



STEELS CREEK COMMUNITY CENTRE, INC.

699 Steels Creek Road, Steels Creek, VIC 3775

Committee Meeting Minutes 15th April 2024

Meeting opened: 19:36pm

Welcome: Maree Rothwell

Present: Maree Rothwell, Mary Schiel, Ivan Filsel, Kerry Guthrie, Andrew Guthrie

Apologies: JB, Peter Benda, Mark Newel

Minutes from previous meeting: Moved: Ivan Seconded: Maree **Accepted**

Matters arising from previous minutes:

- **Outdoor lighting** – Request for a floodlight to replace the fluro on corner of Centre made to council. **Please see Ivan's report below**
- **Front fence & garden** – garden area needs to be cleaned up before the fence is replaced. **Please see Ivan's report below**
- **Sponsorship** – anyone willing to take on sponsorship opportunities?
ACTION: Maree to speak to garden supplies centre.
- **Website** - Final check of information is still required. **ACTION: Maree, JB and Graham R to finalise and then contact Greg Bourne regarding ongoing maintenance.**
- **Steels Creek Day** – details of the day to be ironed out at the next meeting.
ACTION: All committee members to note the date and come up with suggestions on format.
- **Garden Group Invoice** – has payment been made? **ACTION: JB to confirm**
- **Jolly Thing** – waiting on the google link to the documents from Morgan Calder. **ACTION: Maree to follow up with Morgan.**
- **Window cleaning** – no confirmation from Peter regarding the window cleaning. Suggested we now wait until Spring, just before Steels Creek Day and get professional cleaners in.

Correspondence In: Nil

Correspondence out: Nil

Treasurers Report: reports emailed by JB. Some confusion over the Art Fund amount but believe all is understood now.

- Income summary

- Expense summary
- Profit & Loss

Moved: Kerry Seconded: Maree **Accepted**

General Business:

Ivan's Report:

Ivan's follow up with the council regarding the fence repairs, resulted in a premises inspection by the council and their inspection consultants. (It is worth noting premise inspections are held regularly and the community centre was overdue for an inspection). Overall, the council and their rep were impressed with the way the community centre is being managed and maintained. The following points were raised and discussed;

- **Window gaps** – solution to this problem is not straightforward and further discussion/consideration is to be carried out. A work order has been raised with the appropriate department in council.
- **Fence replacement** – Work order has been established and works will be completed in due course. Style of the fence will be council's preference. The area has been cleared and we assume there is no other work we need to complete prior to the fence being put in.
- **Outdoor lighting** - Electrician has been and installed a new sensor light. Advised the strip light can be changed to flood light to cover carpark area. Work order raised within appropriate council department.
- **Garden shed** - Leaf catcher has been removed, gutter cleaned, and filter block has been placed. Birds are getting in the roller door as it appears to not have been installed properly. A work order for bird protection to the shed has been raised with appropriated council department.
- **Maintenance Register** – As part of our lease we are required to maintain records of any maintenance we carry out. Once work is completed, the register is updated with details of work carried out, including relevant invoices and/or reports. A copy should be forwarded to Property and Leasing Dept at Council, to update their records. Ivan has started our Maintenance Register.
- **Playground** – current playground area is a little run down and requires some upgrade works to make safer and more user friendly. Problems with weeds and general upkeep are hindered by steep rocky area where the slides are. Council playground department will review the landscaping and consider a possible revamp.
- **Evacuation Plan** – exits are marked but we need an orientation plan of the building attached to each of the external doors. Ivan has started preparing the plans.

Inclosing, Ivan mentioned Council budgets are limited coming towards the end of the financial year so if we don't get done this financial year then we can expect the works to appear into the next financial year's budget.....hopefully! In the

meantime, Ivan was told to follow up with the council again, in four weeks if there did not appear to have been any progress in completing the outstanding work orders.

Many thanks to Ivan for all the work he has put in on raising these issues and moving them forward with the council.

YRC Community Emergency Resilience – On Tuesday 23rd April Maree, Kerry and Andrew Guthrie, and Erin-Marie O'Neill will meet with Derek Schlennstedt from YRC to discuss how/what the council can offer with regards to an Emergency Resilience program for Steels Creek.

Any Other Business:

- A question was raised about the requirements of external lighting as per our insurance policy. No one was aware if there was a specific requirement or if there was, did the current lighting meet those requirements. ACTION: JB and Maree to look over the insurance policy and confirm either way.
- New Sign for the community centre along the lines of the Tennis & Social Club. We may need to consider applying for a grant to purchase the new sign. ACTION: Maree to check the details with Graham Rothwell on cost and where it was purchased.
- Our current key lock is not compliant as per our lease and requires updating. The Tennis & Social club have installed a pin-code lock. We need to research the options as well as get feedback from the Tennis & Social Club on the effectiveness of their new lock.
- It was suggested that the historical room of the building, (where the black board is located) be revamped and utilised as an historical centre, showcasing the history of Steels Creek. Items on display would need to be catalogued and presented as to inform visitors and users of the centre. This is a major undertaking and long term project that requires more discussion within the committee and group users of the centre.
- Landcare noted there is a Birds on Farms Walk, scheduled for the 12th May.

Next Meeting: 27th May @19:30

Meeting Closed: 21:01pm