

Leighdale Equestrian Centre Committee of Management MINUTES



Meeting details	
Meeting title:	Committee of Management Meeting with Council
Date:	6 March 2023
Location:	Leighdale Equestrian Centre

Attendees	Title
Kate DiLecce	Minutes Secretary
Tanya Goldsworthy	Leighdale PC
Diane Lang	Vice President/BTRC
Tom McCann	President
Alicia Mummery	Secretary
Mark Mummery	Treasurer
Deena Peters	Casual Users
Jennifer Redsell	Leighdale PC
Rod Ward	Recreation Development Officer, Council
Kathryn Schneider (Kat)	Recreation Officer, Council

Apologies	
Kirsty Blake	Booking Officer/GDCD
Rodney Lane	GDCD
Kirstie McDonald	General
Angie Perdrisat	BTRC
Bronwynne Ritchie	BTRC/Casual Users

Subject

Opening/apologies

Welcome to the meeting from Kat.

Committee Update

Positions / members

All members introduced themselves and their positions:

Di Lang, Vice President and BTRC rep

Deena Peters, Casual Users rep and unofficial roof coordinator. Writes newsletter to all financial casual users.

Jen Redsell, rep for Leighdale PC,

Tom McCann, President.

Tanya Munroe, Leighdale PC rep.

Mark Mummery, Treasurer and Maintenance Man.

Alicia Mummery, Secretary.

Kate DiLecce, Minutes Secretary

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Subject

Meeting schedule

Meetings are being held every month. Working well for everyone. RW asked about disgruntled people, JR said that people were looking for autonomy. Kat and Rod would like to know when meetings are and happy to liaise with anything that we are doing. TM, usually last Wednesday of month.

CAV compliance

Previous 2 years (2021 and 2022) will be filed shortly. Use the previous information on what's on the grounds to do that. Prior years not being addressed at this stage, the information is not available. TM the former members have taken some information with them and the legacy enters. RW asked JR how CAV would feel on that. Not sure. One of the issues is the asset register. Who owns what for the asset register and who should put it on their return. New Licence agreement coming out which will give cover to clubs so long as they have an up to date asset register. RW anything stored on Leighdale should be on individual asset registers.

Finances

Monthly financial report to be submitted to Kate to be circulated with minutes. MM asked Kate to explain tower revenue. Kat explained that this is council owned land, tower is on this land, money goes to council and it is released for enhancements to the property and can be used on anything to enhance the property. Revenue approx. \$9K per annum, LEC is allowed to spend it on anything appropriate. Kat to get update on what the balance is. As a committee good to have a priority. TM this is an income stream that we need to remember. LEC put in 10K to the roof project and Inverleigh did the same. Discussed process to use the tower money, need approval prior to any purchase.

Council Update

Fence

Work started to replace fence 6-9 March. Letterbox drop to neighbours done. Requested that council inform Alicia when any works are being done on the property. Discussion about back fences and how to approach neighbours. Kat suggest LEC write saying that locks will be put on on a specific date. JR council can provide name for specific addresses. Kat to provide map to be marked up. AM to draft letter that fence needs to be fixed, locks will be put on gates that must not be touched. TM to get locks.

Undercover arena

Deena being kept up to date. Fence and signage has been put up to cover council's requirements. DP keeping committee up to date and also keeping casual users in the loop but not with specific dates. Kat says by end of 2023 hoping entire project will be done. Starting with shed component, then will go out to tender for different components, starting with surface. DP has done extensive research, ready to roll out. Kat said to send information to Dave. DP has looked at moving the black horserail fencing to the other end of the arena. Need to get crusher dust to fill holes. DP to liaise with Dave on moving the fence. Contractors will need an 80m x 80m area exclusion zone for construction of the shed. Materials coming on 22 May, construction and assembly will start on 23 May. TM we can assume an approximate 6 week construction timeframe. Project Control Group meetings to discuss what's going on, invited DP to join these. Kat milestones have to be met, one is the participation plan which need to be done by end of June, need to be done in conjunction with LEC, Kat has template and will do the hard yards on it.

License agreement / insurances

Draft template handed out. No maintenance matrix. Legal document most important page on schedule it says that this is a 3 year licence, can be rolled over 3 and 3 but variations to special conditions that are mutually acceptable can be made. Kat has left it with LEC to go through it and is happy with Sophie to sit down with a couple of people and discuss. Discussion on insurance coverage provided by Council. Site assessments used to be done annually, this will be starting up again ensuring safety, building safety and OHS compliance. Need clarification from council as to what level of paperwork needs to be kept on site and what needs to be reported.
