

# 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 at

**Mallala Museum  
1 Dublin Road  
Mallala**

On

**Wednesday 1 June 2022  
at 7:00pm**

A handwritten signature in grey ink, appearing to be "James Miller", is located below the meeting details.

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

## AGENDA

- |            |  | Page |
|------------|--|------|
| <b>1.</b>  | <b><u>ATTENDANCE</u></b>   |      |
| 1.1        | Present  |      |
| 1.2        | Apologies  |      |
| 1.3        | Not Present/Leave of Absence   |      |
| <b>2.</b>  | <b><u>CONFIRMATION OF MINUTES</u></b>  |      |
| 2.1        | “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 4 May 2022 be accepted.” | 5    |
| <b>3.</b>  | <b><u>BUSINESS ARISING</u></b>   |      |
| <b>4.</b>  | <b><u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u></b>  |      |
| <b>5.</b>  | <b><u>ADJOURNED BUSINESS</u></b>   |      |
| <b>6.</b>  | <b><u>REPORTS FOR INFORMATION</u></b>  |      |
| 6.1        | Resolutions Actions Report – May 2022  | 9    |
| 6.2        | Monthly Financial Report – May 2022  | 11   |
| 6.3        | Monthly Correspondence, School & Group Visits Report – May 2022  | 13   |
| <b>7.</b>  | <b><u>REPORTS FOR DECISION</u></b>   |      |
| <b>8.</b>  | <b><u>QUESTIONS ON NOTICE</u></b>  |      |
| <b>9.</b>  | <b><u>QUESTIONS WITHOUT NOTICE</u></b>   |      |
| <b>10.</b> | <b><u>MOTIONS ON NOTICE</u></b>  |      |
| <b>11.</b> | <b><u>MOTIONS WITHOUT NOTICE</u></b>   |      |
| <b>12.</b> | <b><u>URGENT BUSINESS</u></b>  |      |

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

Wednesday 6 July 2022

**15. CLOSURE**



Adelaide  
Plains  
Council

**2. CONFIRMATION OF MINUTES**

**Wednesday 1 June 2022**

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 4 May 2022 **(MB Folio 160 to 163 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

**Via Electronic Means**

on

**Wednesday 4 May 2022  
At 7:00pm**

The Presiding Member formally declared the meeting open at 7.05pm.

**1. ATTENDANCE**

**1.1 Present**

Mr S M Strudwicke (Presiding Member) *by electronic means*

Mr P Angus *by electronic means*

Mr R Bevan *by electronic means*

Ms L Parsons *by electronic means*

Mr G Tucker *by electronic means*

Mrs C Young *by electronic means*

Also in attendance by electronic means:

Manager Library and Community Ms A Sawtell

Information Technology Support Officer Mr S Murphy

**1.2 Apologies**

Mr J Franks

**1.3 Not Present / Leave of Absence**

Mr V Chenoweth

**2. CONFIRMATION OF MINUTES**

**2.1**

**Committee Resolution**

**2022/ 012**

Moved Mrs Young                      Seconded Mr Bevan

**“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 6 April 2022 (MB Folio 156 to 159 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 – April 2022

<b>Committee Resolution</b>	<b>2022/ 013</b>
Moved Mr Tucker	Seconded Mrs Young
<p><b>“that the Adelaide Plains Historical Committee, having considered Item 6.1 – <i>Resolution Actions Report – April 2022</i> dated 4 May 2022, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

### 6.2 Monthly Financial Report – April 2022

<b>Committee Resolution</b>	<b>2022/ 014</b>
Moved Mr Angus	Seconded Ms Parsons
<p><b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – <i>Monthly Financial Report – April 2022</i> dated 4 May 2022, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

### 6.3 Monthly Correspondence, School & Group Visits Report – April 2022

<b>Committee Resolution</b>	<b>2022/ 015</b>
Moved Ms Parsons	Seconded Mr Bevan
<p><b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence, School and Group Visits Report – April 2022</i> dated 4 May 2022, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

## 7. REPORTS FOR DECISION

Nil

## 8. QUESTIONS ON NOTICE

Nil

9. **QUESTIONS WITHOUT NOTICE**

Nil

10. **MOTIONS ON NOTICE**

Nil

11. **MOTIONS WITHOUT NOTICE**

Nil

12. **URGENT BUSINESS**

Nil

13. **CONFIDENTIAL ITEMS**

Nil

14. **NEXT MEETING**

14.1 Wednesday 1 June 2022

15. **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 7.38pm.

Confirmed as a true record.

Presiding Member: .....

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

 <b>Adelaide Plains Council</b>	<b>6.1</b>	<b>Resolution Actions Report – May 2022</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>1 June 2022</b>	<b>Document Ref:</b>	<b>D22/21264</b>

## **OVERVIEW**

The purpose of this report is to 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 when tabled at Committee meetings.

