

<b>MINUTES 1/3/23</b>	<b>GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC</b>	
Meeting opened	6.10pm	
Present	J.Hornum, R.Thomas, K.Menard, H.Christensen, J.Taylor, S.Burke, K.Holmes, R.Knopper.	
Apologies	G.McMullen, W.Trow, J.Milton, T.Smith, N.King	
Balingup Night Markets	<p>Kate and Sharon from the Night Markets requested that the group be re-instated as an umbrella group of the BPA. They have already set up a five-member committee consisting of Shirley, Kate, Brian, Sharon and Mike.</p> <p>The committee have to get the appropriate approvals and be compliant with the relevant regulations. The Night Markets will be covered by the BPA Insurance with the understanding that the stall holders will have to carry their own Public Liability Insurance.</p> <p>It was moved that the Night Markets be run under the auspices of the BPA and that AON Insurance be advised of the formation of a new sub-committee. Moved J.Hornum Seconded R.Thomas. Carried.</p> <p>The Five committee members pain \$1 each to join the BPA</p>	W.Trow
Main Street Pedestrian Crossing	<p>Helen Christensen requested that BPA write a letter to the Council requesting that a Pedestrian crossing be installed near Forrest Street intersection rather than outside the Packing Shed, mainly because we don't want to lose two or three parking bays in the position they have designated.</p> <p>R.Thomas</p> <p>She also advised Townscape Budget request will be supplied in April</p>	R.Thomas H.Christensen
Talison Meeting	<p>Katrin Menard requested that the BPA write a letter to Talison asking Talison to hold an Open Meeting in Balingup ,as they held in Greenbushes and Bridgetown ,this meeting to be held in the afternoon on date to be set. The meeting will be to ask questions about the concerns that Balingup Residents have towards the future with the mine in our area. We will compile a list of questions to ask the Talison representative. Moved K.Menard Seconded H.Christensen</p> <p>R.Thomas</p>	R.Thomas
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 .R.Thomas..... Seconde K.Menard.....	Carried Y																														
Other meetings/groups		Secretary																														
Confirmation of minutes from previous meeting	Amendments N Moved .H.Christensen Seconded .J.Hornum	Carried Y																														
Treasurer's report Accounts for payment	<p>(tabled)</p> <p>BPA Operating account balance - \$15719.36 (see tables below)</p> <p>Term Deposit - \$35511.31</p> <p>Event Coord - \$0.06</p> <p>Trust Fund Account \$14000.00</p> <p>Balingup Futures Term Deposit \$1000.00</p> <p><b>Record of funds held on behalf of BPA sub committees 31<sup>ST</sup> November 2022</b> (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> <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><b>TOTAL</b></td> <td><b>3416.21</b></td> <td><b>3416.21</b></td> <td></td> </tr> </tbody> </table> <p><b>Record of funds held in BPA Trust Fund 31<sup>ST</sup> November 2022</b> (included in operating account balance above)</p> <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> <p><b>Accounts submitted for payment:</b></p> <p>Synergy Account Renewal Community Radio Subscription</p> <p>Received #5.00 membership</p>	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		<b>TOTAL</b>	<b>3416.21</b>	<b>3416.21</b>		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 <b>Moved 6.50pm</b>	Carried Y																														
Business arising from previous minutes	See Annex A																															

Reminders	.
Meeting closed	7.15pm
Next meeting date/time	Wednesday 5 <sup>th</sup> April at 6pm

