



## **MINUTES of**

# **Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting**

**Held 14 May 2025 at 6:10pm**

### **Attendance at Meeting:**

**Committee Members:**

Bec McLean  
Jeffery Dezius  
Jennifer Dezius  
Kylie Jarman (part meeting)  
Lindsay Groth  
Matthew Monk - Chair  
Peter Gregory  
Rodney Hargrave

**Councillors:**

Jen Philp - Secretary  
Leanne Doran  
Adam Blakester

**Staff:**

Toni Averay – General Manager

**Apologies:**

Jackie Stibbard  
John Layton  
Angela Iskov  
Shannon Lee Johnson  
Theresa Layton  
Mick Raby - Director Infrastructure & Development

**Visitors:**

Alison Bayliss  
Ken Miller  
Deb Cook

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## 1 OPENING & WELCOME

The meeting opened at 6:10pm.

## 2 APOLOGIES BY COMMITTEE MEMBERS

Jackie Stibbard  
John Layton  
Angela Iskov  
Shannon Lee Johnson  
Theresa Layton  
Mick Raby - Director Infrastructure & Development

## 3 CONFIRMATION OF MINUTES

The minutes of meeting held 16 April 2025 were confirmed with the addition of Ken Miller and Deb Cook as attendees.

## 4 ITEMS

### 4.1 BUSINESS ARISING FROM PREVIOUS MEETING:

1. 2 x long term campers at the caravan park. 1 hasn't paid anything, Ranger has been notified, Police next step?  
Other camper is up to date with payments, has bought a house in Bundarra, waiting for date to move into it.
2. Cars speeding in 50km areas. We have traffic information, options to slow people down discussed.
3. Bundarra transfer station CCTV cameras noted - issue of animal carcasses being dumped still a concern.
4. EOI for s355 committee needs amending (mostly updating). This may need to be finalised once the Terms of Reference are done as well.

### ACTION:

1. Toni to follow up caravan overstayer with Ranger for next steps – Police assistance?
2. Matthew Monk to talk to Dean Cook (local police officer) and invite to meeting to discuss options to make streets safer.
3. Look at EOI and update as required, particularly around 'resident' changing to what interest you have in the area eg, business, reside etc.

### 4.2 TERMS OF REFERENCE

1. Suggest that the TOR be adopted and amendments identified over the next few months.
2. Noted they can be changed later by Council resolution initiated by Committee request.
3. Matthew noted that the name of the Committee could be changed by a request to Council, eg, change from Bundarra School of Arts Hall and Community Consultative s355 Committee to Bundarra Community Committee.
4. Update ToR to include 'live and/or have an interest in Bundarra'
5. Noted roles to be filled – Chairperson, Secretary, Treasurer, Bookings Officer (noted that Kylie has put her hand up to be nominated for the Bookings Officer).

**ACTION:**

1. Start to make amendments to the TOR in the future to bring to Council for adoption.  
Put on next Agenda for discussion.

**4.3 VOTE FOR COMMITTEE APPOINTMENTS**

**1. Chairperson**

Nominations: Matthew Monk and Jen Dezius  
After a secret ballot, Matthew was elected as the Chairperson.  
Matthew assumed the role of Chair immediately.

**2. Secretary**

Nomination: Councillor Jen Philp  
Accepted.  
Noted that Councillors are non-voting

**3. Treasurer**

Nomination: Bec McLean  
Accepted.

**4. Bookings Officer**

Nomination: Kylie Jarman  
Accepted.

5. Key Register for Hall. Ask around who has keys, who needs keys etc.  
Kylie Jarman and John Layton have keys, unsure of who else.

**ACTION:**

1. Find out who has keys for Hall, and who needs keys. Kylie, Matt and a spare set at the Bundarra Depot maybe?

#### 4.4 RTC FUNDING

1. RTC funding is in a dedicated Council bank account and dedicated reserve for use in Bundarra. Council will look for advice from Committee and community to decide what the funding can be used for?

Other funding opportunities include the following: Proposed Community Energy Upgrades Fund Round 2, grant closes 13 June 2025. Relates to community energy, will be 50% funded for local government bodies, need to be auspice by council. Must complete project by March 2028. Eg, solar on hall. Focused on energy efficiency for local governments existing operations.

Community Energy Upgrades Grant:

<https://business.gov.au/-/media/grants-and-programs/community-energy-upgrades-fund-round-2/community-energy-upgrades-fund-round-2-grant-opportunity-guidelines-pdf.pdf>

Discussion around what would be beneficial, if it's worth Council to put in for this grant, and then what would be the benefit. What has Solar in Bundarra, would it be beneficial, maybe for Grace Munro. Put towards Council to look at Grace Munro for this grant opportunity.

There are other grants from places that can be used for other things.

2. Carry the 27k over until next meeting, for discussion around what it can be used for and how it can benefit the community.

#### ACTION:

1. Council consider grant application for battery and solar panels at Grace Munro.
2. Put RTC funding on agenda for next meeting.

#### 4.5 SCHEDULE OF WORKS

1. Committee noted DID was seeking Committee advice on priority ramps in main street noting \$8k remaining - Rodney provided overview on current works plans noting issue of Telstra pits impacting on some options.

Committee to work out where they are needed. Rodney explained about ramps in the town, big issues are Telstra pits and where they are located. Preschool to main street...? What other sites might work? Outside the library/CWA building, might be an option if there is any money left over. New pram ramp at shop, done in a way for the water to drain away.

