

NOTICE OF MEETING

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

Adelaide Plains Council Historical Committee of the

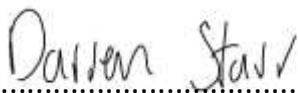


will be held in

**Mallala Museum
1 Dublin Road
Mallala**

On

Wednesday 6 October 2021 at 7:00pm



Darren Starr

GENERAL MANAGER

AGENDA

	Page
1. <u>ATTENDANCE</u>	
1.1 Present	
1.2 Apologies	
1.3 Not Present/Leave of Absence	
2. <u>CONFIRMATION OF MINUTES</u>	
2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 1 September 2021 be accepted”	4
3. <u>BUSINESS ARISING</u>	
4. <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u>	
5. <u>ADJOURNED BUSINESS</u>	
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8. <u>QUESTIONS ON NOTICE</u>	
No Confidential Items	
9. <u>QUESTIONS WITHOUT NOTICE</u>	
10. <u>MOTIONS ON NOTICE</u>	
11. <u>MOTIONS WITHOUT NOTICE</u>	

12. URGENT BUSINESS


13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

Wednesday 3 November 2021

15. CLOSURE

 Adelaide Plains Council	2. CONFIRMATION OF MINUTES
Wednesday 6 October 2021	

Items:

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 1 September 2021 (**MB Folio 135 to 140 Inclusive**), be accepted as read and confirmed.”

MINUTES

of

Adelaide Plains Council Historical Committee Meeting of the



Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

HELD

**Mallala Museum
1 Dublin Road
Mallala**

on

Wednesday 1 September 2021

The Presiding Member formally declared the meeting open at 7.02pm.

1. ATTENDANCE

1.1 Present

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr V Chenoweth

Mr J Franks

Ms L Parsons

Mr G Tucker

Mrs C Young

Also in attendance for the meeting:

Manager Library and Community

Ms Anne Sawtell

1.2 Apologies

Mr A Tiller

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution

2021/057

Moved Mrs Young Seconded Mr Angus

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 4 August 2021 (MB Folio 131 to 134 inclusive), be accepted as read and confirmed.”

CARRIED

3. BUSINESS ARISING

Nil

4. DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)

Nil

5. ADJOURNED BUSINESS

Nil

6. REPORTS FOR INFORMATION

6.1 Resolutions Actions Report – August 2021

Committee Resolution

2021/ 058

Moved Mrs Young Seconded Mr Franks

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – August 2021* dated 1 September 2021, receives and notes the report.”

CARRIED

6.2 Monthly Financial Report – August 2021

Committee Resolution

2021/ 059

Moved Mr Angus Seconded Ms Parsons

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – August 2021* dated 1 September 2021, receives and notes the report.”

CARRIED

Mr Tucker left the meeting at 7.14pm.

6.3 Monthly Correspondence, School & Group Visits Report – August 2021

Committee Resolution

2021/ 060

Moved Ms Parsons Seconded Mrs Young

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – August 2021* dated 1 September 2021, receives and notes the report.”

CARRIED

7. REPORTS FOR DECISION

7.1 APCHC (Mallala Museum) – Honour Board – Committee Members

Committee Resolution

2021/ 061

Moved Mr Franks

Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC – Mallala Museum – Honour Board – Committee Members dated 1 September 2021, receives and notes the report and in doing so instructs the Manager Library and Community to write an Honour Board Procedure to be tabled at the October 2021 APCHC meeting and make the necessary arrangements for purchasing an Honour Board as detailed in this report.”

CARRIED

8. QUESTIONS ON NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. MOTIONS ON NOTICE

Nil

11. MOTIONS WITHOUT NOTICE

11.1 Volunteer Apparel update

Committee Resolution

2021/ 062

Moved Mr Franks

Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee authorises Mr Franks to proceed with obtaining various sized sample sky blue polo shirts and to bring them to the October 2021 meeting.”

CARRIED

12. URGENT BUSINESS

Nil

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

14.1 Wednesday 6 October 2021


15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.26pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

	6.1	Resolution Actions Report – September 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 October 2021	Document Ref:	D21/43509

OVERVIEW

The purpose of this report is to regularly update members regarding the status of ongoing Committee resolutions, which have been recorded since November 2020. Each month, the Manager Library and Community reviews the status of all outstanding resolutions.

