

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

**The School Room
Mallala Museum
1 Dublin Road Mallala**

On

**Tuesday 6 December 2022
at 11:30am**



.....
James Miller
Chief Executive Officer

AGENDA

	Page
1. <u>ATTENDANCE</u>	
1.1 Present	
1.2 Apologies	
Marcus Strudwicke	
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 Tuesday 1 November 2022 be accepted.”	4
3. <u>BUSINESS ARISING</u>	
4. <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u>	
5. <u>ADJOURNED BUSINESS</u>	
6. <u>REPORTS FOR INFORMATION</u>	
6.1 Resolutions Actions Report – November 2022	10
6.2 Monthly Financial Report – November 2022	13
6.3 Monthly Correspondence, School and Group Visits Report – November 2022	15
7. <u>REPORTS FOR DECISION</u>	
7.1 Annual General Meeting - Election of Office Bearers	17
8. <u>QUESTIONS ON NOTICE</u>	
Nil	
9. <u>QUESTIONS WITHOUT NOTICE</u>	
10. <u>MOTIONS ON NOTICE</u>	
Nil	
11. <u>MOTIONS WITHOUT NOTICE</u>	

12. URGENT BUSINESS


13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

Tuesday 7 February 2023

15. CLOSURE

 Adelaide Plains Council	2. CONFIRMATION OF MINUTES
Tuesday 6 December 2022	

Items:

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 1 November 2022 **(MB Folio 184 to 188 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 at

**The School Room
Mallala Museum
1 Dublin Road
Mallala**

on

**Tuesday 1 November 2022
at 11:30am**

The Presiding Member formally declared the meeting open at 11.30am.

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

Also in Attendance:

Manager Library and Community

Ms A Sawtell

1.2 Apologies

Mr G Tucker

Mrs C Young

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution

2022/ 045

Moved Mr Franks Seconded Mr Chenoweth

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 4 October 2022 (MB Folio 179 to 183 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 – October 2022

Committee Resolution

2022/ 046

Moved Ms Parsons Seconded Mr Angus

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – October 2022, dated 1 November 2022, receives and notes the report.”

CARRIED

6.2 Monthly Financial Report – October 2022

Committee Resolution

2022/ 047

Moved Mr Franks Seconded Ms Parsons

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

CARRIED

6.3 Monthly Correspondence, School & Group Visits Report – October 2022

Committee Resolution

2022/ 048

Moved Ms Parsons Seconded Mr Chenoweth

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

CARRIED

At 11.40am Mr Chenoweth left the meeting.

6.4 Mallala Monument Centenary Celebrations Report

Committee Resolution**2022/ 049**

Moved Mr Angus

Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – *Mallala Monument Centenary Celebrations Report* dated 1 November 2022, receives and notes the report.”

CARRIED**7. REPORTS FOR DECISION**

7.1 APCHC (Mallala Museum) – Committee Members’ Honour Board – Annual Review

Committee Resolution**2022/ 050**

Moved Mr Franks

Seconded Mr Angus

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *APCHC (Mallala Museum) – Committee Members’ Honour Board-Annual Review*, dated 1 November 2022, receives and notes the report and in doing so acknowledges that Mr Robert Bevan meets the Honour Board Policy’s criteria and his name is considered to be added at the November 2023 APCHC Committee meeting.”

CARRIED**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

Tuesday 6 December 2022


15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 12.28pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

 Adelaide Plains Council	6.1	Resolution Actions Report – November 2022
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 December 2022	Document Ref:	D22/52183

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 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.

At each Committee meeting, Chairperson Strudwicke will continue to review the progress of ongoing Committee decisions. Members have worked hard in 2022 to reduce the number of outstanding resolutions.

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – November 2022*, dated 6 December 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 - V. Chenoweth to contact
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	M. Strudwicke- confirm dimensions
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	J Franks to follow up with Keith Earl
04-Oct-22	11.1	History Month - May 2023	“that the Adelaide Plains Council Historical Committee, supports being involved in the state wide History Month 2023 and that the theme’s focus is on the Transport Gallery which includes the official opening of this latest exhibition site during May 2023.”	2021/043	Ongoing
01-Nov-22	2.1	Confirmation of minutes	“that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 4 October 2022 (MB Folio 179 to 183 Inclusive), be accepted as read and confirmed.”	2021/045	Completed
01-Nov-22	6.1	Resolutions Action Report - October 2022	“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – October 2022, dated 1 November 2022, receives and notes the report.”	2021/046	Completed
01-Nov-22	6.2	Monthly Financial Report - October 2022	“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – October 2022, dated 1 November 2022, receives and notes the report.”	2021/047	Completed