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – May 2022*, dated 1 June 2022, 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
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	Jim Franks to follow up with Keith Earl.
02-Mar-22	11.1	Transport Gallery Panels - purchase of additional panels	“that the Adelaide Plains Council Historical Committee authorises Presiding Member Srudwicke to proceed with ordering the nxt batch of panels for the Transport Gallery, through the preferred supplier <i>Visualcom</i> .”	2021/005	Completed
02-Mar-22	11.2	Surplus Telephone Exchange - potential donation	“that the Adelaide Plains Council Historical Committee, contacts the Gawler History Trust to offer them a surplus to requirment telephon exchange.”	2021/006	Gawler Hisory Trust have viewed telephone exchanges - waiting for resonse
06-Apr-22	11.1	Museum Promotional Tear Drop Signs - purchase	“that the Adelaide Plains Council Historical Committee, authorises the Manager Library and Community to purchase two tear drop signs in accordance with Council’s Procurement Policy.”	2021/011	Manager Library and Community has purchased tear drop signs, to be collected 25 May 2022
04-May-22	2.1	Confirmation of minutes	“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 6 April 2022 (MB Folio 156 to 159 inclusive), be accepted as read and confirmed.”	2021/012	Completed
04-May-22	6.1	Resolutions Actions Report - April 2022	“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – April 2022 dated 4 May 2022, receives and notes the report.”	2021/013	Completed
04-May-22	6.2	Monthly Financial Report - April 2022	“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – April 2022 dated 4 May 2022, receives and notes the report.”	2021/014	Completed
04-May-22	6.3	Monthly Correspondence, School & Group Visits Report – April 2022	“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence, School and Group Visits Report – April 2022 dated 4 May 2022, receives and notes the report.”	2021/015	Completed

 <b>Adelaide Plains Council</b>	<b>6.2</b>	<b>Monthly Financial Report – May 2022</b>
	<b>Department:</b> <b>Report Author:</b>	<b>Development and Community</b> <b>Manager Library and Community</b>
<b>Date:</b> <b>1 June 2022</b>	<b>Document Ref:</b>	<b>D22/21276</b>

## **OVERVIEW**

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

Income raised predominantly from visitor fees totals \$1,265.40.

Expenditure (period from 1 June 2021 to 30 May 2022) totals \$26,077.14.

As the 2021/2022 financial year is coming to a close, it would be greatly appreciated if Members can provide any outstanding petty cash reimbursement claims to the Manager Library and Community as soon as possible, for payment this financial year.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – May 2022*, dated 1 June 2022, receives and notes the report.”**

## **Attachment**

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

## **References**

### Legislation

*Local Government Act (SA) 1999*

<b>INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2021 TO 24 MAY 2022</b>			
<b>Details</b>	<b>Budget (Ex. GST)</b>	<b>GST \$</b>	<b>Net \$</b>
<b>Income</b>			
Door Money	500	90.27	902.73
Sundry Sales	200	-	-
Interest from Bank	2	6.18	0.85
Donations	-	-	300.00
Museum Shirts	-	6.18	61.82
<b>Total Income</b>	<b>702</b>	<b>102.63</b>	<b>1,265.40</b>
<b>Expenditure</b>			
<i>Transport Gallery project</i>		-	11,722.15
Service Contracts (AMA Security/Flick)	3,700	-	312.00
Advertising	500	-	-
Fuel (REO Fuel)	100	2.74	27.36
Electricity (Origin)	2,735	83.30	833.00
Consumables & Hardware (Petty Cash)	500	-	-
Stationery	300	-	-
Materials	1,350	76.04	778.38
NBN Internet	655	54.50	545.50
Equipment & Furniture	1,000	-	-
History Council Membership	-	2.73	27.27
Assets Insurance	5,066	409.16	4,092.60
CWMS Service Charges	659	-	659.00
RAAF Centenary - Vintage Aircraft - Overflight	-	-	750.00
Museum Fire Truck Rego	-	-	478.57
Interpretive Panels	-	138.60	1,386.00
Polo Shirts	-	93.84	938.36
Postage	-	4.00	40.00
Other Expenditure	2,000	348.70	3,486.95
<b>Total Expenditure</b>	<b>18,565</b>	<b>1,213.61</b>	<b>26,077.14</b>
<b>Net Income/(Expenses)</b>	<b>(17,863)</b>		<b>(24,811.74)</b>

<b>SUMMARY OF BUDGET AGAINST ACTUAL</b>	
Actual Income (Net of GST)	1,265.40
Budgeted Income (Net of GST)	702.00
<b>Over/(Under) Income Budget for 2021/2022</b>	<b>(1,967.40)</b>
Actual Expenditure (Net of GST)	26,077.14
Budgeted Expenditure (Net of GST)	18,565.00
<b>Available Expenditure Budget for 2021/2022</b>	<b>(7,512.14)</b>
<b>Non Budgeted Expenditure 2021/2022</b>	<b>11,722.15</b>

<b>SUMMARY OF THE BANK ACCOUNT TRANSACTIONS</b>	
Opening Bank Balance as at 01/07/2021	32,463.77
Income Received (incl GST)	882.85
Less : Withdrawal for Transport Gallery project	(11,722.15)
<b>Closing Bank Balance as at 24/05/2022</b>	<b>21,624.47</b>

	<b>6.3</b>	<b>Monthly Correspondence, School and Group Visits Report – May 2022</b>	
	<b>Department:</b>	<b>Development and Community</b>	
	<b>Report Author:</b>	<b>Manager Library and Community</b>	
<b>Date:</b>	<b>1 June 2022</b>	<b>Document Ref:</b>	<b>D22/21429</b>

## **OVERVIEW**

Each month *Adelaide Plains Council Historical Committee's* Secretary Ms Laura Parsons provides a detailed report about all the incoming and outgoing correspondence. This attachment will be emailed to Members prior to the June 2022 *APCHC* meeting.

With the State Premier recently announcing the ending of the COVID-19 State of Emergency, it is hoped that this will encourage community groups and schools interest in visiting the Mallala Museum once again.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – May 2022*, dated 1 June 2022, receives and notes the report.”**

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## **Attachment**

Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*