Leighdale Equestrian Centre
Committee of Management

Meeting details	
Meeting title:	Committee of Management
Date:	3rd June 2026, 7 pm
Location:	Leighdale Equestrian Centre

Opening/apologies

Attendees	Title
Emily Caldwell	FOL/Secretary
Frank DiLecce	Barwon Hunt
Kate DiLecce	Barwon Hunt
Michelle Sellier	GDCD
Anna Kichakov	LPC/President
Louise Lawson	IRC
Ange Perdristat	BTRC
Rachael Black	FOL/Treasurer
Apologies	**Title**
Rhiannon Coyle	LPC

Minutes of previous meeting – 6th May 2026 Moved by EC and RB

President Report -The newly elected committee has been liaising as required to address urgent operational and grounds matters, including the recent gate keypad failure.
-Discussions have been held with Council regarding future funding and grant opportunities that may benefit the centre.
-Myself and Emily met to discuss meeting procedures, administration, and planning for future committee operations. No committee business was considered, and no decisions were made regarding any agenda items.
-I look forward to working collaboratively with the entire committee over the next 12 months to continue supporting and developing the centre.

Treasurer Report – Only Just gained access to the bank today – thank you Emily for being the driver behind getting everyone access (Anna, Louise, Emily & myself). The first thing that was done was paying the energy bill – nothing else completed. Current balance is $19,929,49. Had printed out a reimbursement form to get people to sign to say approved however meeting was via zoom. $10.33 reimbursement to Anna for wall planner. – EC advised receipt will be sent for gas bottle refill reimbursement (approx. $40). Approved by KD & LL. Will have bank statement/report available with agenda for future meetings. AK confirmed double signings still on the banking for transparency, for all payments going out.

Secretary Report and Booking Officer Update - Unfortunately we had a few teething issues with handover (thanks to Alicia for helping on a few occasions so I could gain access). Sorry for any delay in email responses and multiple emails sent - it has taken a little while for me to catch up and get up to date. All minutes have now been made available on our website. About – Leighdale Equestrian Centre

Friends of Leighdale – We have had a few recent queries regarding memberships and Pro rata - we would like to offer Pro rata at a 50% reduced rate starting 30/06/2026 for all new memberships.

Barwon Hunt Club Report – The hunt season is in full swing. We are very much looking forward to our annual hunter show at Leighdale at the end of the month. We were originally booked for Saturday and Sunday but have now extended to Monday as well to ensure we can leave the grounds in tip top conditions before we hand them back over. KD explained the details of the show – Mentioned that competitors from last year's hunter show preferred LEC rather than the Melbourne Royal show facilities.

Bannockburn and Teesdale Riding Club Report – Last rally we had lessons with Christine Sievers – everyone enjoyed their lessons. This rally coming up we are doing 3PE lessons, we are looking forward to doing something different this rally. Have added a post on our BTRC closed fb group to allow members to bring forward any ideas/queries or concerns to myself or Di.
Geelong and District Carriage Drivers Report – GDCD has not held any rallies since the last meeting, so we have no venue matters to report. We would, however, like to acknowledge and thank the outgoing LEC Committee members for their time and contribution to the venue. We would also like to express our support for the newly appointed LEC Committee and look forward to working with them in a positive and productive manner. GDCD would also like to acknowledge that our Vice President, Elizabeth Porter, recently attended the Sports Central Online Workshop, focused on Club Leadership and Committee Basics, run by Golden Plains Shire under the Victorian Government banner. We thank LEC and Golden Plains Shire for the opportunity for a GDCD representative to attend this training. Michelle Sellier will be attending the meeting as GDCD's club representative. Michelle mentioned that she and the club are very grateful for the zoom meeting opportunities rather than in person.
Leighdale Pony Club Report – LPC have their rally this coming Sunday. We have 3 events coming up this year. BEST (dec), BEDS (sept) and a show (oct). Anna also attended the GPS committee workshop for LPC and LEC.
Inverleigh Riding Club Report – Last rally was the 17th of May – we had 8 riders for lessons with Naomi Gollings – all went well. Hiccup of the day was the issue with the gate keypad. Thanks to Emily, Nathan and Douglas we were able to get that all fixed up a couple of days later. We thought there were supposed to be 4 keypads, but we could only find 3 keypads. No updates regarding the fall from the seating at GS. I have spoken with the person and have requested she follow up with council and to get an incident report from IRC president Lisa. No grounds maintenance to update. EC advised that seating was removed by approx. 2 weeks ago by council due to this being under investigation. KD queried whether we remove the top keypads rather than offering the top truck height keypads. LL advised the top keypad on the outside is working. No mention of it working/not working. KD advised that sometimes the top keypads don't always get a code change which can cause an issue. AK Queried if we check if they're working and discuss at the next meeting.