If Members have been endorsed by the Committee to undertake a resolution, it would be greatly appreciated if they can advise the Manager Library and Community (preferably by email) when the action has been successfully completed. This will ensure that the Resolution Register (**Attachment 1**) is kept up to date.

The vast majority of the resolutions have been actioned and completed, some of the resolutions remain ‘ongoing’ as there are both financial and time/resource considerations.

Arrangements for the official opening of the Margaret Tiller Gallery are well underway. The plaque has now been completed and will be collected by the Manager Library and Community. The plaque will be located in a prominent position on the Upstairs Gallery’s wall, adjacent to the landing. Invitations for the small gathering to be held on Sunday afternoon, 24 October 2021 commencing at 2.30pm, have been sent out.

The day’s formalities are yet to be finalised but it is expected that Chairperson Strudwicke and a member of the Tiller family will both say a few words, recognising Margaret Tiller’s many years of commitment to the ongoing development of the Mallala Museum. This will be followed by the unveiling of the plaque by Chairperson Strudwicke and Don Tiller, before guests are invited to afternoon tea, being served in the Museum’s school room. Catering arrangements will be discussed with Members at the October 2021 APCHC meeting.

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – September 2021*, dated 6 October 2021, receives and notes the report.”

Attachments

1. Resolution Register

References

Legislation


Local Government Act 1999 (SA)

Local Government (Procedures at meetings/ Regulations 2013 (SA)

Attachment 1

Adelaide Plains Council Historical Committee - Resolutions from November 2020

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
05-May-21	11.1	Glenn Dix video – offer of professionally editing	“that the Adelaide Plains Historical Committee agrees to provide Mr Mark Warren, General Manager, The Bend Motorsport Park with its copy of the Glenn Dix recording for him to professionally edit and provide a free copy of the updated professional version of the interview back to the Mallala Museum.”	2021/32	Ongoing
05-May-21	11.4	Relocation of External fencing	“that the Adelaide Plains Historical Committee agrees to explore the costs of extending the Mallala Museum’s fence line to include the relocated Fire Engine Shed.”	2021/35	Ongoing
05-May-21	11.5	Mallala Museum - purchase of Compactus	“that the Adelaide Plains Historical Committee authorises Mr Strudwicke, Mrs Young and Mr Bevan to consider possible locations for a suitable sized compactus and investigate potential grant opportunities to assist with costs.”	2021/36	Ongoing
07-Jul-21	7.1	Margaret Tiller Gallery - Renaming	“that Council, having considered Item 7.1 – Margaret Tiller Gallery – Renaming, dated 7 July 2021, receives and notes the report and in doing so authorises the Manager Library and Community to consult with Mr Don Tiller and family before proceeding with purchasing a plaque and arranging an opening ceremony as detailed in this report.”	2021/49	Plaque completed. Inviitations sent out for offiical opening Sunday 24 October 2021
07-Jul-21	11.1	Donation - Miss Dow’s musical organ	“that the Adelaide Plains Council Historical Committee accepts Mr Ian Wilson’s offer to donate Miss Dow’s musical organ to the Mallala Museum.”	2021/50	Mr Franks and Tucker to collect
07-Jul-21	11.2	Volunteer Apparel	“that the Adelaide Plains Council Historical Committee agrees to accept Tad’s quote to supply and embroider branded tops for Museum volunteers and Mr Franks to brings a selection of options to the August 2021 meeting.”	2021/51	Refer to Resolution 2021/062
01-Sep-21	7.1	APCHC (Mallala Museum) - Honour Board - Committee Members	“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC – Mallala Museum – Honour Board – Committee Members dated 1 September 2021, receives and notes the report and in doing so instructs the Manager Library and Community to write an Honour Board Procedure to be tabled at the October 2021 APCHC meeting and make the necessary arrangements for purchasing an Honour Board as detailed in this report.”	2021/061	Refer to 7.1 Report - October 2021 Agenda
01-Sep-21	11.1	Volunteer Apparel	“that the Adelaide Plains Council Historical Committee authorises Mr Franks to proceed with obtaining various sized sample sky blue polo shirts and to bring them to the October 2021 meeting.”	2021/062	Samples to be brought to October 2021 meeting

	6.2	Monthly Financial Report – September 2021	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 6 October 2021	Document Ref:	D21/43522	

OVERVIEW

Each month Council's Finance staff provide a financial statement (**Attachment 1**) for Members to consider at their Committee meeting.

