

# 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 4 November 2021 at 7:00pm**

.....  
James Miller  
**Chief Executive Officer**

## **AGENDA**

	<b>Page</b>
<b>1. <u>ATTENDANCE</u></b>	
1.1 Present	
1.2 Apologies	
1.3 Not Present/Leave of Absence	
<b>2. <u>CONFIRMATION OF MINUTES</u></b>	
2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 6 October be accepted”	<b>4</b>
<b>3. <u>BUSINESS ARISING</u></b>	
<b>4. <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u></b>	
<b>5. <u>ADJOURNED BUSINESS</u></b>	
<b>6. <u>REPORTS FOR INFORMATION</u></b>	
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<b>8. <u>QUESTIONS ON NOTICE</u></b>	
<b>9. <u>QUESTIONS WITHOUT NOTICE</u></b>	
<b>10. <u>MOTIONS ON NOTICE</u></b>	
<b>11. <u>MOTIONS WITHOUT NOTICE</u></b>	
<b>12. <u>URGENT BUSINESS</u></b>	


**13.     CONFIDENTIAL ITEMS**

Nil

**14.     NEXT MEETING**

Wednesday 1 December 2021

**15.     CLOSURE**

 <b>Adelaide Plains Council</b>	<b>2. CONFIRMATION OF MINUTES</b>
<b>Wednesday 3 November 2021</b>	

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 6 October 2021 (**MB Folio 141 to 145 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 6 October 2021**

The Presiding Member formally declared the meeting open at 7.00pm.

**1. ATTENDANCE**

**1.1 Present**

Mr S M Strudwicke (Presiding Member)

Mr P Angus (from 7.07pm)

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 *by mobile link* 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/ 063**

Moved Mr Franks                      Seconded Mr Bevan

**“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.”**

**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 – September 2021

#### **Committee Resolution**

**2021/ 064**

Moved Mrs Young                      Seconded Mr Bevan

**“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.”**

**CARRIED**

Mr Angus arrived at the meeting at 7.07pm.

### 6.2 Monthly Financial Report – September 2021

#### **Committee Resolution**

**2021/ 065**

Moved Mrs Young                      Seconded Mr Bevan

**“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.”**

**CARRIED**

### 6.3 Monthly Correspondence, School & Group Visits Report – September 2021

#### **Committee Resolution**

**2021/ 066**

Moved Mrs Young                      Seconded Mr Franks

**“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.”**

**CARRIED**

## 7. REPORTS FOR DECISION

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

#### **Committee Resolution**

**2021/ 067**

Moved Mrs Young                      Seconded Mr Tucker

**“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 .”**

**CARRIED**

## 8. QUESTIONS ON NOTICE

Nil

## 9. QUESTIONS WITHOUT NOTICE

Nil

## 10. MOTIONS ON NOTICE

Nil

## 11. MOTIONS WITHOUT NOTICE

### 11.1 Fire Engine Truck – maintenance report

#### **Committee Resolution**

**2021/ 068**

Moved Mr Franks                      Seconded Mr Bevan

**“that the Adelaide Plains Council Historical Committee asks Mr Keith Earl to conduct a preliminary inspection on the Fire Engine Truck and to provide a recommended maintenance report to the Committee for their consideration.”**

**CARRIED**



## 11.2 Transport Gallery Panels – obtaining quotes

**Committee Resolution****2021/ 069**

Moved Mr Franks

Seconded Mr Bevan

**“that the Adelaide Plains Council Historical Committee authorises Presiding Member Strudwicke to obtain quotes for printing pictorial panels and to liaise with the Manager Library and Community regarding proceeding with preferred supplier, if the quote is acceptable.”**

**CARRIED****12. URGENT BUSINESS**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

14.1 Wednesday 3 November 2021


**15. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.18pm.

Confirmed as a true record.

Presiding Member: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	6.1	Resolution Actions Report – October 2021
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> 3 November 2021	<b>Document Ref:</b>	<b>D21/47406</b>

## **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 and updates the status of all outstanding resolutions.

If Members have been endorsed by the Committee to be responsible for undertaking 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 now been actioned and completed, however some of the resolutions remain ‘ongoing’ as there are both financial and time/resource considerations.