Grounds Maintenance Update – We had an incident with the gate not working correctly – thanks to husbands Douglas and Nathan who were able to get them back working again. EC mentioned that we should discuss the removal of the top keypads and look to add them back for competition days to make it easier for competitors. EC also mentioned that we had a report that the older bridge had some screws sticking out which LL was able to fix at the time of notification.
General Business
Membership Pro Rata Fees -The committee discussed the application of pro rata membership fees and agreed to implement a 50% reduced membership rate effective from 30 June 2026. **Motion:** That pro rata membership fees be offered at a 50% reduced rate, effective from 30 June 2026. **Outcome:** Carried Unanimously. AK suggested that information regarding pro rata membership fees be added to the club website to improve accessibility for members and reduce future membership enquiries.

Action: Update the club website to include details regarding pro rata membership fees and eligibility.
Grounds Planning – (calendar) – AK purchased a wall planner from Aldi to be able to view all the booked dates at leighdale – was previously suggested for people who prefer a visual look – also to help clubs when booking dates etc. Calendar will be hung in the clubrooms so visible to all. Will have comp dates/booked weekends/ working bees etc. Calendar starts 01/07/2026.
External Bookings - The committee discussed a booking enquiry received from Scott Burnett for October. The requested date currently conflicts with an existing booking held by BTRC, and correspondence has been sent to determine whether alternative dates may be available. Discussion was held regarding the balance between external bookings and availability for home user groups and FOL members. Committee members noted concerns that excessive weekend bookings can limit access for members and user groups, particularly those without regular allocated dates like BH. The committee agreed that maintaining reasonable weekend availability for home users should be prioritised. A guideline was proposed to retain a minimum of four weekend days per month for FOL member access. It was noted that this would serve as a guide rather than a strict rule, allowing flexibility where additional external bookings may be of financial benefit. **Motion:** That priority be given to home user groups when considering external booking requests and to honour the guide of 4 available weekend days per month for FOL members to access. **Moved: AK** **Outcome:** Carried. The committee determined that the booking request from Scott Burnett would not align with the agreed approach to weekend availability and would therefore be declined. **Action:** EC to advise Scott Burnett that the booking request has been unsuccessful.
Key Register / Toilet and Kitchen Cleaning Register - The committee discussed the need to maintain accurate records of facility keys and improve accountability for shared facility cleaning responsibilities. EC requested that all user groups provide details of key holders, including the number of keys currently held by each club. The committee also supported the introduction of a Toilet and Kitchen Cleaning Register to assist with maintaining cleanliness standards within the clubrooms. **Action:** User groups to provide EC with details of key holders and the number of keys held. **Action:** EC to develop and implement a Toilet and Kitchen Cleaning Register to be displayed within the clubrooms.
Indoor Harrow Training Register - The committee discussed the importance of correct harrowing practices to protect and maintain the quality of the indoor arena surface. EC requested that user groups provide details of members who are currently trained to operate the harrow. User groups requiring additional training were encouraged to contact EC to arrange training opportunities. AK highlighted the value of the indoor surface and emphasised the importance of ensuring it is maintained through correct harrowing procedures. **Action:** User groups to provide EC with details of trained harrow operators. **Action:** EC to coordinate additional harrow training as required.
Working Bee and Open Day - EC advised that a working bee is required to address several maintenance issues and improvement projects at the centre. Current priorities include repainting the indoor arena fence, burning approved burn piles, trimming trees and other general maintenance tasks. The committee discussed holding a combined Working Bee and Open Day, with the Working Bee to take place in the morning and an Open Day in the afternoon. The Open Day would provide an opportunity for casual use and prospective members to visit the centre and learn more about the facilities and user groups. Suggestions discussed included offering a reduced indoor arena hire rate during the Open Day, conducting a sausage sizzle, and providing promotional material from user groups to encourage membership growth. It was also suggested that each user group provide a representative to attend and engage with visitors. The committee supported the proposal. **Resolution:** That a Working Bee be held in the morning, followed by an Open Day in the afternoon. **Date:** 11 July 2026. **Outcome:** Supported unanimously. **Action:** Comm to coordinate the Working Bee and Open Day arrangements. **Action:** User groups to provide a representative and promotional material where available. **Action:** Investigate provision of a sausage sizzle and reduced indoor arena hire rate as part of

the Open Day.

