

MINUTES 1/2/23	GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC	
Meeting opened	6.00pm	
Present	Wendy Trow, Rick Thomas, Roz Benson, Jodie Hornum, Katrin Menard, Gary Hodge, Helen Christensen, Reyer Knopper, Bronia Slava, Joe Taylor, Beth Chia	
Visitor	Susie Delaporte – Senior Community Engagement Officer (Shire of Donnybrook-Balingup)	
Apologies	Damien Cameron, Janine Milton, Geoff McMullen, Wendy Ayers, Deb & Brian Vanallen	
Balingup Music Experience Beth Chia/ Ongoing	B.Chia provided an update on the progress of BME. The group has decided to rename itself to more accurately reflect planned activities and will now be known as BACH (Balingup Arts & Cultural Hub). Activities will include performing arts, music, well-being and environment. They plan to hold an expo in the Town Hall 5-7 th May. Advise AON insurance of the name change.	Information W.Trow
Free Market Beth Chia/ Feb 23	One of the activities planned is a “free market” where people exchange or give away surplus goods. The aim is to encourage recycling and the preferred venue is the Village Green. Beth to liaise with the Shire re Event documentation and discuss insurance with W.Trow further. It was moved that the event be run under the auspices of BPA. Moved: W.Trow Seconded J.Hornum. Carried	B.Chia W.Trow
Community Engagement Susie Delaporte	Susie Delaporte – recently appointed Senior Community Engagement Officer (Shire of Donnybrook-Balingup) provided a brief overview of her work since she was appointed to this role in late 2022. Susie is also the Local Recovery Coordinator and has spent much of her time dealing with helping community recover from the recent Donnybrook/Yabberup fires. She also advised that Bronia Hodgson is working limited hours at the moment and asked for patience when people are liaising with her department. Susie also advised she plans to run a youth engagement project and will liaise with Beth Chia re the skatepark.	Information S.Delaport/ B.Chia
Rail Project Gary Hodge/ Feb 23	G.Hodge advised that this project is advancing well and that there are indications it will happen “sooner rather than later”. The project enjoys strong support from Talison, local and State governments. G.Hodge was asked to liaise with the Rail Group requesting that an update be put in the Preston Press.	G.Hodge
Town Signs Helen Christensen/Feb 23	The Balingup sign at the southern entry to town is looking shabby. H.Christensen advised Townscape would investigate.	H.Christensen
Community Centre Maintenance Wendy Trow/ Feb 23	W.Trow advised that the Bunbury Regional Prison team has cleaned the outside of the community centre with a high pressure water hose and did a wonderful job. During this process, a small number of loose/damaged weather boards were discovered and windows were found to be leaking. W.Trow has requested that the team return to repair the weatherboards and repaint the community centre. She requested that the following expenditure be allocated when the team is available: <ul style="list-style-type: none"> • 30 litres of exterior wall paint \$600 • Scaffolding hire, other paint, materials and snacks for the team. \$400 	

<p>Shire Budget Request Wendy Trow/Feb 23</p>	<p>W.Trow moved that \$1000 be allocated for community centre repaint later in 2023. Seconded H.Christensen.</p> <p>G.Hodge advised that Kirup Constructions may be able to lend us scaffolding. To be investigated. The wooden frames of the community centre toilets are to be included in this work. W.Trow to advise if more funding required.</p> <p>W.Trow suggested that the following projects be submitted for inclusion in the Shire 2023/24 budget:</p> <ul style="list-style-type: none"> • Replace footpath along Brockman St between South Western Highway and Steere St. This was third on the footpath audit priority list and is seen as the next highest priority. • Upgrade Alan Rothery walk. • Service Level Agreement for Balingup Town Hall and associated small scale improvements in the building safety, security and community amenity. • Repair and restore jarrah bench seats at Balingup oval. • Modify display cases at Balingup Information Bay (safety concern) • Support Bibbulmun Track 25th anniversary event in August 2023 (\$500 contribution towards food). <p>It was moved that a letter be sent to the Shire, requesting the above be included as priority items in the Shire 2023/24 budget. Moved. W.Trow Seconded R.Benson. Carried.</p>	<p>W.Trow</p> <p>W.Trow</p>