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – October 2021*, dated 3 November 2021, receives and notes the report.”**

## **Attachment**

1. Resolution Register

## **References**


### Legislation

*Local Government Act 1999 (SA)*

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

## 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	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 bring a selection of options to the August 2021 meeting.”	2021/51	In progress
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 November 2021 meeting
06-Oct-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) – 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 .”	2021/067	In progress
06-Oct-21	11.1	Fire Engine Truck – maintenance report	“that the Adelaide Plains Council Historical Committee asks Mr Keith Earl to conduct a preliminary inspection on the Fire Engine Truck and to provide a recommended maintenance report to the Committee for their consideration.”	2021/068	?
06-Oct-21	11.2	Transport Gallery Panels – obtaining quotes	“that the Adelaide Plains Council Historical Committee authorises Presiding Member Strudwicke to obtain quotes for printing pictorial panels and to liaise with the Manager Library and Community regarding proceeding with preferred supplier, if the quote is acceptable.”	2021/069	?

	6.2	Monthly Financial Report – October 2021
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> 3 November 2021	<b>Document Ref:</b>	D21/47609

## **OVERVIEW**

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

Receipted income totals \$529 – the bulk of this money was generated through visitors from the “*Blue Wattle*” tours. The Manager Library and Community has completed the first budget review for budget lines she is responsible for overseeing, and has made adjustments to reflect two unexpected expenses – this includes registration of the Museum's Fire Truck (\$478) and the annual CWMS connection charge (\$659).

A total of \$11,722 has been transferred from the Mallala Museum's bank account to Council's account, to reflect invoices Council paid for in the 2020/2021 financial, for the Transport Gallery refit.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – October 2021*, dated 3 November 2021, receives and notes the report.”***

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## **Attachment**

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

## **References**

### Legislation

*Local Government Act (SA) 1999*

26/10/2021

**INCOME AND EXPENSES STATEMENT**


Details	Budget (Ex. GST)	GST \$	Net \$
<b>Income</b>			
Door Money	500	52.91	529.09
Sundry Sales	200	-	-
Interest from Bank	2	-	0.71
Donations	-	-	300.00
<b>Total Income</b>	<b>702</b>	<b>52.91</b>	<b>829.80</b>
<b>Expenditure</b>			
<i>Transport Gallery project</i>		-	11,722.15
Service Contracts ( <i>Chubb/Flick</i> )	3,700	-	-
Advertising	500	-	-
Fuel ( <i>REO Fuel</i> )	100	-	-
Electricity ( <i>Origin</i> )	2,735	-	-
Consumables & Hardware ( <i>Petty Cash</i> )	500	-	-
Stationery	300	-	-
Materials	1,350	32.23	322.27
NBN Internet	655	21.80	218.20
Equipment & Furniture	1,000	-	-
History Council Membership	-	2.73	27.27
RAAF Centenary - Vintage Aircraft - Overfligh	-	-	750.00
Museum Fire Truck Rego	-	-	478.57
Assets Insurance	5,066	204.58	2,046.30
CWMS Service Charges	659	-	659.00
Other Expenditure	2,000	21.18	211.82
<b>Total Expenditure</b>	<b>18,565</b>	<b>282.52</b>	<b>16,435.58</b>
<b>Net Income/(Expenses)</b>	<b>(17,863)</b>		<b>(15,605.78)</b>

**SUMMARY OF BUDGET AGAINST ACTUAL**

Actual Income (Net of GST)	829.80
Budgeted Income (Net of GST)	702.00
<b><u>Over/(Under) Income Budget for 2021/2022</u></b>	<b><u>(1,531.80)</u></b>
Actual Expenditure (Net of GST)	16,435.58
Budgeted Expenditure (Net of GST)	18,565.00
<b><u>Available Expenditure Budget for 2021/2022</u></b>	<b><u>2,129.42</u></b>
<b><u>Non Budgeted Expenditure 2021/2022</u></b>	<b><u>11,722.15</u></b>

**SUMMARY OF THE BANK ACCOUNT TRANSACTIONS**

Opening Bank Balance as at 01/07/2021	32,463.77
Income Received (incl GST)	882.71
Less : Withdrawal for Transport Gallery project	(11,722.15)
<b>Closing Bank Balance as at 26/10/2021</b>	<b>21,624.33</b>

	6.3	Monthly Correspondence, School and Group Visits Report – October 2021
	Department:  Report Author:	Development and Community  Manager Library and Community
Date: 3 November 2021	Document Ref:	D21/47643

## **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 – refer to **Attachment 1**.

During Term 4, classes from the Mallala Primary School have visited the Museum as part of their curriculum studies. Approximately 35 guests attended the opening of the Margaret Tiller Gallery on Sunday afternoon, 24 October 2021.