Dirt and Manure Removal - EC advised that contact had been re-established with the original contractor regarding removal of the dirt piles. A quote of $2,500 was received for removal. It was noted that the original proposal involved removal at no cost in exchange for signage; however, this arrangement is no longer available due to increased fuel and machinery costs. The committee discussed several options for removal, including seeking assistance from Council, obtaining additional quotes, advertising the material for removal via social media, and coordinating removal with the upcoming Working Bee. AP advised of a potential contact through a composting facility in Lethbridge and agreed to investigate further. The committee also discussed the removal of accumulated manure and the potential benefits of purchasing equipment to assist with ongoing maintenance tasks. Suggestions included obtaining quotes for a tractor, which may be eligible for future grant funding. Alternative equipment options were also discussed.
The committee agreed that removal of the dirt stockpile remains a priority and discussed an acceptable contribution towards removal costs if a suitable arrangement can be negotiated.
Resolution: That EC continue discussions with contractors regarding removal of the dirt stockpile and manure, with a preferred outcome of no-cost removal. If this is not achievable, the committee supports negotiating a contribution of up to $1,000, subject to appropriate acknowledgement/signage arrangements.
Outcome: Supported.
Action: EC to continue discussions with the current contractor regarding dirt and manure removal and obtain additional quotes if required.
Action: EC to submit a further request to Council seeking assistance with removal.
Action: AP to investigate potential assistance through the Lethbridge composting facility.
Action: Obtain indicative quotes for a tractor for future maintenance purposes and potential grant funding opportunities.

Buggy Usage and Maintenance - EC proposed expanding the permitted use of the buggy for operational purposes across all user groups, including activities such as moving arena equipment, transporting 3PE equipment, harrowing and other approved maintenance-related tasks. It was noted that the buggy is to be used for operational purposes only and not for recreational use.
The committee supported the proposal and agreed that increased access to the buggy would assist user groups with the efficient operation and maintenance of the facility.
AK requested confirmation of the buggy's servicing status and recommended that a service be undertaken if required. KD requested that service quotes be obtained. LL agreed to obtain quotes for consideration by the committee.
Resolution: That a minimum of two quotes be obtained for servicing the buggy, with approval granted to proceed with the lowest suitable quote.
Outcome: Carried.
EC requested that all users notify the committee when fuel levels are low to ensure the buggy remains operational. Committee members also discussed implementing a fuel usage log to assist with monitoring fuel levels and usage.
Action: LL to obtain a minimum of two quotes for servicing the buggy.
Action: Users to notify EC when fuel levels are low and the fuel supply requires replenishment.
Action: Investigate the implementation of a buggy fuel log.

Grounds Spraying and Weed Management - The committee discussed the need for spraying and weed control across the grounds, noting that maintenance is overdue. Council has advised that the committee may arrange spraying independently.
LL advised that they have access to suitable spraying equipment and would be willing to undertake the spraying when weather conditions are favourable. The committee discussed chemical options, associated costs and storage requirements. Concerns were raised regarding the storage of chemicals onsite due to safety considerations and the presence of children at club activities. It was agreed that any chemicals purchased for spraying purposes would be stored offsite where appropriate.
EC advised that while a Council-approved contractor is available, the committee does not intend to engage this contractor due to previous unsatisfactory results.
The committee discussed priority areas for treatment, including the arenas and car park, and agreed on the importance of implementing a more proactive maintenance schedule. It was suggested that regular grounds maintenance activities be incorporated into the committee calendar to assist with ongoing weed management.

Motion: That chemicals required for grounds spraying and weed management be purchased as required.
Moved: AP
Seconded: EC
Outcome: Carried.
Action: LL to coordinate spraying activities when suitable weather conditions arise.
Action: Investigate cost-effective chemical options for weed management.
Action: Add regular grounds maintenance and spraying activities to the maintenance calendar.

Food Safety Inspection - The committee was advised that a Food Safety Inspection is due. AK proposed scheduling the inspection to coincide with an in-person committee meeting to maximise the opportunity for user group representation and ensure at least one representative from each club is available to attend if required.
The committee discussed bringing the inspection date forward where possible to allow sufficient time for preparation and a thorough cleaning of the clubrooms prior to the inspection.
Resolution: That efforts be made to schedule the Food Safety Inspection in conjunction with an in-person committee meeting where practicable.
Outcome: Supported.
Action: Investigate available inspection dates and, if possible, bring the inspection forward.
Action: Coordinate a deep clean of the clubrooms prior to the Food Safety Inspection.

