Leighdale Equestrian Centre
Committee of Management

Meeting details	
Meeting title:	Committee of Management
Date:	2nd July 2026, 7 pm Via Zoom
Location:	Leighdale Equestrian Centre

Opening/apologies

Attendees	Title
Emily Caldwell	FOL/Secretary
Anna Kichakov	LPC/President
Rachael Black	FOL/Treasurer
Louise Lawson	IRC/Vice president
Dianne Lang	BTRC
Ange Perdristat	BTRC

Apologies	Title
Rhiannon Coyle	LPC
Cart representatives	

Minutes of previous meeting – 3rd June 2026 Moved by EC and RB

Please note: To improve the flow of committee meetings, we propose that clubs submit and present reports every second month. Any urgent matters requiring the committee's attention can still be raised at any meeting as needed. – Carried – except for the secretary report – no other reports were provided.

President Report

Treasurer Report –

Secretary Report and Booking Officer Update –

Home user fees and forms are due 30/07/2026 - the invoice was sent on 25/06 and forms sent 29/06. Please ensure these are completed in a timely manner as competition & rally dates are not secure until payment is made and forms are returned.

We have had a few external booking requests come in 1) the Welsh Pony and Cob Society Ballarat and Central Highlands RPG looking to book on 14th/15th Nov and 2) Emmett 4 Animals looking to to book multiple weekends over the next 6-12 months allowing others to use the grounds at the time of their bookings.

As clubs/club reps - it is your responsibility to ensure that the information that is emailed gets circulated. There have been a few occasions where this has not happened. I try to limit emails to only important information. Please ensure it is spread accordingly. If you feel there is a better way of information circulation please let me know as I am aware of some clubs not checking their inboxes regularly.

Another code change will be occurring for clubs. Codes will be changed on 05/07 - please expect an email with updated codes.

FOL –

BTRC Report –
GDCD Report
LPC Report
IRC Report –

Barwon Hunt Club Resignation

The committee acknowledged the resignation of the Barwon Hunt Club as an ongoing home user group.

It was noted that:

- the Club had concluded its affiliation with Leighdale on positive terms;
- the Club would continue to be welcome to hire the Centre for future events;
- the resignation has created additional shed storage capacity, with allocation of the space to be discussed later in the meeting.

The committee thanked the Barwon Hunt Club for its past contribution to the Centre and wished the Club well for the future.

Club Communication

Further discussion was held regarding communication between the committee and home user groups.

The committee agreed that:

- official correspondence will continue to be distributed via each club's nominated secretary;
- club representatives are responsible for ensuring important information is communicated to their committee and members;
- clubs may nominate additional email recipients if they wish to receive Leighdale correspondence directly;
- sensitive information, including access codes, should only be shared with authorised users on a need-to-know basis.

The committee acknowledged that improving communication within individual clubs remains the responsibility of each home user group.

Maintenance Updates

Cross Country Course

Reported damage to the cross-country course was noted.

The committee agreed that the damage would be assessed and, where practical, repairs would be incorporated into the upcoming Working Bee.

Action: Assess and repair reported cross-country course damage during the Working Bee where practical.

Spraying

The committee received an update on recent spraying works undertaken around the Centre.

LL advised that spraying had been completed several weeks prior, with further treatment likely to be required, particularly within the show jumping arena. The committee acknowledged that continued spraying and harrowing would be necessary as part of ongoing grounds maintenance.

The committee thanked LL for undertaking the spraying works.

Action: Continue weed management and arrange additional spraying as required.

Seating Enquiry

AP advised the committee that she had been contacted by the individual who had the fall off the seating.

EC advised that no further update had been received from Council and that the matter remains with the relevant Council officers.

Committee members agreed that any enquiries received regarding the matter should be referred directly to Council, rather than discussed or responded to by committee members.

Action: Committee members to direct any enquiries relating to the Council investigation to the appropriate Council contact.

