



MINUTES of Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting

held 11 June 2025 at 6:00pm

Attachments:

1. Uralla Shire Council Tree Management Policy
2. Updated TOR for consideration including name change
3. Works Report as at 11th June
4. Public Works agenda for Water Security session

Attendance at Meeting:

Committee Members:

Peter Gregory
John Layton
Jackie Stibbard
Rebecca McLean
Matthew Monk - Chair
Angela Iskov
Alison Bayliss
Lindsay Groth
Kylie Jarman

Councillors:

Leanne Doran
Jen Philp - Secretary
Adam Blakester

Staff:

Toni Averay - General Manager
Mick Raby - Director Infrastructure & Development

Apologies:

Jeffrey Dezius
Rodney Hargrave
Jennifer Dezius
Theresa Layton
Shannon Lee Johnson

Visitors and guests

Ros Mason-Gaudern
Deb Cook
Carolyn McMullen

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1. OPENING AND WELCOME

The meeting was opened at 6:05pm

2. APOLOGIES BY COMMITTEE MEMBERS

Jeffrey Dezius
Rodney Hargrave
Jennifer Dezius
Theresa Layton
Shannon Lee Johnson

3. CONFIRMATION OF MINUTES

- The minutes of meeting held 14 MAY 2025 were confirmed with the addition of Adam Blakester amendments including.
- Add Kylie Jarman attended part of meeting
- Add dot point in TOR discussion
- Provide more detail about RTC funding
- Separate the funding discussion from the RTC funding
- David Counsell to investigate and write to Telstra re pits
- Distribute agenda and mins to wider community

ACTION:

Jen to amend and send to Sylvia for distribution.

4. ITEMS:

4.1 Business Arising From Previous Minutes

- 4.1.1 Complete.
- 4.1.2 Peter Gregory didn't get email, check email address.
- 4.1.3 Complete – one camper still in park, but community happy for them to stay.
- 4.1.4 Matthew Monk asked local police to attend meeting, has been referred to Inverell inspector to attend.
- 4.1.5 Completed. Click button on website may not be working.
- 4.1.6 See later item.
- 4.1.7 Complete – See later item.
- 4.1.8 Grant application unlikely to work. Requires assessment by a consultant on the energy save potential of the batteries. Would also need a co-contribution from USC that is not in the current approved budget. Council is not able to apply as not the manager of the facility.
- 4.1.9 Complete - See later item.
- 4.1.10 CWA has a pram ramp, Preschool has a pram ramp. Council are working on updating the ramp at the 'bottom shop'. They have to do quite a bit of work to get the slope right. Ongoing.
- 4.1.11 David Counsell to talk to Telstra re pits.
- 4.1.12 Jen to pass on list provided by Peter Gregory to David Counsell.
- 4.1.13 Lights still not working. Committee members to contact Essential Energy to report.
- 4.1.14 Contacted Essential Energy, they require a consultant to do a report. It might just be as simple as changing the globes, Mick to follow up.

- 4.1.15 Bridge isn't quite finished yet, they have to do some redesign and come back to complete. Footbridge is completed. Ongoing.
- 4.1.16 Ongoing, committee to look at tree planning policy.
- 4.1.17 Mick will bring up at the next Bushfire management meeting.
- 4.1.18 Ongoing .
- 4.1.19 Distribute meeting minutes to broader community including Bundarra facebook page, school newsletter, club, pub, shop etc.
- 4.1.20 Completed.
- 4.1.21 See later item.

ACTIONS:

1. Jen to check Peter Gregory's email address for sending agenda/minutes.
2. Matthew Monk to email Inverell police inspector list of what we want to discuss at meeting.
3. Mick Raby to check EOI click button on website working.
4. Consider Squadron Energy sponsorship/grants for Grace Munro.
5. Mick to add Pram ramp at bottom shop to list of current works.
6. David Counsell to talk to Telstra Re pits.
7. Jen to forward list from Peter Gregory to David Counsell.
8. Committee members to contact essential energy to report lights not working.
9. Mick to follow up on brightening the street lights.
10. Keep bridge on the works list for updates.
11. Committee members to look at tree planning policy, Jen to attach to mins.
12. Mick to bring up at next bushfire management meeting .
13. Jen/Sylvia to distribute meeting minutes to wider Bundarra community including Facebook, School Newsletter, Pub, Club, Shop etc.

4.2 Update EOI Form

Completed and on Council website.

4.3 Update Terms of Reference/Committee Name Change

Change to 15 members.

Change to 'staff attendance and support as requires and approved'.

Make name 'Bundarra Community Committee'.

Update contact list in Appendix.

Fix related policies to update new adopted policies.