Clubroom Deep Clean - The committee discussed undertaking a deep clean of the clubrooms as part of a broader facility refresh and to ensure the premises are prepared for the upcoming Food Safety Inspection.
AP advised that a cleaner had previously been engaged by the centre. EC suggested contacting a casual user who may be able to provide cleaning services.
The committee supported obtaining a quote to assess the cost of engaging a cleaner to undertake the deep clean.
Resolution: That a quote be obtained for a professional deep clean of the clubrooms.
Outcome: Supported.
Action: RB to contact the proposed cleaner and obtain a quote for consideration by the committee for a deep clean and a mid week clean. A second quote to be obtained by EC.

First Aid Training - The committee was advised that Council has offered two funded positions for First Aid Training.
Expressions of interest were received from three members of PC and one member of GDCD. The committee discussed allocating the available positions across multiple user groups to maximise the benefit to the centre and its members.
It was proposed that one position be allocated to a PC member and one position to a GDCD member. The committee also noted that a request has been submitted to Council seeking additional funded positions to enable all four applicants to undertake the training.
Resolution: That the two currently available First Aid Training positions be allocated to one representative from PC and one representative from GDCD.
Outcome: Supported.
Action: Await Council's response regarding additional training positions.
Action: Advise applicants of the current allocation and any further opportunities that may become available.

Review of Failure to Complete Duties Fee - The committee discussed the current $500 fee applied where user groups fail to complete required maintenance or facility duties, such as harrowing, cleaning, or removing manure from yards. It was noted that the fee has not been actively enforced.
Discussion was held regarding the introduction of more practical and enforceable fees, including the option for user groups to elect to pay for certain tasks to be completed on their behalf where volunteer resources are unavailable. Committee members suggested that fees should be aligned with the actual cost of engaging contractors or service providers.
Indicative costs discussed included approximately $100 for harrowing and $100 for routine clubroom cleaning. The committee also agreed that penalties should remain available for situations where required duties are not completed and no prior arrangements have been made.
The committee acknowledged concerns regarding the condition of the grounds prior to some events and agreed that clearer expectations and communication processes are required. User groups were encouraged to report concerns directly to the committee via email rather than through social media posts/groupchats.
The committee agreed that a reset of maintenance expectations, supported by the upcoming deep clean, would assist in establishing consistent standards moving forward.
Resolution: That the current failure to complete duties fee structure be reviewed and revised to reflect the actual cost of completing maintenance and cleaning tasks, with options for user

groups to arrange and pay for approved tasks where required. **Outcome: Supported. Fees to be $100 for harrowing and $100 for clubroom cleaning – option to opt out and pay the fees available.** **Action:** EC to prepare a breakdown of user group responsibilities and required post-event maintenance tasks. **Action:** Obtain indicative costs for routine cleaning and maintenance services to assist in determining an appropriate fee structure. **Action:** Review and update maintenance expectations and communication processes with all user groups.
Helmet Use on Site - The committee considered a request from a FOL member seeking permission to ride onsite without a helmet. It was noted that the member's discipline permits riding without a helmet and that the member advised they are covered by their own insurance. The committee discussed the request and considered factors including safety, risk management, public perception and the potential influence on junior riders and other site users. Committee members expressed concerns regarding the message that permitting helmet-free riding may send and agreed that maintaining consistent safety expectations across the facility is important. The committee also noted that similar requests have been considered previously and were not supported. It was acknowledged that external booking holders may operate under different insurance arrangements; however, the committee considered the circumstances of regular site users separately. **Resolution:** That the request to permit riding onsite without a helmet be declined. **Outcome:** Supported. **Action:** EC to advise the FOL member of the committee's decision.
Camping and Fires on Site -The committee discussed camping onsite outside of organised competitions, rallies and approved events following enquiries from FOL members regarding overnight stays. Committee members considered a range of factors including site supervision, horse welfare, access to utilities, safety considerations and the impact on other site users. Following discussion, the committee agreed that camping should only be permitted as part of approved competitions, events or pre-arranged user group activities. The committee also discussed the use of fires onsite. Concerns were raised regarding fire safety, site access and the ability to appropriately monitor and manage fires. The committee agreed that fires should not be permitted onsite, except for approved maintenance activities such as organised burn piles. **Motion:** That camping onsite be permitted only for approved competitions, events and pre-arranged user group activities, and that this requirement be communicated on the website. **Outcome: Carried.** **Motion:** That fires not be permitted onsite, except for approved maintenance activities authorised by the committee. **Outcome: Carried.** **Action:** Update the website to clarify camping arrangements and restrictions. **Action:** Update site rules and communications to reflect the prohibition on fires onsite, except where specifically authorised by the committee.
E-Bikes and E-Scooters on Site - The committee discussed the use of e-bikes and e-scooters onsite following reports that their use had caused disruption to horses and riders. It was noted that several equestrian venues have introduced restrictions on e-bikes and e-scooters due to safety concerns. The committee considered the potential risks associated with their use around horses, particularly where riders may be inexperienced or where their operation may cause horses to become unsettled. The committee agreed that restrictions should be implemented for FOL members to promote safety for horses, riders and visitors. The committee also acknowledged the need to accommodate mobility devices used for accessibility purposes. **Resolution:** That e-bikes and e-scooters are not permitted onsite for FOL members, with the exception of mobility scooters and other approved mobility devices. **Outcome: Supported.**

