
Present	Alan Andrews (AA) via Skype, Greg Banks (GB), Myffy Doyle (MD), Adrian Gallagher (AG), Ian Hedley (IH), Mark Ihlein (MI), Judith Leslie (JL), Stewart Mitchell (SM), Cr Sue Moore (Chair), Pauline Rayner (PR).
In Attendance	Amanda McMahon (AM)
Meeting Date and Time	Thursday 6 August 2020 2.00PM
Meeting Location	Committee Room

1. Welcome and Apologies (2.03pm)

- Welcome
- Acknowledgement of Country by Chair
- No apologies
- Welcome Stewart Mitchell to the committee as alternate community committee member.

2. Disclosure of Interests

- Nil declared

3. Confirmation of Minutes

- The minutes of the meeting dated 1 July 2020 were confirmed.

Moved Pauline Rayner **/Seconded** Alan Andrews

4. Matters arising from the Minutes

- Financial report – previously noted to be included at every meeting

5. Agenda Items

i. Bulga Stock Reserve Masterplan

Strategic planning of the extension of the Masterplan

- MD spoke with Alan Ginns from Gondwana Consulting in regards to providing additional planning of extension to Bulga Stock Reserve walking trail
MI – Has made initial contact with private owner of Lot 5 Putty Road in regards to including this land in the master planning project.
Committee and community consultation engagement to be included in the project

ACTION: MI – to explore master planning opportunities – Due date 15/10/2020

ACTION: MD – to procure Alan Ginns, Gondwana Consulting for additional masterplan for extension of walking trail from Bulga Stock Reserve to the Council owned block near bridge and undertake additional community consultation. – Due Date 15/10/2020

Recommended to Council that up to \$20,000 be allocated for additional master plan consulting to be undertaken from Bulga Stock Reserve to the Bridge.

Moved Ian Hedley/**Seconded** Greg Banks
Carried

ii. **Project Proposal consideration/recommendation**

Focused discussion and clarity on the previously agreed processes for project nomination, assessment criteria and project selection

- Discussion held on clarifying adopted processes for project nominations, selections and assessment criteria
- Project nominations are to be completed in detail covering all criteria for accurate scoring to be allocated by committee
- Chair – confirming two meetings per year are dedicated to projects.

ACTION: MI & MD to collaborate with the Communications team on promoting project nomination applications to the public. – Due Date 21/8/2020

ACTION: MD to circulate Assessment Criteria Excel spreadsheet with formulas to Committee.- Due Date 21/8/2020

ACTION: MD to place Assessment priority explanations and weighting criteria on webpage. – Due Date 14/8/2020

ACTION: Agenda item for 15 October 2020 committee meeting to discuss projects. Due Date – 1/10/2020

ACTION: Agenda item for 3 December 2020 committee meeting to discuss projects. Due Date – 20/11/2020

iii. **Project Updates**
Update on the progression of projects

Project	Update
Equestrian Centre	<ul style="list-style-type: none"> MI spoke with Sarah, the committee is working on a business case and looking to get a preferred person to do the work
Welsh road tar sealing and legal access	<ul style="list-style-type: none"> Council has received feedback to access to Baiame Cave. The access road is in need of work and Council are also having conversations with the Aboriginal community about any cultural sensitivities. <p>ACTION: MI to prepare report on roadwork/sealing for 600m of road.</p>
Outdoor exercise equipment	<ul style="list-style-type: none"> Project completed.
Safety upgrade to Milbrodale Rd and Putty Rd intersection	<ul style="list-style-type: none"> Not discussed at August 2020 meeting.
Evergreen tree planting along Putty Road	<ul style="list-style-type: none"> To be discussed at October 2020 meeting.
Improvements to Bulga Hall – verandah & media system	<ul style="list-style-type: none"> Project commenced.
Bulga Stock Reserve redevelopment	<ul style="list-style-type: none"> Draft Plan of Management and Masterplan to go to August 2020 Council meeting recommending to go on Public Exhibition.
Old School house renovation to museum	<ul style="list-style-type: none"> Draft Management Plan to be developed. Nomination application to be completed.
Future land opportunities	<ul style="list-style-type: none"> Council to research.
Enhancement of streetscape and beautification of village	<ul style="list-style-type: none"> MD & MI working on Council's signage strategy. Entrance sign to Bulga to be updated.
Improving permeability and connectivity	<ul style="list-style-type: none"> Not discussed at August 2020 meeting

