

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

by electronic means

On

Wednesday 3 February 2021 at 7:00pm

Darren Starr

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Darren Starr **GENERAL MANAGER**
DEVELOPMENT AND COMMUNITY

AGENDA

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|--|-------------|
| 1. <u>ATTENDANCE</u> | |
| 1.1 Present | |
| 1.2 Apologies
Paul Angus, Jim Franks, Greg Tucker | |
| 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 Monday 8 December 2020 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> | |
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| 6.4 Mallala Museum Reopening - Progress | 17 |
| 7. <u>REPORTS FOR DECISION</u> | |
| 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

3 March 2021

15. CLOSURE



2. CONFIRMATION OF MINUTES

Wednesday 4 November 2020

Items:

- 2.1 "that the minutes of Adelaide Plains Council Historical Committee meeting held on Monday 8 December 2020 (**MB Folio 92 to 98 Inclusive**), be accepted as read and confirmed."

MINUTES
of
**Adelaide Plains Council Historical
Committee Meeting**



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

HELD

by electronic means

on

**Tuesday 8 December, 2020
at 7.00pm**

The Presiding Member formally declared the meeting open at 7.00pm

1. ATTENDANCE

1.1 Present

Councillor S M Strudwicke (Presiding Member)

Mr R Bevan

Mr J Franks

Mr G Tucker (from 7.15pm)

Mrs C Young

Ms L Parsons

Also in attendance for the meeting:

Ms A Sawtell

Manager Library and Community

Mr S Murphy

Information Technology Support Officer

1.2 Apologies

Mr P Angus

Mr J East

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution

2020/ 024

Moved Mrs Young

Seconded Ms Parsons

“that the minutes of Adelaide Plains Council Historical Committee meeting held on 7 October 2020 (MB Folios 87 to 91 inclusive), be accepted as read.”

CARRIED

3. **BUSINESS ARISING**

Nil

4. **DECLARATION OF MEMBERS INTEREST**

Nil

5. **BRIEFINGS**

Nil

6. **REPORTS**

6.1 Resolutions Actions Report – November 2020

Committee Resolution	2020/ 025
Moved Ms Parsons Seconded Mrs Young	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – <i>Resolutions Action Report – November 2020</i>, dated 8 December 2020, receives and notes the report.”	
CARRIED	

6.2 Monthly Financial Report – November 2020

Committee Resolution	2020/ 026
Moved Mr Bevan Seconded Mrs Young	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – <i>Monthly Financial Report – November 2020</i>, dated 8 December 2020, receives and notes the report.”	
CARRIED	

6.3 Monthly Correspondence Report – November 2020

Committee Resolution	2020/ 027
Moved Ms Parsons Seconded Mr Franks	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence Report – November 2020</i>, dated 8 December 2020, receives and notes the verbal report.”	
CARRIED	

At 7.15pm Mr Tucker entered the meeting.

6.4 Review of Lower North Heritage Survey – December 2020

Committee Resolution	2020/ 028
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Moved Ms Parsons	Seconded Mrs Young
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“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – <i>Review of Lower North Heritage Survey</i>, dated 8 December 2020, receives and notes the report.”
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CARRIED

7. REPORTS FOR DECISION

7.1 AGM – Election of Office Bearers and Recommended appointment of Committee Members

Committee Resolution	2020/ 029
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Moved Ms Parsons	Seconded Mrs Young
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“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – <i>AGM – election of an Office Bearer and update regarding appointment of Committee Members</i>, dated 8 December 2020, receives and notes the report and in doing so:
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- | |
|---|
| 1. Defers the appointment of the Treasurer position to the February 2021 meeting.” |
|---|

CARRIED

8. **QUESTIONS ON NOTICE**

Nil

9. **QUESTIONS WITHOUT NOTICE**

Nil

10. **MOTIONS ON NOTICE**

Nil

11. **MOTIONS WITHOUT NOTICE**

11.1 Recruitment and appointment of new APCHC Committee Members

Committee Resolution

2020/ 030

Moved Mr Franks Seconded Mr Tucker

“that the Adelaide Plains Council Historical Committee expresses its dissatisfaction with Council’s process of recruiting and filling vacancies on this Committee.”

CARRIED

11.2 Museum Metal Sign – Mallala Monument/name of soldiers

Committee Resolution

2020/ 031

Moved Mr Bevan Seconded Mrs Young

“that the Adelaide Plains Council Historical Committee authorises Deputy Mayor Strudwicke to proceed with ordering new signage.”

CARRIED

11.3 RAAF Centenary 2021 – Purchase of Banners

Committee Resolution

2020/ 032

Moved Mr Franks Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee authorises Ms Parsons to request all the banner artwork from the RAAF and proceed with ordering two RAAF banners – one Mallala specific and one generic.”