The committee further agreed that where bicycles or similar devices are being used in a manner that creates a safety risk or disturbs horses, users may be asked to dismount. **Action:** Update site rules and member communications to reflect the restrictions on e-bikes and e-scooters.
Driveway maintenance – EC has sent request to GPS to see if we can get this fixed up.
Yard damages – to be added to working bee list
Show Jumping Pole Inventory and Replacement - The committee discussed the condition, ownership and availability of show jumping poles and equipment stored at the centre. Concerns were raised regarding damaged poles within the show jumping arena and the current availability of poles for constructing full courses, particularly for larger competitions. It was noted that some poles may have deteriorated due to age and exposure to the elements, while others have been damaged through normal use. The committee agreed that a clearer understanding of equipment ownership and current stock levels is required before replacement requirements can be determined. Discussion was also held regarding the ownership of various poles, blocks and wings stored onsite. User groups were requested to confirm equipment ownership and current inventory levels to assist with future planning and replacement needs. The committee agreed that, following completion of an inventory review, consideration should be given to the replacement of damaged or missing poles through LEC funding where appropriate. **Action:** RB to obtain indicative pricing for replacement show jumping poles. **Action:** AP to confirm the ownership and inventory of BTRC equipment stored onsite. **Action:** User groups to undertake a stocktake of their poles and associated equipment and provide details to the committee. **Action:** Add painting and maintenance of poles to the Working Bee task list. **Action:** Consider replacement requirements and funding options following completion of the equipment stocktake.
Driveway access tree clearing – AP advised resolved.
Maintenance Discretionary Spending Limit - AK raised concerns regarding the ability to authorise expenditure for urgent maintenance and emergency repairs between committee meetings, noting that recent keypad repairs highlighted the need for a clear process. The committee discussed options for managing discretionary expenditure, including the establishment of a separate bank account linked to the main account with a debit card attached. RB advised that this option had been considered historically but was not implemented. Discussion was held regarding appropriate controls and spending limits, with committee members acknowledging the need to balance operational efficiency with financial oversight. KD noted that multiple discretionary purchases could accumulate quickly and emphasised the importance of appropriate safeguards. The committee supported the concept of a separate account with a capped balance for approved maintenance and operational expenses. **Motion:** That a second bank account be established and linked to the main account, with a debit card attached and a discretionary spending limit of $500 for maintenance, emergency repairs, working bee preparation and other approved operational expenses. **Moved:** KD **Seconded:** AK **Outcome:** Carried.
RB mentioned that a onedrive has been set up for LEC – RB just requires an email sent with request for access. All documents will be available to view on the ondrive. RB created an upgrade of forms – Form for producing invoice for comps and form for EOI's for booking dates. If any feedback on the forms, please reach out to RB directly.
RB also mentioned wanting to look at having a new logo – offering a logo design competition to get that and also offering a coloring contest for the young ones to get involved.
OTHER BUSINESS
Small clinics – Carried to next meeting – Further explanation to be added to July agenda.
Sponsorship – EC mentioned that a business is willing to sponsor but no sponsorship tiers in place to be able to provide – further investigation required – RB to follow up and create some tiers for sponsorship.
Club gambit – Council have advised this app can be very helpful for communication between groups etc – EC to investigate further.
How to manual – Looking to get a "how to manual" organized for future committee to help

with handover – discussion was to have one hardcopy in the clubrooms and then also to have digital manual for easy accessibility.
Defib ownership – RB confirmed LPC own defib (managed by Mark previously) – will look at LEC gaining ownership. AK will confirm if LPC happy to handover ownership**.**
Gate code – codes to be changed by 14/06 – EC will email all clubs with updated codes.
AK wanted to acknowledge and thank all participating members in the meeting – the meeting ran extremely well and was very productive.
Meeting closed at 9:15pm
Next meeting 2nd July on TEAMs at 7.00pm