#### RECOMMENDATION:

##### That Council:

1. Acknowledge the current priority replacement pram ramp list may not proceed until Telstra has addressed the need to lower existing pits (which are Telstra assets), and the timing of this is indeterminant; and
2. Support expending the remaining Bundarra pram ramp budget (approximately \$8,000) instead, on the construction of a pram ramp servicing the preschool first, and if sufficient funding remains, then a pram ramp servicing the CWA/Library building second, and if sufficient funding remains, a third and successive pram ramps selected by the Committee in future.

**ACTION:**

1. David Counsel to write a letter to Telstra to get them to fix their pits. Get a list of what pits need to be looked at.
2. Peter Gregory to provide list of Telstra pits around town that need maintenance so Council can follow up.

**4.6 OTHER BUSINESS**

1. No lights on the bridge working, essential energy issue, maybe connected to the works on the bridge.
2. Main Street lighting. (used Gilgai as example). Essential energy to work on some of this, there is opportunities for Council to work with essential energy to change the types of light to reduce energy consumption.
3. Update on the works on the bridge, can council get an update?
4. Trees – in town, look at the Street Tree Policy for planting of new ones. Dead trees – work is scheduled in the coming months to sort this issue.
5. Dead trees out of town, fire hazard, could ask council to advocate on this with RFS. Also advocate to RFS with membership drive to do training activities to burn locally when conditions are right.
6. NEWA – Uralla council waiting for dissolution date, hopefully July, then Uralla will be taking over the weeds management in the shire. Privet right through Bundarra, particularly at Grace Munro, will need a weed action plan approved to focus on priority plans.
7. Open up these meetings to the community and make sure they have an understanding of what this committee is, what they are doing, get businesses involved etc. Distribution of the agendas and minutes to the wider Bundarra email distribution list, as per the Terms of Reference
8. Bringing more people to Bundarra  
Bundarra races look like they will be back on 5 October (long weekend). Once formalised to work with Council to see how they can help.  
Bundarra Garden Festival 8-9 November (?)
9. Water samples brought to try if committee wanted to.

**ACTION:**

1. Jenny Dezius to see if lights still not working on bridge and contact Essential Energy.
2. Council to look into options with essential energy for better lighting in main street.
3. Council to get an update from TfNSW regarding work on the bridge and distribute to Bundarra contacts.
4. Committee to look at Street Tree Policy, identify what they would like.
5. Identify where is a fire hazard outside of town, work with RFS to best mitigate these areas
6. Council to prioritise privet at Grace Munro and Preschool in a WAP.
7. Advertise the meeting agenda through Council channels (website, facebook, etc) and through local

contacts. Minutes at local places once accepted.

8. Meeting minutes are on Council website even before confirmation at next meeting.
9. Make Bundarra events calendar.

## **5 NEW ACTIONS ARISING**

<b>Actions Arising from this Meeting:</b>	<b>Who</b>	<b>Status</b>
1. Add Ken and Deb to 16 April 2025 meeting as attendees	ESO	Complete 15/5/25
2. Circulate the confirmed meeting mins to all Bundarra contacts	ESO	
3. Toni to follow up caravan park overstayer	GM	Emailed Ranger 16/5/25
4. Matthew Monk to talk to Dean (local police officer) and invite to meeting to discuss options to make streets safer	MM	
5. Look at EOI and update as required, particularly around 'resident' changing to what interest you have in the area eg, business, reside etc	ESO	Complete 15/5/25
6. Start to make amendments to the TOR in the future to bring to council for adoption. Put on next Agenda for discussion	BCC	
7. Find out who has keys for Hall, and who needs keys. Kylie, Matt and a spare set at the Bundarra Depot maybe?	BCC	
8. Council consider grant application for battery and solar panels at Grace Munro	GM	Emailed AM & A/DCC - 16/5/25
9. Put RTC funding on agenda for next meeting	JP	
10. Recommend to council that the 'preschool' ramp done first, then if there is any funding left over outside the CWA/Library building	ESO	Complete Council Report – 27/5/2025
11. Committee can write a letter to Telstra to get them to fix their pits	BCC	
12. Get a list of what pits need to be looked at. Peter Gregory to get a list of pits	PG	
13. Jenny Dezius to see if lights still not working on bridge and contact Essential Energy	JD	
14. Council to look into options with essential energy for better lighting in main street	DID	
15. Council to get an update from TfNSW regarding work on the bridge and distribute to Bundarra contacts	DID	
16. Committee to look at Street Tree Policy, identify what they would like	BCC	
17. Identify where is a fire hazard outside of town, work with RFS to best mitigate these areas	BCC	

Actions Arising from this Meeting:	Who	Status
18. Council to prioritise privet at Grace Munro and Preschool in a WAP	DID	
19. Advertise the meeting agenda through Council channels (website, facebook, etc) and through local contacts. Minutes at local places once accepted	ESO BCC	
20. Meeting minutes are on Council website even before confirmation at next meeting	ESO	Complete 19/5/2025
21. Make Bundarra events calendar	BCC	

## 6 RECOMMENDATIONS TO COUNCIL

1.	<p><b>That Council:</b>  <b>Complete the preschool ramp first, then if there is any funding leftover, outside the CWA/Library building.</b></p>
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## 7 CONCLUSION OF MEETING

The meeting was closed at 7:52pm.

Next meeting: 6:00pm  
 11 June 2025