<p>Shire/General Wendy Trow/Feb 23</p>	<p>W.Trow met with Stuart Drummond (Principal Economic Development Officer) and Susie Delaporte (Community Engagement Officer) in January. He advised:</p> <ul style="list-style-type: none"> • Footpaths: Shire is due to renew to the path leading to the Tree Park this financial year, along with Rothery Walk (although still seeking extra funding). The path through the high street (on the side of the Mushroom Café is also due but Watercorp are going to be relaying pipes sometime too so will need to dig it up. The Shire will try and get them to fund the replacement. W.Trow has asked for the footpath along Brockman St (between South Western Highway and Steere St) to be upgraded this year. • Oval Bench Seats – W.Trow took photos of ones in disrepair and sent them to Stuart. He is checking when the planned maintenance is due. If there is strong evidence he may be able to get it brought forward. • Skatepark. He has met with Beth Chia to discuss the skatepark. • Information Bay. W.Trow took photo of hazardous information bay panels and sent to Stuart, requesting they be modified. He is checking. • Shire lease agreements (see ongoing business). • Generator (see ongoing business). • Cluster Developments. The Shire Principal Planner has included the cluster development concept within the upcoming planning strategy and used some of the information W.Trow provided in the draft documents. She is confident the strategic concept will be supported at both local and State level. Each application would then need to be considered on its own merit but this looks like a really positive step forward. 	<p>Information/ W.Trow</p>
<p>Resilience Group Wendy Trow/Feb 23</p>	<p>W.Trow advised that the Resilience Group has met and workshopped the procedure to open the Community Information Social Centre. 10 people attended, including S.Delaporte. W.Trow to provide list of names to Secretary.</p>	<p>W.Trow</p>

Report on action items Annex A	Ongoing (tabled) Complete (tabled)	Chair Chair																														
Correspondence list	Incoming/Outgoing (tabled) Annex D	Secretary																														
Correspondence list accepted and received	Moved .W.Trow..... Seconde R.Thomas.....	Carried Y																														
Other meetings/groups	Balingup Rail Group has supplied their Minutes to BPA. Copies available on request.	Secretary																														
Confirmation of minutes from previous meeting	Amendments N Moved .G.Hodge..... Seconded .K.Menard.....	Carried Y																														
Treasurer's report Accounts for payment	(tabled) BPA Operating account balance - \$22850.07 (see tables below) Term Deposit - \$35417.87 Event Coord - \$0.06 Record of funds held on behalf of BPA sub committees 31ST November 2022 (included in operating account balance above) <table border="1"> <thead> <tr> <th>Name</th> <th>Balance (Start of Month)</th> <th>Balance (End of Month)</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Avenue of Honour</td> <td>756.04</td> <td>756.04</td> <td></td> </tr> <tr> <td>Memorial grant</td> <td>260.17</td> <td>260.17</td> <td></td> </tr> <tr> <td>Men in Sheds</td> <td>400.00</td> <td>400.00</td> <td></td> </tr> <tr> <td>Community Garden (Shire grant)</td> <td>2000.00</td> <td>2000.00</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>3416.21</td> <td>3416.21</td> <td></td> </tr> </tbody> </table> Record of funds held in BPA Trust Fund 31ST November 2022 (included in operating account balance above) <table border="1"> <thead> <tr> <th>Donated by</th> <th>Balance at start of month</th> <th>Balance end of month</th> </tr> </thead> <tbody> <tr> <td>BalingUpcycle</td> <td>5000.00</td> <td>5000.00</td> </tr> </tbody> </table> ccounts submitted for payment: The following were approved by BPA Executive in January: <ul style="list-style-type: none"> • \$30 for two signs to put in the