01-Nov-22	6.3	Monthly Correspondence, School & Group Visits Report - October 2022	"that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence, School and Group Visits Report – October 2022, dated 1 November 2022, receives and notes the report."	2021/048	Completed
01-Nov-22	6.4	Mallala Monument Centenary Celebrations Report	"that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – Mallala Monument Centenary Celebrations Report dated 1 November 2022, receives and notes the report."	2021/049	Completed
01-Nov-22	7.1	APCHC (Mallala Museum) – Committee Members' Honour Board – Annual Review	"that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – APCHC (Mallala Museum) – Committee Members' Honour Board-Annual Review, dated 1 November 2022, receives and notes the report and in doing so acknowledges that Mr Robert Bevan meets the Honour Board Policy's criteria and his name is considered to be added at the November 2023 APCHC Committee meeting."	2021/050	Completed

 Adelaide Plains Council	6.2	Monthly Financial Report – November 2022
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 December 2022	Document Ref:	D22/52367

OVERVIEW

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

During the month of October 2022, admission charges totalled \$894.36. Since this report was extracted from the Council corporate system, a further \$454.54 of entrance fees have been banked, which will be recorded in the February 2023 finance statement.

Expenditure (for the months of July to November 2022) totalled \$9,869 – which includes payment of \$3,000 (GST exclusive) to engage an electrician to complete the lighting installation of the Transport Gallery.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – **Monthly Financial Report – November 2022**, dated 6 December 2022, receives and notes the report.”

Attachment

1. Financial Statement – prepared by Council's Accountant

References

Legislation

Local Government Act (SA) 1999

24/11/2022

INCOME AND EXPENSES STATEMENT


Details	Budget (Ex. GST)	Gross \$	GST \$	Net \$
Income				
Door Money	800	805 -	89	894.36
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
Donations	-	2,100	-	2,100.00
Total Income	1,002	-	89.44	2,994.36
Expenditure				
Service Contracts (AMA security/Flick)	2,000	230	21	209
Advertisement	500	38	-	38
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,771	356	-	356
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,800	1,657	-	1,657
NBN Internet	680	240	22	218
Equipment & Furniture	1,300	-	-	-
History Council Membership		-	-	-
Transport Gallery project		3,300	300	3,000
Museum Fire Truck Rego	479	-	-	-
Assets Insurance	4,200	2,182	198	1,984
CWMS Service Charges		692	-	692
Other Expenditure	5,352	1,884	169	1,715
Total Expenditure	19,982	10,579	709.98	9,869.48
Net Income/(Expenses)	(18,980)			(6,875.12)

SUMMARY OF BUDGET AGAINST ACTUAL

Actual Income (Net of GST)	2,994.4
Budgeted Income (Net of GST)	1,002.00
Over/(Under) Income Budget for 2022/2023	(3,996.36)
Actual Expenditure (Net of GST)	9,869.48
Budgeted Expenditure (Net of GST)	19,982.00
Available Expenditure Budget for 2022/2023	10,112.52
Non Budgeted Expenditure 2022/2023	3,000.00

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 01/07/2022	21,624.47
Income Received (incl GST)	3,083.80
Income Received (incl GST) - Not yet recorded in Authority system - Door Money (454.54 net)	500.00
Less : Withdrawal	0
Closing Bank Balance as at 24/11/2022	25,208.27

 Adelaide Plains Council	6.3	Monthly Correspondence, School and Group Visits Report – November 2022
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 December 2022	Document Ref:	D22/53145

OVERVIEW

Each month *Adelaide Plains Council Historical Committee's* Secretary Ms Laura Parsons provides a detailed report about all the incoming and outgoing correspondence – refer to **Attachment 1**.

There is a small group visit scheduled for Wednesday 23 November 2022, which is likely to be the last one for this calendar year.

Ms Parsons recently attended a History Trust of South Australia zoom meeting in late November 2022, which included a discussion on next year's History Month.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – November 2022*, dated 6 December 2022, receives and notes the report.”

Attachment

1. Correspondence, School and Group Visits Report – November 2022

References

Legislation

Local Government Act (SA) 1999

Mallala Museum Correspondence Report

Tuesday 1st November meeting 2022

Incoming Mail

Invitation to MPS volunteers morning tea

Incoming Email

- 2/11 HCSA AGM notice
- 6/11 Sharon Svetec – advising that her and Frank will no longer be available for the roster from the end of December
- 9/11 History Trust MaC Program virtual meetup notice
- 14/11 HCSA - Newsletter #1
- 16/11 HCSA - Applications for the HCSA 2023 Fellowship are open
- 28/11 APC - RDA Community Leadership Course
- 29/11 HCSA - Newsletter #2
- 29/11 Keith Bellchambers - seeking family history information

Facebook messages

Nil

Outgoing Mail and Email

Nomination for Australia Day Event

Articles for the Crossroad Chronicle and Dublin Dispatch re monument event

Recent donations

Nil

Upcoming Visits

NOVEMBER

Wednesday 23rd Group of 6 visit

Virtual Meetings

On Tuesday 29th November I attended a History Trust virtual meeting convened by History SA. Amanda James from History SA hosted the meeting from Mannum in the Riverland where she is helping pack collections that are in danger of flooding.

Topics covered included:


Introductions

History month, May 2023, the theme is “Wonder”. MaC members will get a free listing in the directory. Registrations open on 1st December. Earlybird closes on 15th January.