ACTIONS:

Jen to amend TOR as above for committee approval at next meeting.

4.4 Events Calendar

We need a list of events, council can then support and advertise these through various channels.

With an idea of what events there are, we can plan grants and sponsorship for these events.

ACTIONS:

1. Jen to send out email asking for what events people know about.
2. Committee to help collate with what events they know to make a comprehensive calendar.

4.5 Keys for Hall

Kylie Jarman has 2 sets (including master set), Matthew Monk has a set, Jen Philp has a set, John Layton has a set and there is a set at the Bundarra Council Depot. Completed.

4.6 RTC Funding

Look at the events calendar when its done to see what we might be able to use some of this funding for. Discussion around noticeboard at the shop and a local doing some artwork/map for the area.

ACTIONS:

- 1. Peter Gregory to follow up on artist to see if they are still able to do artwork.**
- 2. Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop.**

4.7 Council Update

See Attachment 3

New water cart for Bundarra was approved at last council meeting.

Water security, public works doing a presentation on this soon. See attachment 4

Draft housing strategy, updated version is going to council this month. The biggest change that applies to Bundarra is a rural settlement strategy.

4.8 General Business

4.8.1 Grant application - [Strengthening Rural Communities — Small & Vital | FRRR](#)

Dean has completed and signed off, for variety of things with the library including training for computer use, part share of Uralla librarian and computer, printer and internet for Bundarra residents to use. Hope to hear after the 24/06/25. There are more grants in the future if this is unsuccessful

4.8.2 Advertising and information for community -Committee role and contacts

Let the community know what this committee is, who is on it, what they do and when meetings are. Proposed noticeboard near general store, see above for actions regarding this.

ACTIONS:

- 1. Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area.**
- 2. Update website and social media regarding the committee and upcoming information for it.**
- 3. Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses.**
- 4. Put contact details for Matthew and Jen on noticeboards.**

4.8.3 Caravan park needs/update

Council staff working on a site plan, signage, numbered sites, keys, booking system, etc for the town caravan park.

ACTIONS:

Kylie Jarman to work with Dean Wiley to get appropriate list completed

4.8.4 Bundarra Hall of Arts

Kylie has booking system. New fees and charges will start in the new financial year. Need to advertise the hall as a facility for the community. Use council channels to advertise.

Front room, can be set up an office for committee to use and make better use of the facility. There is some gym equipment there, need to work out who owns what.

ACTIONS:

John Layton to contact owners of gym equipment to see what they want to do with it.

5. LATE ITEM/S

5.1 QR Code For Emu Creek Camping

Discussion around best way to get donations from campers at Emu creek camp. New sign needed to help explain donation and where to donate. Discussion around how to quarantine funding from Emu Creek to be used in Bundarra.

ACTIONS:

**New sign at Emu Creek to outline how to donate when camping.
Investigate how donations can be used in Bundarra.**

5.2 Signs Around Town

Discussion around a sign at each end of town, indicating camping, toilets, food fuel etc. Rotary entrance sign project is ongoing, but wont have this information on it.

ACTIONS:

Council staff to look into signs to put at each end of town to indicate what services are in Bundarra.

5.3 Defibrillators For Bundarra

Committee highlighted the importance for a Defib map for Bundarra to identify where they are located throughout the community, and hours of accessibility. Angela is happy to train residents how to use them, mostly they 'talk' people through it. Local resident Jamie (?) does accredited training. Discussion around weather it was worth having one at the Hall for use too.

ACTIONS:

- 1. Angela Iskov to create a list/map of where they are located in Bundarra**
- 2. Bec McLean to ask Jamie for a quote to run a training session for the community.**

5.4 Nature Strip Near Garage

Notified of many cars and 'rubbish' on the nature strip near the garage.

ACTIONS:

Mick to get the Ranger to talk to the owners to have these removed.

5.5 Reverse Cycle Air Conditioning For Hall

Brief discussion around the cold night and if there could be better heating/cooling in the Hall.

ACTIONS:

Talk to council and get a quote to see if it would be viable. Also look for grant funding to help with this.