Recreation Area Improvements	Project commenced <ul style="list-style-type: none">• PR tabled a document of photos• Project Wallaby Scrub Road closure funding – sealing carpark.
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Pauline Rayner tabled documented photos of works required around the Bulga Recreation Area

ACTION: MD & MI to provide report for each project for tracking purposes.

iv. **Future Meeting Schedule**

Discussion regarding meeting platform options and mode in which future meetings may be held

- It was agreed and availability confirmed by members in attendance that the next meeting be held face to face with adherence to social distancing guidelines on Thursday, 15 October 2020 and Thursday 3 December 2020.

ACTION: October 2020 meeting to discuss projects.

ACTION: Meeting invitation to be sent to Committee members for 2pm on Thursday 15 October 2020.

v. **Financial Report**

Accumulated interest report as at 30/06/2020

Report tabled.

ACTION: Financial report to show MTW VPA finances alone

6. Other Business

- CRM to be made for road verge maintenance on corner of Milbrodale, Welsh, Putty Road. Overgrown grass and bush requires mulching.

ACTION: MD to lodge CRM for road verge maintenance on corner of Milbrodale, Welsh, Putty Road for overgrown grass and bush requires mulching. Due Date 14/8/2020

7. Action List – refer to the Attached

- No questions raised regarding the Action list.

MINUTES (20/51172)
MOUNT THORLEY WARKWORTH VPA
COMMUNITY COMMITTEE
2.00pm Thursday 6 August 2020



Pulse/ Action No	Meeting Date	Action	Responsible Officer	Due Date	Comment	Status
	6/8/2020	Explore land opportunities for Council in Bulga	Mark Ihlein	15/10/2020		
	6/8/2020	Procure Gondwana consulting for additional masterplan research for extension of walking trail.	Myffy Doyle	15/10/2020		
	6/8/2020	Report Recommendation to next Council meeting	Mark Ihlein/ Myffy Doyle	17/8/2020		
	6/8/2020	Collaborate with the Communications tea on promoting project nomination applications to the public	Myffy Doyle	21/8/2020		
	6/8/2020	Circulate Assessment Criteria Excel spreadsheet with formulas to Committee	Myffy Doyle	21/8/2020		

MINUTES (20/51172)
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	6/8/2020	Place Assessment priority explanations and weighting criteria on webpage.	Myffy Doyle	14/8/2020		
	6/8/2020	Agenda item for 15 October 2020: Discuss projects	Myffy Doyle	1/10/2020		
	6/8/2020	Agenda item for 3 December 2020: Discuss projects	Myffy Doyle	20/11/2020		
	6/8/2020	Provide report for each project	Mark Ihlein / Myffy Doyle	To be provide for all Committee meetings		
	6/8/2020	Adjust Finance report to show MTW VPA finances alone	Mark Ihlein / Myffy Doyle	For draft minutes of meeting held on 6/8/2020		

MINUTES (20/51172)
MOUNT THORLEY WARKWORTH VPA
COMMUNITY COMMITTEE
2.00pm Thursday 6 August 2020



	6/8/2020	CRM to be entered for road verge maintenance on corner of Milbrodale Road, Welsh Road and Putty Road.	Mark Ilhein/Myffy Doyle	14/8/2020		
	01/7/2020	Agenda item for 6 August 2020: Provide strategic approach to property and potential opportunity to integrate with the POM.	Mark Ihlein/Myffy Doyle	30/7/2020		
	01/7/2020	Agenda item 6 August 2020: focused discussion & clarity on the previously agreed processes for: <ul style="list-style-type: none"> • Project nomination; • Assessment criteria; and • Project selection. 	Mark Ihlein/Myffy Doyle	30/7/2020		
	01/7/2020	Agenda items for 6 August 2020: Project Updates	Myffy Doyle	30/7/2020		
	01/7/2020	Contact Bulga Community Hall representatives to seek assistance with management of community noticeboard/key	Mark Ihlein/Myffy Doyle	20/7/2020	Completed. MI organised with Jan Hedley delivery of key	