General Business

Working Bee Jobs List

The committee reviewed preparations for the upcoming **Working Bee** scheduled for **11**

July 2026.
A list of maintenance and improvement tasks was discussed, with members identifying additional jobs to be completed on the day. The committee acknowledged that the Working Bee presents an opportunity to complete a number of small maintenance projects that will improve the presentation and functionality of the Centre.
Members were encouraged to promote the Working Bee within their respective user groups to maximise volunteer attendance.
The flyer was endorsed for distribution through Leighdale communication channels and individual user groups to maximise community awareness and attendance.
Action: Committee members to advise of any additional maintenance items requiring inclusion on the Working Bee jobs list.
Action: Committee members to promote the Working Bee to their respective clubs and encourage member participation.
Working Bee Jobs list:
- Paint indoor arena fence
- Weld broken yards back together
- Clean up trees as some broken branches
- Burn Rubbish piles
- Fix ditch jump
- Remove/clean broken XC jump (beside ditch)
- Clean club cupboards
- Allow poo pick up
- Shed clean up
- Check all external fences for damage
- Wash all bins out and pack some away in the shed

Open Day Details
The committee discussed final preparations for the **Friends of Leighdale Open Day** to be held following the Working Bee.
The event aims to provide current members with a social riding opportunity while encouraging prospective members to visit the Centre, explore the facilities and learn more about Friends of Leighdale membership.
The committee confirmed:

- Non-members will pay a **$10 riding fee**, which will be deducted from the cost of membership should they join on the day.
- A signed day waiver will be required for all non-members.
- The indoor arena will operate on **30-minute riding sessions**, with a maximum of **four riders per session**.
- Riding sessions will be allocated via a sign-up sheet on a first come, first served basis.

The committee discussed the importance of promoting the event through user groups and social media.
Discussion was held regarding catering for the Working Bee, with members agreeing that a Facebook event would be created to encourage attendees to indicate their attendance for catering purposes.
The committee agreed that riders attending the Working Bee should have the opportunity to register for indoor arena riding sessions before the Open Day commenced.
Members also discussed providing information about each home user group to prospective members. It was agreed that each club would provide a brief description and contact details to assist visitors in learning more about the clubs operating from Leighdale. Individual club information sheets were preferred, as they would be easier to update when contact details changed.
Action: EC to continue promotion of the Open Day by creating an event on facebook.
Action: Committee members to encourage attendance through their respective clubs.
Action: LL to prepare a draft promotional flyer incorporating information from all home user groups for review.

External Bookings
EC advised that several external booking enquiries had been received in recent weeks.
The committee considered an enquiry from the Welsh Pony and Cob Society seeking a weekend booking as well as Emmett 4 Animals looking for a regular weekend booking in 6-8 week blocks. Following discussion, it was agreed that the requested dates could not be

accommodated due to existing commitments for home user groups and the limited availability of full weekends.
The committee also discussed an enquiry from a local polo group seeking regular use of the Centre. Members acknowledged the increasing interest in hiring the facilities and discussed whether the booking could be accommodated while maintaining access for home user groups and casual users.
The committee noted that the proposed polo activities would primarily utilise the large outdoor sand arena and that casual users would still have access to the indoor arena and other facilities. It was also noted that the group was flexible with dates and prepared to work around existing bookings where possible.
Discussion identified that availability of complete weekends remained the primary challenge. BTRC representatives indicated they would discuss the possibility of moving their monthly rally from Sunday to Saturday with their club, as this may create greater flexibility for future bookings.
No decision was made regarding the polo enquiry pending further investigation of available dates and consultation with affected user groups.
Action: BTRC representatives to discuss the potential change of rally day with their club and report back to the committee.
Action: EC will continue discussions with the polo group regarding potential booking opportunities, subject to Centre availability.
It was proposed that a hire fee of **$250 per 3-hour session** be trialled, recognising the additional workload these bookings may generate, including harrowing, cleaning and general facility maintenance.
Any arrangement would commence as a trial only, with no long-term commitment at this stage.

Incident Report and QR Code
The committee discussed the development of a QR code system to simplify the reporting of incidents and damage at the Centre.
Members agreed that providing a simple reporting process would improve communication and allow maintenance issues to be addressed more efficiently.
The proposed QR code would direct users to an online reporting form for both incidents and damage.
Action: EC to investigate and implement a QR code for incident and damage reporting.
INCIDENT REPORT GOOGLE FORM: Incident Report - Leighdale Equestrian Centre - Google Forms

Fundraising Events (Freshman's)
RB raised the opportunity for Leighdale to develop its own fundraising events to generate additional income while providing educational and social opportunities for members and the wider equestrian community.
The committee discussed a range of potential fundraising initiatives, including:

- Freshman's events.
- Educational and mindset clinics.
- Horse trials.
- Masters Games style competitions.
- Working Hunter events.
- Shared clinics and educational weekends.