The Mallala Museum is generally open to the public after the local Remembrance Day service on Thursday morning, 11 November 2021. In the past there has been no charges to the visitors on this day, rather a donation tin has been set out. It is suggested that Members discuss at the November 2021 *APCHC* meeting, their availability to assist on 11 November 2021.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – October 2021*, dated 3 November 2021, receives and notes the report.”**

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### **Attachment**

1. Monthly Correspondence, School and Group Visits Report – October 2021

### **References**

#### Legislation

*Local Government Act (SA) 1999*

## **Mallala Museum Correspondence Report**

### **November meeting 2021**

#### **Mail**

Account from Mallala Fuel & Fodder

#### **Email**

5/10 – Two Wells Village Green official opening

7/10 – Dublin Dispatch deadline

7/10 HCSA advising of their Facebook page

10/10 Jayne Tiller re school visits

14/10 History Council SA newsletter

25/10 – History Council of SA & pioneers Assn re riverbank rezoning

25/10 – APC (Lynette) asking if the Museum will be open following on from the Remembrance Day service – I said yes as long as people are around

25/10 Re Flinders History seminar on 29/10

26/10 State History Conference is back on November 19/20

#### **Facebook messages**

5/10 Request for fire engine to be used as wedding transport

#### **Outgoing Mail and Email**

To Jayne Tiller – proposed school dates

To Dublin History Group – images of Mallala RAAF Band

#### **Recent donations**

#### **Upcoming Visits**

##### **NOVEMBER School visits – TERM 4**


Room 2 & Room 3

Wednesday morning please Nov 3rd

10&11 years old      11,12 & 13 years old

48 students (12 per group)

Federation riots, refugees

 <b>Adelaide Plains Council</b>	<b>7.1</b>	<b>AGM – appointment of Treasurer</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date: 3 November 2021</b>	<b>Document Ref:</b>	<b>D21/47438</b>

## **EXECUTIVE SUMMARY**

- The Adelaide Plains Council Historical Committee generally appoints its Office Bearers at its November annual general meeting.
- Council at its December 2019 Ordinary Council Meeting appointed seven Members to the Adelaide Plains Council Historical Committee and Deputy Mayor Strudwicke was appointed as the Council Member. As of November 2021, the Committee membership (due to resignations/appointment of new members) currently comprises eight community Members, as well as Deputy Mayor Strudwicke. All these persons have been endorsed by Council to serve on this Section 41 Committee, until 1 January 2023.
- As per the Committee’s Terms of Reference adopted by Council in December 2019:  
*4.1 Membership of the Committee shall consist of up to twelve (12) Community Members. Council may also appoint one (1) Council Member to be on the Committee.*

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – AGM – appointment of Treasurer, dated 3 November 2021, receives and notes the report and in doing so appoints XXXX as Treasurer to 1 January 2023.”**

## **BUDGET IMPACT**

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

## **RISK ASSESSMENT**

The Committee needs to consider a long term succession work plan, to ensure that its various activities and critical functions are carried out.

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## **Attachment**

Nil



## **DETAILED REPORT**

### **Purpose**

For the Committee to consider appointing a Treasurer, to serve a term to 1 January 2023.

### **Background/History**

At the December 2018 Ordinary Council meeting, the positions of Chairperson, Deputy Chairperson and Secretary – all the current incumbents, were appointed by Council to serve for a four year term ie to 1 January 2023.

#### **14.4 *Adelaide Plains Council Historical Committee – Terms of Reference and Appointment of Members***

*Moved Councillor Keen      Seconded Councillor Panella      2018/ 537*

***3. Appoints the following Community Members to the Adelaide Plains Council Historical Committee a term of four (4) years, commencing 1 January 2019:-***

***Mr Marcus Strudwicke (Chairperson)***

***Mrs Christine Young (Deputy Chairperson)***

***Ms Laura Parsons (Secretary)***

***Mr Robert Bevan***

***Mr James East***

***Mr Jim Franks***

***Mrs Margaret Tiller***

***Mr Greg Tucker***

***4. Appoints Councillor Strudwicke as the Council Member representative for the Adelaide Plains Council Historical Committee for a term of four (4) years, commencing 1 January 2019.***

***CARRIED***

### **Discussion**

Therefore as discussed in the background section of this report, the only 'honorary' position that Members need to consider appointing is the Treasurer role. It was decided last year not to appoint an Assistant Secretary. Currently Councillor Strudwicke, as well as being the Chairperson, has also taken on the additional position of Treasurer.

### **Conclusion**

The Committee needs to consider filling the position of Treasurer to 1 January 2023.

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## **References**

### **Legislation**

*Local Government Act (SA) 1999*

Council Policy

*Adelaide Plains Council Historical Committee Terms of Reference*