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|---------------------------------------|---|-----------------------------|
| <b>MINUTES 5/4/23</b>                 | <b>GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC</b>   |                             |
| Meeting opened                        | 6.05pm  |                             |
| Present                               | W.Trow, R.Thomas, H.Christensen, J.Taylor, S.Burke, G.McMullen, B.Slava, R.Benson.  |                             |
| Apologies                             | J.Milton, J.Hornum, K.Menard, B.Chia, D.Cameron, W.Irvine   |                             |
| <b>New Business</b>                   |   | Action By                   |
| <b>Poppies</b>                        | W.Irvine/Mens Sheds have donated a \$30 Cat & Canvas gift voucher to make poppies (for display Anzac/Remembrance Days). BPA expressed our thanks.   | Nil                         |
| <b>Townscape</b>                      | H.Christensen provided a list of projects that Townscape is presenting to Council for consideration in the 2023/24 Shire Budget. The total budget requested is \$12456 and projects include:<br>Moved, H.Christensen<br>Seconded R. Thomas.<br>Helen advised that all the work is being done by volunteers. W.Trow offered a vote of thanks to the Townscape Committee for their long and valuable contribution to the town.  | H.Christensen               |
| <b>Racecourse Reserve/BFOF</b>        | B.Slava advised that the Shire Environment Officer is helping Balingup Friends of the Forest (BFOF) submit an application for a 'Community Stewardship' grant for Racecourse Reserve. If successful, work will be undertaken to remove weeds and improve signage. BPA agreed to provide a letter of support and offer the following in-kind support – planting (volunteer hours), promotion of the project, free access to the Community Centre and BPA equipment.                  | B.Slava/<br>W.Trow          |
| <b>Flag/Avenue of Honour.</b>         | J.Taylor and H.Christensen discussed the flag being flown at the Avenue of Honour. They have identified the owner and will liaise direct with him.  | J.Taylor /<br>H.Christensen |
| <b>40km/h warning signs</b>           | G.McMullen advised that motorists should be given a warning that they are entering a 40km/h zone in the town. We agreed Geoff would draft a simple map and provide to W.Trow. A request will then be submitted to the Shire.  | G.McMullen/<br>W.Trow       |
| <b>College of Medieval Artisanhip</b> | R.Benson advised she has met with Shire officers to discuss her concept of a college of medieval artisanship. The concept was well received and she will continue to progress.  | R.Benson                    |
| <b>Balingup Tavern Development</b>    | R.Thomas presented a letter received from the Shire requesting BPA feedback on a development application submitted by the Tavern. This required response prior to the April BPA meeting. The BPA Executive raised no objection to the proposal however asked that safe exit/entry to/from Brockman St be considered.  | None                        |
| <b>Balingup Resilience Group.</b>     | A group has formed to keep local emergency response plans up to date each year (this includes updating the Community Information Social Centre instructions and phone tree) - it is administrative in nature. It was moved that this group be formally included as an umbrella group under Balingup Progress Association and that the group be added to the list provided to AON for insurance purposes.<br>W.Trow advised that the satellite phone is now stored in the Recreation | W.Trow                      |

| <b>Community Home Care</b>                    | Centre bar.<br>In July 2022, Community Home Care (CHC) increased the fee to transport clients from Balingup to Bunbury to \$1.00 per kilometre. This resulted in the fee (previously around \$32) being increased to \$120 - \$150 for the return trip. CHC has agreed to meet with clients in Balingup on 12 May 2023 – 10am at the Community Centre. All to promote widely. Bookings preferred for catering purposes (contact Wendy Trow 0457404571 <a href="mailto:brookview@wn.com.au">brookview@wn.com.au</a> )  | All                    |                          |                        |          |                  |        |        |  |           |
|---|---|------------------------|--------------------------|------------------------|----------|------------------|--------|--------|--|-----------|
| <b>Cluster Developments.</b>                  | W.Trow advised that the Shire has included cluster developments in their draft Local Planning Strategy. The draft has been approved by Council and it will now be sent to WAPC for review. Community consultation will then follow. W.Trow is meeting with Kira Strange (Planning Officer) after Easter to discuss. Cath Meaghan (Director DPLH) has offered to attend the consultation meetings. This is a positive development.   | W.Trow                 |                          |                        |          |                  |        |        |  |           |