**Annex A**

as of 8/3/23	<b>ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC</b>	
ITEM MEETING DATE PERSON RESPONSIBLE	ACTION	STATUS
<b>BACH/Free Market</b> Feb 23 W.Trow	BME has renamed itself as BACH (Balingup Arts & Cultural Hub). They plan to hold an expo in the Town Hall 5-7 <sup>th</sup> May. W.Trow has advised AON insurance of the name change.  One of the activities planned is a “free market” where people exchange or give away surplus goods. Beth to liaise with the Shire re event documentation. W.Trow has contacted AON and B.Chia has received paperwork . Stallholders will require insurance even though this is a free event.	<b>ONGOING</b>
<b>Town Signs</b> Helen Christensen/Feb 23	The Balingup sign at the southern entry to town is looking shabby. H.Christensen advised Townscape would investigate.	<b>ONGOING</b>
<b>Community Centre Maintenance</b> Wendy Trow/ Feb 23	Bunbury Regional Prison team will repair the weatherboards and repaint the community centre. The following expenditure has been approved for when the team is available: <ul style="list-style-type: none"> <li>• 30 litres of exterior wall paint \$600</li> <li>• Scaffolding hire, other paint, materials and snacks for the team. \$400</li> </ul> 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.	<b>ONGOING</b>
<b>Shire Budget Request</b> Wendy Trow/Feb 23	A letter has been sent to the Shire, requesting the items identified in the February 2023 Minutes be included as priority items in the Shire 2023/24 budget.	<b>COMPLETED</b>
<b>Resilience Group</b> Wendy Trow/Feb 23	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 has provided a list of names to Secretary.	<b>COMPLETED</b>
<b>Cheque signatories</b> R.Thomas/ G.McMullen/ Feb 23	<ul style="list-style-type: none"> <li>• R.Thomas be appointed as a cheque signatory for BPA.</li> <li>• 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).</li> </ul>	<b>ONGOING</b>
<b>BPA Trust fund</b> J.Hornum Feb 23	W.Trow advised that: <ul style="list-style-type: none"> <li>• 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 it was agreed that the remaining \$4000 be transferred to Trust Account 200708600.</li> <li>• Balingup Medieval Carnivale has also committed \$10,000 to the Trust Account.</li> </ul>	<b>ONGOING</b>

	<ul style="list-style-type: none"> <li>If the SFFD is successful, more funds will be provided in May/June.</li> </ul> <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>																															
<p><b>Community Response in an Emergency</b> Nov 21 (W.Trow)</p> <ul style="list-style-type: none"> <li>CISCO</li> <li>Generator</li> </ul>	<p>Community Information &amp; Social Centre (CISCO) project has been finalized and a detailed instruction package to open and run the Centre has been distributed.</p> <p>The Shire has agreed to:</p> <ul style="list-style-type: none"> <li>Submit the grant to National Bank to purchase a 20kva generator for the Recreation Centre (instead of BPA).</li> <li>Recommend that funds be allocated in the 23/24 Shire budget to pay any additional costs (including cost to purchase a trailer).</li> <li>Place the generator at the Balingup Shire Depot.</li> </ul> <p>This is a good result as BPA do not have to insure or maintain the unit in the long term.</p> <p>If the grant is successful, the generator will not be received until after this bushfire season. In the meantime, if we need a generator and the Shire cannot provide theirs, BPA will:</p> <ul style="list-style-type: none"> <li>Order a generator direct from Coates and pay for it on Carnivale or personal credit card.</li> <li>BPA will reimburse the credit card holder who ordered the unit.</li> <li>BPA will submit request to Shire to be reimbursed for the hire costs. If Shire agrees the hire was needed, they will reimburse BPA.</li> </ul> <p>These instructions have been included in the CISCO procedures.</p>	<b>COMPLETED</b>																														
<p><b>BPA Insurance (existing)</b> W.Trow</p>	<p>AON has submitted renewal documents as follows:</p> <table border="1"> <tr> <td>AON Invoices</td> <td>2020</td> <td>Feb 21</td> <td>Jan 22</td> <td>Jan 23</td> </tr> <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><b>Total</b></td> <td><b>\$5464</b></td> <td><b>\$7079</b></td> <td><b>\$7319</b></td> <td><b>\$9910</b></td> </tr> </table> <ul style="list-style-type: none"> <li>All invoices have been paid. The Associations Liability increase was queried but no reduction made. Moved W.Trow Seconded J.Hornum. Carried.</li> <li>An email has been sent to SFFD, BMC &amp; 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.</li> <li>The letter tabled at the Feb 23 meeting has been sent to all umbrella groups.</li> </ul>	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	<b>Total</b>	<b>\$5464</b>	<b>\$7079</b>	<b>\$7319</b>	<b>\$9910</b>	<b>COMPLETED</b>
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<p><b>Community Insurance</b> 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"> <li>CRC network</li> <li>LinkWest</li> <li>Town Teams and</li> <li>Rural Leaders</li> </ul>	<b>ONGOING</b>																														

	BPA will request that they distribute via their networks to find out what other groups are paying/ level of dissatisfaction.	
<b>Shire Lease Agreements.</b> (Aug 22/ G.Hodge)	Update from Stuart Drummond (Shire) 13 Jan 23. The Shire is currently working on a framework for all its community leases. 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).	<b>ONGOING</b>
<b>Update of map in bus shelter</b> June 2021 H. Christensen	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. W.Trow has asked the Shire to redesign the panels as horizontal sliding panels instead of vertical.	<b>ONGOING</b>