Members agreed that Friends of Leighdale members and home user groups should receive priority access to future clinics and events, with any remaining places to be opened to the broader equestrian community.
The committee also discussed the importance of ensuring Centre-run fundraising events complement, rather than compete with, fundraising activities conducted by home user groups. It was agreed that consultation with user groups would occur before planning major fundraising events to avoid impacting existing club events.
The committee considered available grant opportunities that may assist in establishing future programs and agreed to investigate these further.
The committee agreed that a Freshman's event would provide a simple and low-cost opportunity to commence fundraising activities for the Centre.
Action: Committee members to consider and submit additional fundraising ideas for future discussion.
Action: Investigate grant opportunities that may support future fundraising and educational initiatives.
Action: Commence planning for a Freshman's fundraising event.

Permanent Dressage Arena Solution
The committee discussed options for establishing a permanent dressage arena.
Members acknowledged that a permanent solution would improve the presentation of the Centre, reduce volunteer workload associated with setting up arenas and provide a more consistent facility for users and competitions.
The committee agreed that further investigation into suitable options would be undertaken before any decision was made. EC mentioned that finding an suitable option to ensure harrowing could be completed is important, to ensure no deep ruts can be created. AK mentioned that we may need to apply for a grant for a new harrow suitable for the outdoor arenas. EC mentioned that having removable parts to the arena can make harrowing easier.
Action: Continue investigating options for a permanent dressage arena.
Action: AP to investigate different harrow types that will be compatible with the gator.

Dressage Arena Letters
The committee discussed the purchase of semi-permanent dressage arena letters for use in the indoor arena as an interim solution until a permanent dressage arena is established. EC advised that removable dressage letters were available that could be fitted to the existing arena rails and removed when not required for dressage or external bookings. The committee agreed that this would provide a practical and cost-effective improvement for regular dressage users.
Motion: That Leighdale purchase a set of semi-permanent dressage arena letters for the indoor arena.
Moved: AK
Seconded: RB
Carried
Action: EC to purchase the semi-permanent dressage arena letters for the indoor arena.

Food Safety Inspection
Discussion took place regarding preparations for the upcoming food safety inspection.
It was agreed that the kitchen would be a priority at the upcoming working bee, with all kitchen cupboards to be cleaned out and decluttered. Committee members acknowledged that all user groups utilise the kitchen; therefore, cupboards should be checked for broken or unnecessary items and cleaned thoroughly to ensure the facility is presented to a high standard prior to the inspection.
EC advised she would liaise with the Food Safety Inspector to arrange a suitable inspection date once the next in-person committee meeting had been confirmed. Tuesday 4 August was discussed as the preferred date, subject to the inspector's availability.
Action: EC to coordinate the food safety inspection date and oversee kitchen preparations prior to the inspection.

Pest Control
EC advised that a quote of $352.00 (incl. GST) had been received from the Centre's current pest control contractor, who has historically completed pest treatments at the facility.
The committee agreed that pest control should be undertaken prior to the food safety inspection. It was also agreed that EC would obtain an additional quote for comparison before proceeding with any ongoing pest control arrangements.
Action: EC to obtain a second pest control quote and arrange pest treatment prior to the food safety inspection.

No Dog Signs
The committee discussed the installation of additional "No Dogs" signage throughout the Centre to reinforce the existing conditions of use as well as the no smoking signage.
Members also identified a need to review other signage across the Centre to ensure important information is clearly displayed for members, casual users and visitors. This included replacing faded or damaged signs and identifying any additional signage required to improve safety, compliance and wayfinding throughout the grounds.
The committee agreed that a review of all existing signage should be undertaken, with priority given to the installation of additional "No Dogs" signs.
Action: EC to discuss with council to see if we can get the signage redone.
Action: Committee to undertake a review of existing signage and identify any additional signage requirements throughout the Centre.