At this stage, no income has been banked and recorded; expenditure totals \$1,354.85. There has been an unexpected expense of \$478.57 for payment of the Museum's Fire Truck registration. Similarly, with the unexpected CWMS charge of \$659, the Manager Library and Community will make the necessary adjustment with the first budget review – ie October 2021.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – September 2021*, dated 6 October 2021, receives and notes the report.”

Attachment

1. Financial Statement – prepared by General Manager Finance and Business

References

Legislation

Local Government Act (SA) 1999

24/09/2021

INCOME AND EXPENSES STATEMENT


Details	Budget (Net of GST)	Gross \$	GST \$	Net \$
Income				
Door Money	500	-	-	-
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
Total Income	702	-	-	-
Expenditure				
To be transferred to Council			-	-
Service Contracts (Chubb/Flick)	3,700	-	-	-
Advertising	500	-	-	-
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,735	-	-	-
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,350	-	-	-
NBN Internet	655	10.90		109.10
Equipment & Furniture	1,000	-	-	-
Museum Fire Truck Rego	-	-	-	478.57
History Council Membership	-	2.73		27.27
Postage	-	-	-	-
Assets Insurance	5,066	-	-	-
CWMS Service Charges	659	-	-	659.00
Other Expenditure	2,000	8.09		80.91
Total Expenditure	18,565	21.72		1,354.85
Net Income	(17,863)			1,354.85

SUMMARY OF BUDGET AGAINST ACTUAL

Actual Income (Net of GST)	0.00
Budgeted Income (Net of GST)	702.00
Over/(Under) Income Budget for 2021/2022	(702.00)
Actual Expenditure (Net of GST)	1,354.85
Budgeted Expenditure (Net of GST)	18,565.00
Available Expenditure Budget for 2021/2022	17,210.15
Non Budgeted Expenditure 2021/2022	0.00

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 01/07/2021	32,463.77
Income Received (incl GST) - Not yet recorded in Authority system	300.00
Less : Withdrawal for Transport Gallery project - Not yet recorded in Authority system (D21/38729)	(11,722.15)
Closing Bank Balance as at 24/09/2020	21,041.62

	6.3	Monthly Correspondence, School and Group Visits Report – September 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 October 2021	Document Ref:	D21/43789

OVERVIEW

Each month *Adelaide Plains Council Historical Committee's* Secretary Ms Laura Parsons provides a detailed report about all the incoming and outgoing correspondence she has dealt with – this will be tabled at the meeting.

Members and volunteers were kept busy throughout the month of September 2021 with numerous visitors, from the “*Blue Wattle*” tours visiting the *Mallala Museum* on various dates. At the September 2021 Committee meeting, dates were reset for the *Mallala Primary School* classes to explore the Museum’s exhibitions during Term 4, 2021.

The *Mallala Museum* certainly ‘shone’ at the *Mallala RAAF* celebrations, which was held on Tuesday morning, 7 September 2021. The formalities commenced at 11 am and the flyover of three vintage planes at 12 noon was certainly a fitting conclusion. Over the last eighteen months, there have been numerous meetings with *RAAF* staff and local organisations planning the day’s commemorations, which Ms Parsons attended on behalf of the Museum’s Committee. Although there had been some ‘hiccups’ in the lead up to the event, the day’s proceedings went extremely well. On behalf of the *APCHC*, many thanks needs to be expressed to Ms Parsons for representing the Museum interests on the *Mallala RAAF* celebrations planning committee.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – September 2021*, dated 6 October 2021, receives and notes the report.”


Attachment

Nil

References

Legislation

Local Government Act (SA) 1999

	7.1	APCHC (Mallala Museum) – Committee Members’ Honour Board Procedure
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 October 2021	Document Ref:	D21/43662

EXECUTIVE SUMMARY

- The APCHC endorsed the commissioning of an Honour Board to list the names of Committee Members (both former and current) who have served on the Committee for a minimum of ten years at the 1 September 2021 meeting.
- The Committee also agreed that a procedure be written to reflect discussions at the September 2021 meeting, to ensure that standards of current and future listings are maintained.
- The Manager Library and Community has written a procedure – **Attachment 1** – to reflect Members’ discussion on agreed standards, regarding the listing of Committee Members’ names on the Honour Board.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC (Mallala Museum) – Committee Members’ Honour Board Procedure, dated 6 October 2021, receives and notes the report and in doing so endorses the Committee Members’ Honour Board Procedure presented as Attachment 1 to this Report .”