Grants

Future meetings, topics and frequency

Peter Christopher from the “City of Adelaide” clipper ship museum said that visitor numbers this year have been around 7,000 compared to pre Covid numbers of around 20,000.

 Adelaide Plains Council	7.1	Annual General Meeting – election of Office Bearers
	Department: Report Author:	Development and Community Manager Library and Community
Date: 6 December 2022	Document Ref:	D22/52529

EXECUTIVE SUMMARY

- Council at its December 2019 Ordinary Council Meeting appointed seven Members to the *Adelaide Plains Council Historical Committee* and additionally Councillor Strudwicke was appointed as the Council Member. As of November 2022, the Committee membership (due to resignations/appointment of new members) currently comprises seven Community Members, as well as Councillor Strudwicke. All of these persons have been endorsed by Council to serve on this Section 41 Committee, until 1 January 2023.
- After the recent Council elections, Council deliberated at its 28 November 2022 meeting to extend the appointments of the current serving *APCHC* Community Members to 28 January 2026, as well as ‘acknowledge’ the current Terms of Reference. Councillor Marcus Strudwick (who was also endorsed as Deputy Mayor at this meeting) was appointed as the Council representative on the *APCHC* until the end of the current Council term.
- As per the Committee’s Terms of Reference 4.1 and 4.2, the Committee is required to recommend to Council both the names of the elected incoming Presiding and Deputy Presiding Member of the Committee, to serve for a term of two years. Council needs to endorse both of these positions.
- Additionally, the Committee has appointed a Secretary (currently filled by Ms Parsons) and Treasurer (Mr Franks). Both of these positions’ terms expire on 1 January 2023. Neither of these positions needs to be endorsed by the Council.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *Annual General Meeting – election of Office Bearers*, dated 6 December 2022, receives and notes the report and in doing so makes

- 1. Recommends to Council that XXXX is appointed as Presiding Member and XXXX as Deputy Presiding Member for a period of two years, expiring on 30 December 2024.**
- 2. Appoints XXXX as Secretary and XXXX as Treasurer for a period of two years, expiring on 30 December 2024.**

BUDGET IMPACT

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

RISK ASSESSMENT

In order to meet the *APCHC's* Terms of Reference (*TOR*), the Committee is required to recommend to Council both the appointment of its Presiding and Deputy Presiding Members. Although the positions of Secretary and Treasurer are not stipulated in the *TOR*, both positions play a pivotal role in the smooth running of the Committee's operation. The Secretary is the central contact person who coordinates responses for all incoming enquiries. Although Council supports the Committee with its financial management, the Treasurer is tasked with regularly banking the Museum's income, mainly generated through the collection of admission charges.

Attachment

Nil

DETAILED REPORT

Purpose

For the Committee to consider appointing a Presiding and Deputy Presiding Member as required by its Terms of Reference, as well as the honorary positions of Secretary and Treasurer.

Background/History

The newly appointed Council at its first meeting held on 28 November 2022 endorsed staff recommendations that the current serving Community Members' appointments are all extended to 28 January 2026; ie Paul Angus, Robert Bevan, Vaughan Chenoweth, Jim Franks, Laura Parsons, Greg Tucker and Christine Young. All Members' appointments to the Committee were due to expire on 1 January 2023.

Discussion

The *Adelaide Plains Council Historical Committee's* Terms of Reference were last reviewed by Council in June 2021. For Members' information, Council at its 28 November 2022 meeting endorsed that there would be no changes to the current *TOR*.

The *TOR* states that:

4.1 The Committee shall recommend to Council the Presiding Member of the Committee for a period of two years.

and

4.2 The Committee shall recommend to Council a Deputy Presiding Member of the Committee for a period of two years.

It is suggested that the Manager Library and Community conducts the election and Members can decide at the meeting whether the votes are cast formally (ie ballot box) or informally (show of hands). Both these positions will need to be endorsed by Council at its meeting scheduled on Monday 19 December 2022. Although Chairperson Strudwicke is unable to attend the *APCHC* meeting on 6 December 2022, he has advised the Manager Library and Community that he is willing to continue his role as the Committee's Presiding Member. As he is currently filling the position of Deputy Mayor, Marcus Strudwicke is not entitled to receive a sitting fee.

The positions of Secretary and Treasurer do not need to be endorsed by Council. However, our current Treasurer's one-year term of appointment expires on 1 January 2023 and as stated in the "*Background/History*" section of this report, all Members' appointments to the Committee ran out on 1 January 2023 so the Secretary position also needs to be filled. As it has already been suggested that the Manager Library and Community conducts the election for the Presiding/Deputy Presiding Members, she could also oversee the election of both these positions.

As the Presiding and Deputy Presiding Members' positions need to be considered by Council every two years, for administration purposes it is recommended that the Secretary and Treasurer positions are also appointed for a period of two years.

Conclusion

The Committee needs to call for nominations for the following positions – Presiding Member, Deputy Presiding Member, Secretary and Treasurer.

References

Legislation

Local Government Act (SA) 1999

Council Policy

Adelaide Plains Council Historical Committee Terms of Reference