MINUTES (20/51172)
MOUNT THORLEY WARKWORTH VPA
COMMUNITY COMMITTEE
2.00pm Thursday 6 August 2020



	01/7/2020	Contact BMPA representatives to seek assistance with management of community noticeboard/key	Mark Ihlein /Pauline Rayner	20/7/2020	Completed. 1/7/2020 Mark passed keys to Pauline at end of July meeting	
	01/7/2020	Source breakup of funds allocated from the two VPAs & include response when circulating the draft minutes	Mark Ihlein	20/7/2020	Completed. Response emailed 15/07/2020 as data not available on 07/07/2020 when draft minutes circulated to Committee.	
	01/7/2020	Circulate link to website page & seek Comms to make more visible/easier to access on Council website	Amanda McMahon	20/7/2020	Reassigned to Myffy Doyle	
	05/2/2020	Source revised quote 1 x electronic & 1 x static noticeboards with solar support.	Mark Ihlein / Amanda McMahon Myffy Doyle		Currently being procured. Reassigned to Myffy Doyle.	
	05/2/2020	Resolve ongoing management of noticeboard content.	Mark Ihlein / Myffy Doyle		It is proposed that the management of the noticeboard be undertaken initially by the Project Officer in consultation with the community and in time will be handed over to community members.	
	05/2/2020	Procurement and installation of noticeboards.	Mark Ihlein / Myffy Doyle		Underway. Reassigned to	

					Myffy Doyle.	
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8. Next Meeting

- 15 October 2020, 2pm
- Location: Committee Room

The meeting closed at 3.31pm

Cr Sue Moore
Chair

Recreation Ground Maintenance



Front fence of Coppers Logs need replacing



Pot holes along outside parking area need maintenance



Power pole at Club house needs replacing and repositioning to side of building

Financial Report – Mount Thorley Warkworth VPA Community Committee

As at 30/06/2020 (3/08/2020 pre finalisation of accounts for 2019/20)

VPA : Warkworth and Mount Thorley Continuation Projects
As at 30/06/2020 (3/08/2020 pre finalisation of accounts for 2019/20)

	2017/2018	2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2019/2020	Life to Date
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Bulga Community Project Fund																
Opening Balance	-	2,017,063.29	2,531,394.50	2,529,351.16	2,529,210.38	2,383,833.52	2,383,833.52	2,383,833.52	2,821,745.16	2,821,525.54	2,821,086.32	2,860,307.89	2,860,307.89	2,860,657.89	2,531,394.50	
Income																
Contribution	2,000,000.00	450,000.00	-	-	-	-	-	450,000.00	-	-	-	-	-	-	450,000.00	2,900,000.00
Interest	17,063.29	64,412.77	-	-	-	-	-	-	-	-	49,817.01	-	-	15,179.11	64,996.12	146,472.18
Expenditure (incl. commitments)																
Recreation Area Improvements and Exercise Equipment	-	91.56	2,033.34	140.78	145,376.88	-	-	-	219.82	439.22	10,595.44	-	(350.00)	-	158,455.26	158,546.82
Bulga Stock Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Improvements to Bulga Hall	-	-	-	-	-	-	-	12,088.36	-	-	-	-	-	-	12,088.36	12,088.36
Total	2,017,063.29	514,321.21	(2,033.34)	(140.78)	(145,376.86)	-	-	437,911.64	(219.62)	(439.22)	39,221.57	-	350.00	15,179.11	344,452.50	2,875,837.00
Balance Remaining	2,017,063.29	2,531,394.50	2,529,351.16	2,529,210.38	2,383,833.52	2,383,833.52	2,383,833.52	2,821,745.16	2,821,525.54	2,821,086.32	2,860,307.89	2,860,307.89	2,860,657.89	2,875,837.00	2,875,837.00	2,875,837.00