BUDGET IMPACT

Estimated Cost:	Nil
Future ongoing operating costs:	Nil
Is this Budgeted?	Not Applicable

RISK ASSESSMENT

A written procedure will ensure consistency, and that acceptable standards are maintained with all entries onto the Honour Board.

Attachment

1. APCHC (Mallala Museum) – Committee Members’ Honour Board Procedure – D21/43697

DETAILED REPORT

Purpose

The purpose of this report is to review and endorse an *Adelaide Plains Council Historical Committee (previously Mallala Museum) – Committee Members’ Honour Board Procedure*.

Background/History

At the 1 September 2021 *Adelaide Plains Council Historical Committee (APCHC)* meeting, the below resolution was endorsed by Members.

7.1 APCHC (Mallala Museum) – Honour Board – Committee Members

Committee Resolution	2021/ 061
Moved Mr Franks	Seconded Mr Bevan
“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC – Mallala Museum – Honour Board – Committee Members dated 1 September 2021, receives and notes the report and in doing so instructs the Manager Library and Community to write an Honour Board Procedure to be tabled at the October 2021 APCHC meeting and make the necessary arrangements for purchasing an Honour Board as detailed in this report.”	
CARRIED	

Members agreed to proceed with purchasing an Honour Board to recognise the achievements of Committee Members who have served a minimum of ten years on the Committee. It was also decided that the Manager Library and Community be asked to write an *Honour Board Procedure*, based on the discussions that arose at the September 2021 *APCHC* meeting.

The Manager Library and Community has engaged the services of *Prestige Trophy and Engraving* (preferred Council vendor) to supply the Honour Board. The timber Honour Board is 80 cm tall by 100 cm wide and will include the 18 names of Committee Members who are already ‘eligible’ to be listed. The Board will have two columns – those members’ names who have served ten or more years on the Committee will be listed on the left hand column, which ensures that there will be sufficient space to add in the future up to another 20 members’ names.

Discussion

The Manager Library and Community has prepared an *APCHC (Mallala Museum) – Committee Members’ Honour Board Procedure – Attachment 1*, based on the outcome of discussions from last month’s APCHC meeting.

Lastly, Members will also need to determine an agreed location at the Museum to hang the Honour Board, preferably in a prominent and visible spot.

Conclusion

Members need to review the *APCHC (Mallala Museum) – Committee Members’ Honour Board Procedure – Attachment 1*. Any further changes or amendments need to be agreed by the majority of Members before the final version is endorsed. A procedure will ensure consistency, particularly in the future, when further Members’ names are being considered for adding to the Honour Board.

References

Legislation

Local Government Act 1999 (SA)

Council Policies/Plans

Nil



Adelaide Plains Council Historical Committee (Mallala Museum)

Committee Members' Honour Board Procedure

(adopted October 2021 APCHC meeting)

1. Titling of Committee Members' names – use of first name and surname only.
eg Margaret Tiller
2. Format for the years of service – number of years of service only, not dates served on the Committee.
eg James East – 12 years
3. Years of service does not need to be continual, however **minimum** number of years for name to be considered to be added to the Honour Board is **10 years**.
4. The Committee will consider at its November meeting (eg annually) if any Members' names need to be added to the Board and/ or their completed years of service. An updated decision report will be provided for the Committee's consideration.
 - 4.1 If the Member is still serving and has reached 10 years of service their name may be considered, subject to cost, to be added to the Board – their years of service may be added when formally retired from the Committee.
 - 4.2 If the Member's name has been added to the Board and they have formally retired from the Committee, their years of service may be added to the Board, subject to cost.
 - 4.3 Depending on the number of additions required, eg adding of new Members' names and/or years of service, the Committee may agree to defer updating the Board to every two years.
5. The Committee does not require written permission from Committee Members (or former Members, or, if deceased, their family) to add names and/or years of service to the Honour Board.