CARRIED

11.4 Resignation of Committee Member Mr Jim East

Committee Resolution	2020/ 033
Moved Mr Franks	Seconded Mr Bevan
“that the Adelaide Plains Council Historical Committee accepts Mr James East’s resignation as a Committee Member, effective as from 8 December 2020 and recognises his many years of contribution to the Mallala Museum.”	
CARRIED	

11.5 Passing of Mr Brian Verrall

Committee Resolution	2020/ 034
Moved Ms Parsons	Seconded Mr Bevan
“that the Adelaide Plains Council Historical Committee acknowledges the passing of long serving Committee member and volunteer Mr Brian Verrall and recognises his many years of contribution to the Mallala Museum.”	
CARRIED	

11.6 Clutterbuck Engine – purchase of tarpaulin

Committee Resolution	2020/ 035
Moved Mr Bevan	Seconded Mr Franks
“that the Adelaide Plains Council Historical Committee authorises Mr Bevan to purchase a tarpaulin to cover the repaired Clutterbuck Engine.”	
CARRIED	

12. **URGENT BUSINESS**

Nil

13. **CONFIDENTIAL ITEMS**

Nil

14. NEXT MEETING

14.1 Wednesday 3 February 2021.


15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.45pm.

Confirmed as a true record.

Presiding Member:

Date:____/____/____

	6.1	Resolution Actions Report –January 2020	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 3 February 2021	Document Ref:	D21/4332	

OVERVIEW

The purpose of this report is to update members of the Adelaide Plains Council Historical Committee in relation to ongoing resolutions of the Committee since 2020. All previous resolutions have now been finalised, including those recommendations that were endorsed at the 8 December 2020 meeting.

If Members have been endorsed by the Committee to undertake a resolution it would be appreciated that they can advise the Manager Library and Community when the action has been successfully completed. This will ensure that the Resolution Register and Action Sheet is kept up to date.

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – January 2021 dated 3 February 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)

Adelaide Plains Council Historical Committee - Resolutions from November 2020

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
08-Dec-20	2.1	Confirmation of minutes	"that the minutes of Adelaide Plains Council Historical Committee meeting held on 7 October 2020 (MB Folios 87 to 91 inclusive), be accepted as read."	2020/024	Completed
08-Dec-20	6.1	Resolutions actions report	"that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – Resolutions Action Report – November 2020, dated 8 December 2020, receives and notes the report."	2020/025	Completed
08-Dec-20	6.2	Monthly Financial Report	"that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – <i>Monthly Financial Report – November 2020</i> , dated 8 December 2020, receives and notes the report."	2020/026	Completed
08-Dec-20	6.3	Monthly Correspondence report December 2020	"that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence Report – November 2020</i> , dated 8 December 2020, receives and notes the verbal report."	2020/027	Completed
08-Dec-20	6.4	Review of Lower North Heritage Survey	"that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – <i>Review of Lower North Heritage Survey</i> , dated 8 December 2020, receives and notes the report."	2020/028	Completed
08-Dec-20	7.1	AGM – Election of Office Bearers and Recommended appointment of Committee Members	"that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – <i>AGM – election of an Office Bearer and update regarding appointment of Committee Members</i> , dated 8 December 2020, receives and notes the report and in doing so: Defers the appointment of the Treasurer position to the February 2021 meeting."	2020/029	Deferred

	6.2	Monthly Financial Report – January 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 3 February 2021	Document Ref:	D21/4170

OVERVIEW

Each month Council's finance staff provide a financial statement for Members to consider at their Committee meeting.

As the Mallala Museum is still closed to the public (as from March 2020) income has been minimal, except for a generous donation of \$100 from Miss M E Dow.

The Manager Library and Community has raised with the General Manager Finance and Business that there has been no payment for service contracts –ie AMA security. Council is normally invoiced on a quarterly basis by the contractor to cover the monitoring of the Museum's security system.

Committee members may wish to consider purchasing any necessary equipment and furniture, as well as archival materials before the March 2021 meeting, to ensure purchase orders are raised and payment is made during this financial year.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2– Monthly Financial Report – January 2020, dated 3 February 2021, receives and notes the report.”