Information Bay with the new "All About Balingup" posters (total \$30) • \$152 to frame the community volunteers photo – so it looks (almost) the same as the one taken in 2008. • \$8.80 to laminate volunteers photo in the information bay. Office Works. It was moved that the above payments be ratified. Moved W.Trow Seconded H.Christensen Carried Y	Name	Balance (Start of Month)	Balance (End of Month)	Comments	Avenue of Honour	756.04	756.04		Memorial grant	260.17	260.17		Men in Sheds	400.00	400.00		Community Garden (Shire grant)	2000.00	2000.00		TOTAL	3416.21	3416.21		Donated by	Balance at start of month	Balance end of month	BalingUpcycle	5000.00	5000.00	Treasurer
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Treasurer's report accepted and accounts approved for payment	Amendments N Moved J.Hornum Seconded .G. Hodge.....	Carried Y																		
Cheque Signatories	<p>BPA has opened the two new accounts (BPA Trust and BPA Futures) with two signatories. The following accounts are now held by BPA:</p> <table border="1"> <thead> <tr> <th>Account No</th> <th>Signatories</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>188453245 Event Coordinator</td> <td>W.Trow, P.Ridley, J.Hornum</td> <td>J.Hornum to liaise with SFFD and BMC. Consider closing this account.</td> </tr> <tr> <td>136528825 Operating account</td> <td>W.Trow, P.Ridley, J.Hornum, G.McMullen</td> <td>No changes needed.</td> </tr> <tr> <td>136920667 Insurance reserve TD account</td> <td>W.Trow, P.Ridley, J.Hornum, G.McMullen</td> <td>No changes needed.</td> </tr> <tr> <td>200708766 (NEW) BPA Futures TD Account</td> <td>W.Trow, J.Hornum</td> <td>Need 2 more signatories</td> </tr> <tr> <td>200708600 (NEW) BPA Trust Account</td> <td>W.Trow, J.Hornum</td> <td>Need 2 more signatories</td> </tr> </tbody> </table> <p>P.Ridley works in Bunbury and it is difficult for him to get to the bank during working hours. For flexibility, it should be any two of four to sign. W.Trow moved that:</p> <ul style="list-style-type: none"> R.Thomas be appointed as a cheque signatory for BPA. G.McMullen and R.Thomas to be approved to sign BPA account numbers 200708766 and 200708600. This will require G.McMullen, and R.Thomas to sign the documents at Bendigo Bank (take copy of these Minutes as evidence). <p>Moved: W.Trow Seconded H.Christensne Carried</p>	Account No	Signatories	Comment	188453245 Event Coordinator	W.Trow, P.Ridley, J.Hornum	J.Hornum to liaise with SFFD and BMC. Consider closing this account.	136528825 Operating account	W.Trow, P.Ridley, J.Hornum, G.McMullen	No changes needed.	136920667 Insurance reserve TD account	W.Trow, P.Ridley, J.Hornum, G.McMullen	No changes needed.	200708766 (NEW) BPA Futures TD Account	W.Trow, J.Hornum	Need 2 more signatories	200708600 (NEW) BPA Trust Account	W.Trow, J.Hornum	Need 2 more signatories	<p>Carried Y</p> <p>G.McMullen R.Thomas</p>
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BPA Community Trust Fund	<p>W.Trow advised that:</p> <ul style="list-style-type: none"> BalingUpcycle transferred \$5000 to BPA on 19 Sept 22 for distribution to the community. \$1000 of this has been used to open the Futures account and she moved that the remaining \$4000 be transferred to Trust Account 200708600. Balingup Medieval Carnivale has also committed \$10,000 to the Trust Account. If the SFFD is successful, more funds will be provided in May/June. <p>Based on the above, it should be possible for a distribution of BPA Funds to take place in July 2023 in accordance with the new BPA Trust Fund policy/procedure. To be discussed later in 2023.</p>																			
Business arising from previous minutes	<p>W.Trow provided an update on the following ongoing items (see New Business for details):</p> <ul style="list-style-type: none"> CISCO/ emergency response. Cluster developments Community Trust Fund (proposed) BPA insurance 																			

Reminders	3 Feb – Night market at Packing Shed. 12 Feb – Brookhampton 25 Feb – Jalbrook Wine Women and song. 25 Feb – Donnybrook Dunny do-over.
Meeting closed	7.15pm
Next meeting date/time	Wednesday 1 st March at 6pm W.Trow and J.Milton to be recorded as apologies. J.Hornum will chair this meeting.