Stallion Yards
The committee discussed the provision of suitable stallion yards at the Centre to improve safety for horses, riders and spectators during competitions and events.
Members acknowledged that the current yards may not be suitable for housing stallions and discussed the benefits of constructing larger, purpose-built yards that could also be utilised as

additional general-use yards during events.
The committee also discussed the management of stallions at the Centre and agreed that casual users wishing to bring a stallion onto the grounds should seek prior approval from the committee to ensure appropriate risk management measures can be implemented – as it has been noted an incident where a stallion got loose whilst at the centre.
It was agreed that further investigation should be undertaken into suitable stallion yard designs, including obtaining recommendations, dimensions and cost estimates to support future grant applications and long-term planning.
Action: RB to contact LAR to obtain information and recommendations regarding suitable stallion yard specifications.
Action: Obtain quotations and investigate funding opportunities for the construction of purpose-built stallion yards.
Action: Reinforce the requirement for casual users to obtain committee approval before bringing a stallion onto the Centre grounds and look at a stallion register incase of incidents.

Extra Arena Gate – Indoor
The committee discussed improving access to the indoor arena to allow equipment to be moved in and out more safely and efficiently.
Members considered the installation of an additional pedestrian access gate near the Pony Club sheds; however, it was noted that this may involve significant cost and construction works. As an alternative, the committee discussed modifying one section of the existing arena rail to create a removable "slip rail", allowing jumps and equipment to be carried through without repeatedly lifting them over the arena fence.
The committee acknowledged that improving access would reduce manual handling and minimise the risk of injury to volunteers when setting up and packing away equipment.
LL provided a quote from Blackwood Country gates at $1800 plus GST not including installation for gates that are almost identical to those already on the indoor fence.
Action: RB to take photographs of the existing arena fence and consult with Jason regarding the most practical and cost-effective option for improving access to the indoor arena.

Equipment Around the Grounds – Indoor Safe Jumps
The committee discussed the condition, consistency and suitability of the jumping equipment available throughout the Centre.
Members acknowledged the benefits of progressively replacing older or mismatched equipment with safer, more consistent jumping equipment that could be used across a range of disciplines and events. The discussion included the purchase of additional indoor safe jumps to improve both safety and presentation within the indoor arena.
The committee also discussed the importance of ensuring jumps and equipment are removed from the indoor arena after use to maintain a safe riding environment and allow the arena to remain accessible for all users. Members agreed that this expectation should continue to be communicated to all Centre users.
It was agreed that older or damaged equipment should be progressively retired or disposed of as new equipment is purchased, where appropriate.
The committee agreed that improving the quality, consistency and management of the Centre's jumping equipment should remain a priority, with opportunities to purchase additional equipment considered as funding becomes available.
Action: Committee to investigate options and costings for additional indoor safe jumps and replacement jumping equipment.
Action: Continue to communicate the expectation that all jumps and equipment are removed from the indoor arena after use.

BTRC October Rally / Camping Set Up
The committee discussed arrangements for the Bannockburn Teesdale Riding Club October rally, including the time required to prepare the grounds and establish camping prior to the event.
Following discussion, it was agreed that the Centre would remain open to members and casual users until 6.00 pm on the day prior to the rally, after which the grounds would be closed to allow BTRC uninterrupted access to complete event setup and camping preparations.
The committee acknowledged the importance of balancing access for Centre users while providing user groups with adequate time to safely prepare for major events. AK also wanted it minuted that this can be possible for all clubs who may be having a camp rally/social event etc.
Action: EC to update the booking calendar and notify members of the temporary closure

from 6.00 pm on the day prior to the October BTRC rally.

Dirt Removal
EC provided an update on the surplus dirt stockpile following previous discussions regarding its removal.
EC advised that the contractor who had previously quoted for the removal was unable to reduce the quoted cost, as doing so would result in a financial loss. As a result, the committee continues to investigate alternative options.
EC also advised that Golden Plains Shire Council had been contacted to determine whether they could provide assistance. Council has indicated they will inspect the site and investigate whether an alternative solution may be available, rather than removing the material entirely.
The committee discussed a number of potential options for the dirt, including:

- approaching local earthmoving contractors who may require fill for future projects;
- relocating the dirt to another area within the Centre where it would have less impact on existing facilities;
- utilising the material to create landscaped mounds, retaining areas or other improvements within the grounds.

