire Equipment, re Yearly inspections (27/5/21)	x		
Steve Potter, Shire of DB, re Balingup Townscape Committee - Proposed Projects (2/6/21)			x

Correspondence Out:

OUTGOING	INFO	ONGOING	ACTION
To Bronwyn Hodgson, Shire of DB re SFFDC invoice for major grant acquittal (11/5/21)	x		
To Jen Woollard of Water Corp re Trees along SW Highway (7/5/21)		x	
To community, re notice of meeting on 25/5	x		
To letter of thanks to James Jarvis (7/5/21)	x		
To Raelene Bailey re BPA process (6/5/21)	x		
To Jesse Humphries et al, re Climate Change Action Plan 'Regional Climate Alliances' (12/5/21)	x		
To Malcolm Lee, BRG re Balingup Rail Group BRG (14/5/21)		x	
To Jane Kelsbie, MLA re Community Group Insurance (21/5/21)		x	
To CEO, Shire of DB re Paths/Request for consideration in Budget - footpaths and watering trailer (24/5/21)		x	

Resolution - that correspondence be received.

Moved: Jodie Hornum Seconded: Ros Benson

Treasurers Report:

Bank account statement presented to meeting.

Operating account \$ 4562

TD1 \$12023

TD2 \$35294 (of which \$27,000 is held as 'rainy day' account for SFFD & Carnivale)

There are still two grant payments to be made from the Lotterywest grant:

Birdwood Park Sign \$500

BADTA walk trail map \$2000

Payment of these invoices would leave us an operating account balance of \$2062.

No incoming accounts.

Membership payments received at meeting - \$6.00

It was reported cleaning has been reduced to monthly.

It was agreed that:

- The financial situation is poor and needs careful review by the Executive.
- All future projects are to be approved in advance at a BPA meeting.

Resolution - that the Treasurer's report be accepted, and accounts be approved for payment.

Moved: Jackie Massey Seconded: Noelene King

New Business:

Discussion Item	Action	Action by	Due by
From incoming correspondence Beth Chia, BHWG, re Balingup Health and Wellbeing Event in 2022 (18/5/21) - Request for BWHG to be authorized to open a bank account in name of Balingup Progress Association, Balingup Health and Wellbeing. Signatories will be Bethany Chia, Uta Hoenig, Melinda Tupling.	The meeting approved the request. Advise BHWG group.	President	June 2021
From incoming correspondence Ann Clifford, re District health authority committee and consumer café (3/5/21) - DHAC needs more members and particularly local representatives. Information will be distributed on the role of the DHAC and how to apply for a position on the committee. The WA Country Health Service is holding a conversation to allow the community to meet with local hospital and health service staff to provide feedback. Friday 18 th June, 9.30am – 11.30am Donnybrook Football Club, Marmion St, DBK For more information and to register: email WACHS-SW-BHServDev@health.wa.gov.au or phone 97812350.	BPA to distribute information to members. BPA to distribute details of Conversation Cafe to members Jackie Massey offered to take questions for those unable to attend.	President/Sec President/Sec	June 2021 June 2021
From incoming correspondence Steve Potter, Shire of DB, re Balingup Townscape Committee - Proposed Projects (2/6/21) As BPA is still currently the official body for insurance and allocation of funds, Shire has requested we provide written confirmation of BPA's support of the Balingup Townscape Committee - Proposed Projects 2021/22 as submitted to the May DB Council meeting. The projects include	BPA to provide written confirmation of support.	President/Sec	June 2021

1. Installation of five steel stencil cut-outs at the northern entry to the Balingup townsite representing five of the town icons (Small Farm Field Day, Telling Tales, Medieval Carnival, Art Affair and the Golden Valley Tree Park); 2. Replacing the banners on the existing poles at the northern entry to the Balingup townsite; 3. Installing solar lighting over the existing picnic table adjacent to the Balingup Brook; 4. Installing a canoe launch platform in the Balingup Brook; 5. Replacement seedlings for planter boxes/baskets.			
From incoming correspondence Malcolm Lee, Balingup Rail Group re Balingup website page (14/5/21) - Request from BRG to include their report and information on the BPA website http://www.balingup.asn.au	Pam Williamson is happy to assist with including a page for BRG information with contact details and minutes on the website. Malcolm Lee to follow up.	President	
Community Centre Toilets - acknowledgment of volunteers with photo/article in Preston Press.	Request Lucy to contact Helen C. for photo	President	June 2021
Update of town map in bus shelter - Sandy Mitchell has agreed to update map.	Costs to be negotiated and presented to BPA meeting for approval.	Helen C.	Ongoing

Reminders:

Conversation Café WACHS

Friday 18th June, 9.30am – 11.30am, Donnybrook Football Club, Marmion St, Donnybrook

For more information and to register: email WACHS-SW-BHServDev@health.wa.gov.au or phone 97812350.

Meeting closed: 8.30pm

Next meeting: Tuesday 6th July at 9am at Community Centre (BYO morning tea to share).

NOTE: CHANGE OF MEETING DAY AND TIME.