as of 1/2/23	ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC																															
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS																														
LEMC Emergency Arrangements Dec 22/ W.Trow	A meeting was held in January to discuss local emergency management arrangements/ identifying the highest risks to the community. It was well attended and results will be fed into the Shire local emergency plan.	COMPLETED																														
CHC Transport Costs Nov 22 W.Trow	W.Trow has written to CHC, asking that they hold a meeting with their clients in Balingup to discuss CHC services in the town. CHC confirmed that they would hold a meeting in late January or February.	COMPLETED																														
Australia Day Nov 22 W.Trow	No groups/individuals offered to run the Australia Day breakfast. Notices were issued in January to advise it would not be held in 2023.	COMPLETED																														
BPA Community Trust Fund. Sept 22 W.Trow	<p>The draft trust fund procedure was distributed to event coordinators and BPA members for comment advising that. if no responses received by 15th January 2023, the following new bank accounts would be opened to facilitate implementation of this program:</p> <ul style="list-style-type: none"> ○ “Balingup Progress Association Trust Fund” operating account, and ○ “Balingup Futures” term deposit account. <p>No responses were received therefore the accounts were opened. See financials for details.</p>	ONGOING																														
BPA Insurance (existing) W.Trow	<p>AON has submitted renewal documents as follows:</p> <table border="1" data-bbox="400 1375 1198 1675"> <thead> <tr> <th>AON Invoices</th> <th>2020</th> <th>Feb 21</th> <th>Jan 22</th> <th>Jan 23</th> </tr> </thead> <tbody> <tr> <td>Public liability</td> <td>\$1676</td> <td>\$1676</td> <td>\$1072</td> <td>\$2304</td> </tr> <tr> <td>Associations liability</td> <td>\$130</td> <td>\$328</td> <td>\$497</td> <td>\$1444</td> </tr> <tr> <td>Personal accident</td> <td>\$76</td> <td>\$76</td> <td>\$76</td> <td>\$76</td> </tr> <tr> <td>ISR Agricultural (buildings etc)</td> <td>\$3582</td> <td>\$4,998</td> <td>\$5674</td> <td>\$6086</td> </tr> <tr> <td>Total</td> <td>\$5464</td> <td>\$7079</td> <td>\$7319</td> <td>\$9910</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • All invoices have been paid. The Associations Liability increase was queried but no reduction made. Moved W.Trow Seconded J.Hornum. Carried. • An email has been sent to SFFD, BMC & Upcycle to advise what they will be expected to contribute to pay for the insurance in November 2023 (based on a calculator/ payment.) No feedback received to date. • W.Trow has drafted a letter to be sent to all umbrella groups. The letter was approved for distribution. 	AON Invoices	2020	Feb 21	Jan 22	Jan 23	Public liability	\$1676	\$1676	\$1072	\$2304	Associations liability	\$130	\$328	\$497	\$1444	Personal accident	\$76	\$76	\$76	\$76	ISR Agricultural (buildings etc)	\$3582	\$4,998	\$5674	\$6086	Total	\$5464	\$7079	\$7319	\$9910	
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<p>Community Insurance May 2021 Wendy Trow</p>	<p>Insurance costs continue to rise unabated. W.Trow is progressing the idea of “Community Group Insurance Packs”. She has written to Jane Kelsbie MP and plans to actively follow up this issue in March. Proposed action includes sending a survey to:</p> <ul style="list-style-type: none"> • CRC network • LinkWest • Town Teams and • Rural Leaders <p>BPA will request that they distribute via their networks to find out what other groups are paying/ level of dissatisfaction.</p>	<p>ONGOING</p>
<p>Shire Lease Agreements. (Aug 22/ G.Hodge)</p>	<p>Update from Stuart Drummond (Shire) 13 Jan 23. The Shire is currently working on a framework for all its community leases to bring it to a more uniform and equitable process. A proposal should be ready to go to Council (the Commissioner) in Feb or March. Once that is agreed, they will then look at a Service Level Agreement (with Balingup Music Experience) and how that would affect the fees and charges policy and any staffing implications. Hoping something will be ready for discussion in mid Autumn.</p>	<p>ONGOING</p>
<p>Community Response in an Emergency Nov 21 (W.Trow)</p> <ul style="list-style-type: none"> • CISCO • Generator • Phone Tree 	<p>Community Information & Social Centre (CISCO) project is being progressed. W.Trow has finalized a detailed instruction package to detail the process to open and run the Centre.</p> <p>Generator. The Shire has provided a procedure to obtain a generator at the Recreation Centre when the power goes off. W.Trow is liaising with the Shire re obtaining grant for a permanent unit at the Recreation Centre :</p> <ul style="list-style-type: none"> • National Australia Bank grant – closing 28 February. • ‘A big pot’ of disaster funding that will become available in July 23. <p>Phone Tree. The contact list has been displayed at the Post Office and a meeting was held with confirmed street coordinators in December.</p>	<p>ONGOING</p>
<p>Resilience Sub committee Nov 22 W.Trow</p>	<p>W.Trow has formed a Resilience sub committee with the purpose of reviewing and updating CISCO and phone tree procedures each year and ensuring that the Balingup community is as prepared as it can be for future events.</p>	<p>COMPLETED</p>
<p>Update of map in bus shelter June 2021 H. Christensen</p>	<p>H.Christensen has met with Sandy Mitchell and the budget will be presented to BPA meeting for approval. The Shire has provided the keys to the panels in the information bay and the “All About Balingup” documents have been displayed by W.Trow and RBenson. W.Trow has asked the Shire to redesign the panels as horizontal sliding panels instead of vertical.</p>	<p>ONGOING</p>