| <b>Community Builders.</b>                    | W.Trow advised that she has been invited to speak at two community builders events on 27 <sup>th</sup> /28 <sup>th</sup> April (Perenjori & Mullewa). She will be talking about Balingup – how BPA is structured and current/past projects.   | W.Trow                 |                          |                        |          |                  |        |        |  |           |
| <b>Trails/footpath</b>                        | W.Trow commended that Shire on the quality of the upgraded trail/footpath leading to Golden Valley Tree Park. It was agreed that we send a letter of thanks to the Shire Works & Services Manager.  | W.Trow                 |                          |                        |          |                  |        |        |  |           |
| Report on action items<br>Annex A             | Ongoing (tabled)<br>Complete (tabled)   | Chair<br>Chair         |                          |                        |          |                  |        |        |  |           |
| Correspondence list                           | Incoming/Outgoing (tabled) Annex D  | Secretary              |                          |                        |          |                  |        |        |  |           |
| Correspondence list accepted and received     | Moved .R.Benson<br>Seconded B.Slava   | Carried Y              |                          |                        |          |                  |        |        |  |           |
| Other meetings/groups                         |   | Secretary              |                          |                        |          |                  |        |        |  |           |
| Confirmation of minutes from previous meeting | Amendments N<br>Moved .H.Christensen<br>Seconded .R.Thomas  | Carried Y              |                          |                        |          |                  |        |        |  |           |
| Treasurer's report<br>Accounts for payment    | (tabled)<br>BPA Operating account balance - \$14577.62 (see tables below)<br>Term Deposit - \$35511.31<br>Event Coord - \$0.06<br>Trust Fund Account \$14008.48<br>Balingup Futures Term Deposit \$1000.00<br><br><b>Record of funds held on behalf of BPA sub committees 31<sup>ST</sup> November 2022</b> (included in operating account balance above)<br><table border="1" data-bbox="370 2002 1214 2136"> <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> </tbody> </table> | Name                   | Balance (Start of Month) | Balance (End of Month) | Comments | Avenue of Honour | 756.04 | 756.04 |  | Treasurer |
| Name  | Balance (Start of Month)  | Balance (End of Month) | Comments                 |                        |          |                  |        |        |  |           |
| Avenue of Honour                              | 756.04  | 756.04                 |                          |                        |          |                  |        |        |  |           |

|   |   |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
|---|---|----------------------|--------|--------|--|--------------|--------|--------|--|-----------------------------------|---------|---------|--|-------|---------|---------|--|------------|---------------------------|----------------------|---------------|--|--|--|
|   | <table border="1"> <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<br/>(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> </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"> <tr> <td>Donated by</td> <td>Balance at start of month</td> <td>Balance end of month</td> </tr> <tr> <td>BalingUpcycle</td> <td></td> <td></td> </tr> </table> <p><b>Accounts submitted for payment:</b></p> <p><b>Community Centre Repaint.</b> W.Trow advised that \$600 was approved at February meeting to buy materials to paint the outside of the Community Centre. She advised that an extra \$43.10 was spent to buy screws and no more gaps and requested retrospective approval. She also advised that we need 10 mtrs of weatherboard (estimated \$200). It was moved that BPA approve the expenditure of an additional \$300 to cover the above costs and any other incidentals that may arise.<br/>Moved R.Thomas Seconded B.Slava Carried</p> | Memorial grant       | 260.17 | 260.17 |  | Men in Sheds | 400.00 | 400.00 |  | Community Garden<br>(Shire grant) | 2000.00 | 2000.00 |  | TOTAL | 3416.21 | 3416.21 |  | Donated by | Balance at start of month | Balance end of month | BalingUpcycle |  |  |  |