Attachments

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

References

Legislation


Local Government Act (SA) 1999

INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2020 TO DECEMBER 2020			
Details	Budget (Ex. GST)	GST \$	Net \$
Income			
Door Money	2,000	-	-
Donation from from Miss M.E. Dow	-	-	100.00
Sundry Sales	4,000	-	-
Interest from Bank	2	-	1.63
Total Income	6,002	-	101.63
Expenditure			
<i>To be transferred to Council (the fire engine shed to rehouse the REO Speedwagon) **</i>		1,150.40	11,504.00
Service Contracts (Chubb/Flick)	3,450	-	-
Advertising	400	57.10	571.00
Fuel (REO Fuel)	100	-	-
Electricity (Origin)	2,700	109.99	1,099.98
Consumables & Hardware (Petty Cash)	500	6.56	210.80
Stationery	300	-	-
Materials	1,250	-	-
NBN Internet	700	32.70	327.30
Equipment & Furniture	1,000	7.18	71.82
Postage	-	-	49.35
Assets Insurance	4,976	170.64	1,706.38
Other Expenditure	4,250	70.35	703.55
Total Expenditure	19,626	1,604.92	16,244.18
Net Income/(Expenses)	(13,624)		(16,142.55)

SUMMARY OF BUDGET AGAINST ACTUAL	
Actual Income (Net of GST)	101.63
Budgeted Income (Net of GST)	6,002.00
<u>Over/(Under) Income Budget for 2020/2021</u>	<u>(6,103.63)</u>
Actual Expenditure (Net of GST)	16,244.18
Budgeted Expenditure (Net of GST)	19,626.00
<u>Available Expenditure Budget for 2020/2021</u>	<u>3,381.82</u>
<u>Non Budgeted Expenditure 2021</u>	<u>11,504.00</u>

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS	
Opening Bank Balance as at 01/07/2020	33,094.07
Income Received (incl GST)	101.63
Less : Expenses incurred in 19/20 paid back to the Council**	(1,257.42)
Closing Bank Balance as at 31/12/2020	31,938.28
Actual bank balance	31,838.28
Difference - due to donation from Miss M.E. Dow deposited in to museum bank account in Janaury	100.00

**Money that was donated by local community and businesses in 19/20 towards the REO speedwagon (02/17500/113 – Sundry sales income) was \$7,859.87 of which \$1,257.42 was used in 19/20 to pay for Algar invoices

	6.3	Monthly Correspondence Report – January 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 3 February 2021	Document Ref:	D21/4338

OVERVIEW

Each month Adelaide Plains Council Historical Committee’s Secretary Ms Laura Parsons provides a verbal report about all the correspondence received and all correspondence sent out, on behalf of the Committee.

This is an ongoing regular report to ensure that Members are kept up to date regards the Committee’s activities, including the Mallala Museum.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Financial Report – January 2021* dated 3 February 2021, receives and notes the verbal report.”


Attachments

1. Nil

References

Legislation

Local Government Act (SA) 1999

	6.4	Mallala Museum reopening – progress	
	Department: Report Author:	Development and Community Manager Library and Community	
Date: 3 February 2021	Document Ref:	D21/4599	

OVERVIEW

The Prime Minister announced in late March 2020 that the nation’s museums, galleries and public libraries were to be closed temporarily due to the COVID-19 pandemic. Adelaide Plains Council followed the Prime Minister’s directive, and its public libraries and the Mallala Museum were duly closed. Our public libraries reopened on 18 May 2021 with COVID-19 safety measures put into place (practices and requirements have changed in response to the State Government’s ongoing Health advice). Similarly, museums were also allowed to reopen with appropriate COVID-19 action plans – ie: social distancing, regular cleaning of displays and availability of hand sanitiser stations.

The Mallala Museum was fortunate to receive funding (endorsed by Council) from two rounds of the Federal Government’s Funding Stimulus Grants packages. This involved the refurbishment of the Upstairs Gallery as well as repairs to the ceiling, painting of walls and new carpet being laid. It was deemed that this work be undertaken whilst the Mallala Museum remained closed to the general public.

The contractors completed the much needed maintenance work in early December 2020. Cleaners have been engaged to clean and move back the original heavy cabinets. Committee members and volunteers have been busy unpacking boxes of artefacts (temporarily located downstairs in the Main Mill building). This work needs to be completed before the APCHC can consider reopening the Museum to ensure that both volunteers and members of the public can safely move through the building.

In order for the Mallala Museum to be reopened on a Sunday afternoon (as well as for group visits) the Manager Library and Community will need to complete the required State Government’s COVID-19 Safety Plan and ensure that risk strategies are assessed and addressed. Members of the public and volunteers rostered to work/conduct tours will need to check in when entering the building – either by accessing the QR code station and recording it on their mobile phone or manually completing COVID-19 contact tracing record sheets (which will need to be added to Council’s record management system). Also Museum volunteers will need to be trained and have an awareness of COVID-19 safety measures and practices.

It is suggested that a more detailed report (as well as an update of progress as discussed in this report) be brought to the March 2021 APCHC meeting for Members, and a date for the Museum’s reopening be set. As the Mallala Museum has been shut for almost a year, publicity for its reopening will need to be considered, planned and actioned.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – *Mallala Museum reopening – progress* dated 3 February 2021, receives and notes the report.”

Attachments

Nil

References

Legislation

Local Government Act (SA) 1999