6. NEW ACTIONS ARISING FROM THESE MINUTES

New actions from this meeting:	WHO	STATUS
Previous Minutes - Jen to amend and send to Sylvia for distribution	JP/ESO	Completed 13/6/25
Jen to check Peter Gregory's email address for sending agenda/minutes	ESO	Completed 16/6/25
Matthew Monk to email Inverell police inspector list of what we want to discuss at meeting.	MM	
Mick Raby to check EOI click button on website working	DID	
Consider Squadron Energy sponsorship/grants for Grace Munro		
Mick to add Pram ramp at bottom shop to list of current works	DID	
David Counsell to talk to Telstra Re pits	MCI	
Jen to forward list from Peter Gregory to David Counsell	JP	Completed 16/6/25
Committee members to contact essential energy to report lights not working	BCC	
Mick to follow up on brightening the streetlights	DID	
Keep bridge on the works list for updates		
Committee members to look at tree planning policy, Jen to attach to mins.	BCC	
Mick to bring up at next bushfire management meeting.	DID	
Jen/Sylvia to distribute meeting minutes to wider Bundarra community including Facebook, School Newsletter, Pub, Club, Shop etc	JP/ESO	
Jen to amend TOR as above for committee approval at next meeting	JP	Completed 13/6/25
Jen to send out email asking for what events people know about	JP	Completed 13/6/25
Committee to help collate with what events they know to make a comprehensive calendar	BCC	
Peter Gregory to follow up on artist to see if they are still able to do artwork	PG	
Kylie Jarman to get quotes for new Perspex for the noticeboards at the shop	KJ	
Talk to Chris Clark (visitor information center) to get information out to Bundarra about the area	GM	
Update website and social media regarding the committee and upcoming information for it	ESO	Completed 30/5/25
Put information out to Bundarra facebook page, school newsletter, council website, noticeboards and Bundarra businesses	JP/ESO	
Put contact details for Matthew and Jen on noticeboards	ESO	
Kylie Jarman to work with Dean Wiley to get appropriate list completed	KJ/AM	
John Layton to contact owners of gym equipment to see what they want to do with it.	JL	
New sign at Emu Creek to outline how to donate when camping	DID	
Investigate how donations can be used in Bundarra	GM	
Council staff to look into signs to put at each end of town to indicate what services are in Bundarra	DID	
Angela Iskov to create a list/map of where they are located in Bundarra	AI	

New actions from this meeting:	WHO	STATUS
Bec McLean to ask Jamie for a quote to run a training session for the community	BMc	
Rubbish on nature strip - Mick to get the Ranger to talk to the owners to have removed	DID	
Reverse Cycle Air Conditioning in Hall - talk to council and get a quote to see if it would be viable. Also look for grant funding to help with this.	DID	
Peter Gregory to distribute newsletter hard copies to all businesses in Bundarra.	PG	
Mick/Toni to add committee members to email newsletter list.	MR/GM	

7. ONGOING ACTIONS FROM PREVIOUS MINUTES

Ongoing Actions:	Who	Status
Add Ken and Deb to 16 April 2025 meeting as attendees	ESO	Complete 15/5/25
Circulate the confirmed meeting mins to all Bundarra contacts	ESO	Ongoing
Toni to follow up caravan park overstayer	GM	Emailed Ranger 16/5/25
Matthew Monk to talk to Dean (local police officer) and invite to meeting to discuss options to make streets safer	MM	Ongoing
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
Start to make amendments to the TOR in the future to bring to council for adoption. Put on next Agenda for discussion	BCC	Complete 11/6/25
Find out who has keys for Hall, and who needs keys. Kylie, Matt and a spare set at the Bundarra Depot maybe?	BCC	Complete 11/6/25
Council consider grant application for battery and solar panels at Grace Munro	GM	Emailed AM & A/DCC - 16/5/25
Put RTC funding on agenda for next meeting	JP	Complete 11/6/25
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
Committee can write a letter to Telstra to get them to fix their pits	BCC	Ongoing
Get a list of what pits need to be looked at. Peter Gregory to get a list of pits	PG	Complete

Ongoing Actions:	Who	Status
		11/6/25
Jenny Dezius to see if lights still not working on bridge and contact Essential Energy	JD	Ongoing
Council to look into options with essential energy for better lighting in main street	DID	Ongoing
Council to get an update from TfNSW regarding work on the bridge and distribute to Bundarra contacts	DID	Complete 11/6/25
Committee to look at Street Tree Policy, identify what they would like	BCC	Ongoing
Identify where is a fire hazard outside of town, work with RFS to best mitigate these areas	BCC	Ongoing
Council to prioritise privet at Grace Munro and Preschool in a WAP	DID	Ongoing
Advertise the meeting agenda through Council channels (website, facebook, etc) and through local contacts. Minutes at local places once accepted	ESO BCC	Ongoing
Meeting minutes are on Council website even before confirmation at next meeting	ESO	Complete 19/5/2025
Make Bundarra events calendar	BCC	Ongoing

GM = General Manager
DID = Director Infrastructure & Development
MCI = Manager Civil Infrastructure
AM = Asset Manager
ESO = Executive Support Officer
BCC = Bundarra Community Committee

8. MEETING CLOSED/NEXT MEETING

The meeting closed at: 8:07pm

Next meeting to be held: 6:00pm - 16 July 2025