| Memorial grant  | 260.17  | 260.17               |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Men in Sheds  | 400.00  | 400.00               |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Community Garden<br>(Shire grant)                             | 2000.00   | 2000.00              |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| TOTAL   | 3416.21   | 3416.21              |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Donated by  | Balance at start of month   | Balance end of month |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| BalingUpcycle   |   |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Treasurer's report accepted and accounts approved for payment | Amendments N<br>Moved R.Thomas Seconded B.Slava   | Carried Y            |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Business arising from previous minutes                        | See Annex A   |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Reminders   | 15 April SFFD<br>25 April Anzac Day. 11am start (or 1030am at Fire Shed for parade assembly)<br>5-7 May 23 BACH launch at Town Hall<br>10 May 23 Cambodia update (W.Trow & J.Milton) - 5.30pm at Recreation Centre. All welcome.<br>12 May 23 Community Home Care workshop – 10am at Community Centre<br>7 Aug 23 Bibbulmun Track 25 <sup>th</sup> Anniversary. Arriving around 3.30pm  |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Meeting closed  | 6.55pm  |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |
| Next meeting date/time  | Wednesday 3 <sup>rd</sup> May at 6pm  |                      |        |        |  |              |        |        |  |                                   |         |         |  |       |         |         |  |            |                           |                      |               |  |  |  |

| as of 6/4/23   | <b>ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC</b>   |                           |
|--|---|---------------------------|
| ITEM<br>MEETING DATE PERSON<br>RESPONSIBLE                   | ACTION  | STATUS                    |
| <b>Night Markets</b><br>Mar 23<br>W.Trow                     | At the March meeting it was agreed that be run under the auspices of the BPA and that AON Insurance be advised of the formation of a new sub-committee. W.Trow confirmed she has advised AON.   | <b>COMPLETED</b>          |
| <b>Pedestrian Crossing</b><br>Mar 23<br>R.Thomas             | At the March meeting it was agreed 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. R.Thomas waiting response   | <b>ONGOING</b>            |
| <b>Townscape Budget</b><br>Mar 23<br>H.Christensen           | See New Business.   | <b>ONGOING</b>            |
| <b>Talison Meeting</b><br>Mar 23<br>R.Thomas                 | At the March meeting it was agreed that BPA write a letter to Talison asking for an Open Meeting in Balingup. We will compile a list of questions to ask the Talison representative. R.Thomas waiting response  | <b>ONGOING</b>            |
| <b>BACH</b><br>Feb 23<br>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.<br>W.Trow has advised AON insurance of the name change.  | <b>COMPLETED</b>          |
| <b>Free Market</b><br>Feb 23<br>W.Trow                       | B.Chia would like to run a “free market” where people exchange or give away surplus goods. W.Trow has contacted AON and they advise stallholders will require insurance even though this is a free event. Beth to liaise with the Shire and AON if the event goes ahead.  | <b>COMPLETED</b>          |
| <b>Town Signs</b><br>Helen<br>Christensen/Feb 23             | The Balingup sign at the southern entry to town is looking shabby. H.Christensen advised Townscape has included in Shire budget request.  | <b>COMPLETED</b>          |
| <b>Community Centre Maintenance</b><br>Wendy Trow/ Feb 23    | Bunbury Regional Prison team will repair the weatherboards and repaint the community centre early May. 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> Further expenditure was discussed (see New Business)                                     | <b>ONGOING</b>            |
| <b>Cheque signatories</b><br>R.Thomas/<br>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>COMPLETED</b>          |
| <b>BPA Trust fund</b><br>J.Hornum Feb 23                     | <ul style="list-style-type: none"> <li>• \$4000 received from BalingUpcycle and \$10000 from Balingup Medieval Carnivale have been paid into the Trust Account.</li> <li>• If the SFFD is successful, more funds will be provided in May/June.</li> </ul> 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. | <b>ONGOING<br/>(July)</b> |

|   |  |                       |
|---|--|-----------------------|
| <p><b>Community Insurance</b><br/>May 2021<br/>Wendy Trow</p>               | <p>Insurance costs continue to rise unabated. W.Trow is progressing the idea of "Community Group Insurance Packs". Our next 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> <p>BPA will request that they distribute via their networks to find out what other groups are paying/ level of dissatisfaction.</p> | <p><b>ONGOING</b></p> |
| <p><b>Shire Lease Agreements.</b><br/>(Aug 22/ G.Hodge)</p>                 | <p>The lease agreement for the Town Hall is being progressed by G.Hodge.</p>   | <p><b>ONGOING</b></p> |
| <p><b>Update of map in bus shelter</b><br/>June 2021<br/>H. Christensen</p> | <p>H.Christensen has met with Sandy Mitchell and the budget will be presented to BPA meeting for approval. The Shire is holding the keys to the panels in the information bay and are looking at replacing the panels with new, lighter units.</p>   | <p><b>ONGOING</b></p> |