The committee agreed to await Council's assessment before making any decisions regarding removal or relocation of the dirt.
Action: EC to continue discussions with Golden Plains Shire Council regarding potential solutions for the surplus dirt.
Action: Committee members to continue investigating alternative uses or opportunities for the surplus dirt within the Centre.

Long-Term Plans for the Centre – Main Priorities
The committee discussed the importance of identifying a number of key long-term priorities to guide future planning, budgeting and grant applications.
Members agreed that establishing a clear list of priority projects would assist the committee in focusing resources and ensuring future improvements are aligned with the Centre's long-term vision.
Following discussion, the committee identified the following projects as priority areas for future planning:

- Permanent dressage arena.
- Additional indoor arena access gate.
- Indoor safe show jumps and equipment.
- Improvements to stallion yards.
- Ongoing infrastructure and facility upgrades.

The committee acknowledged that the priority list may be reviewed and updated as projects are completed or new priorities emerge.
Action: Committee to continue refining the Centre's long-term priority list and consider opportunities to progress priority projects through future budgets and grant applications

Maintenance – Urgent & Non-Urgent Contacts
The committee discussed the need for a clear process for reporting maintenance issues at the Centre.
It was agreed that separate contact details should be established for urgent and non-urgent maintenance requests to ensure issues are directed to the appropriate committee member and responded to in a timely manner.
The committee acknowledged that implementing a clear reporting process would improve communication, assist with prioritising maintenance works and reduce delays in addressing urgent issues.
The discussion was had about looking at a notice board for all updates/comps/advertising etc
Action: EC to establish and publish separate contact details for urgent and non-urgent maintenance requests.
Action: AK to get quotes for lockable notice board for Mr T to install once purchased.

Committee Representatives and Photographs
The committee discussed updating the committee information displayed at the Centre and on Leighdale communication platforms.
It was agreed that photographs and contact details of current committee representatives would be updated to ensure members and visitors can easily identify committee members and their respective roles.
The committee also discussed the importance of clearly identifying each home user group's representative to improve communication between user groups and the Leighdale

Committee. **Action**: EC to coordinate updated photographs and committee representative information for display at the Centre and on Leighdale communication platforms.
Upcoming events The committee discussed ways to improve the promotion of events and rallies across all home user groups. Members agreed that sharing information between clubs would help increase awareness and encourage greater participation in events held at the Centre.
Buggy Service LL provided an update on obtaining service quotations for the Centre buggy. Three quotations had been sought: • Goddings – Minor service and consumables for $963.82 (including travel). • Inverleigh service provider – Complete service and inspection for approximately $1,045. • Bannockburn Mowers – Comprehensive inspection identifying additional repairs, together with an unexpected $380 quotation fee, which had not been disclosed prior to the inspection. Quoted cost $3790 The committee discussed concerns regarding the lack of disclosure of the quotation fee charged by Bannockburn Mowers and agreed that the fee had not been authorised. LL confirmed that she had contacted the business to dispute the charge. The committee noted LL's advice that neither she nor her husband were informed that a quotation fee would apply prior to the buggy inspection being undertaken. This was supported by the committee during discussion. Following discussion, the committee agreed not to proceed with Bannockburn Mowers and to instead engage one of the two alternative service providers. The committee agreed that the preferred contractor would be the provider able to complete the work in the shortest timeframe, given the buggy is overdue for servicing and is regularly used at the Centre. **Action:** LL to engage either Goddings or the Inverleigh service provider, depending on availability, and arrange for the buggy to be serviced. **Action:** LL to continue corresponding with Bannockburn Mowers regarding the disputed quotation fee. Discussion was also had surrounding the clubs chipping in for the buggy service. The decision was made by the committee that LEC will cover the full amount of the buggy service.
QR code membership signup AK proposed installing a QR code at the front gate to provide users with direct access to the Casual Day Use application form, simplifying the check-in process for day users. The committee supported the proposal. **Carried.**
RB to follow up with Bendigo bank regarding new account with card attached. EC advised that the Website is due for renewal at the end of august and needs to be updated to the card for auto payments. AK mentioned how helpful the card will be for things like the buggy service or bits and pieces required for working bees etc.
Sponsorship – Carried to the next meeting
Meeting closed 9:30pm
Next meeting **4TH of August at 7.30pm IN PERSON AT LEC CLUBROOMS**