

Minutes for the Leards Forest Environmental Trust Inc. Meeting

Meeting Held: 8 November 2018 at 12:00pm

Venue: Boggabri Golf Club

Present: Darren Swain (DS), Lloyd Finlay (LF), Catherine Collyer (CC), Carolyn Nancarrow (CN), Julie Heiler (JH), Ros Solomon (RS), Ros Druce (RD), Sebastian Moreno (SM), Sarah Torrance (ST), John Hamson (JH), David Ross (DR), Debbie Corlet (DC)

Apologies: Peter Forbes (PF), Dan Martin (DM), Andrew Johns (AJ)

1. Welcome & apologies

DR welcomed everyone to the meeting and advised that the main focus of the meeting was to review three applications that have been received recently from community groups.

2. Declaration of pecuniary or non-pecuniary interests

LF – lease of country from WHC.

DR and DC paid for roles as chair and secretary.

3. Business Arising and Previous Minutes

From May Trust meeting – everyone was comfortable with the minutes and what was discussed.

List of community groups – needs to be collated as it is a very large list just within Narrabri Shire Council's directory, alone.

List of community groups – Julie to provide David with a list.

DR – Re photos for the Fact Sheet, that was put on hold when RS resigned from Council.

RS – Asked the group if they'd like the Fact Sheet to look like the current Trust funding application or a different look.

Agreement from members to keep it similar.

RS – Application, logos – Darryl will have a lot of ideas about Fact Sheets.

DR – Regarding the “who, what, when, why” – do you want me to get info from email?

RS – Some of that stuff is in the guidelines already and will send to DR to read over for feedback. RS and DR to coordinate and then pass to CCC to consider.

DR – Will write a letter to Stuart Todd confirming details of the meeting. DR wrote to him to make sure he's comfortable as a follow up after last meeting with NSC.

DR – Mentioned at the May Trust meeting that he had received (only the night before the Trust meeting) – an updated progress report regarding the green cestrum control project. He has since sent this report to members.

DR – to speak to Claire about previous grant and follow up on \$26,000 hadn't been spent by them. Back to the trust within 2 weeks from today.

DR – interest earnings on the trust account – to follow this up with Tim from Narrabri Shire Council. DR has emailed and phoned Council – they are unaware of that necessity.

JH – What is the contribution of the tonnage through the Trust.

DR – Darren, Dan, Tim and DR – propose to have another meeting in February with NSC and maintain good relationship. Will ask them about this issue.

LF – Will chase up as well – ACTION.

CC – It is the VPA's – 1.5% of the tonnage rate that goes to the Environment Trust – topping it up. That is an agreement (legal binding) – Council has with the Department. Council need to provide that information. If not provided, we send to the Dept to investigate where they are.

CN – They are collecting money and supposed to pass it to the Trust.

DR – We will follow up with Stuart Todd and get it provided prior to our May 2019 meeting.

JH – What about the financials?

RS – From the Shire?

DR – With the Audit \$100,000 – from the previous Minutes but still need clarification of the \$200,000.

4. Review and consideration of applications

Applications received are from:

- **Sacred Heart Parish** – Upgrade to Hygiene area (toilets). Funding amount requested is \$42,420. Project would protect and avoid current adverse effects on children's health.
- **Boggabri Men's Shed** – Sun power for man power (installation of solar panels). Funding amount requested is \$9,952.50. Project part of larger project as membership grows, there is a need for more space. Project will reduce bills / overheads.
- **Boggabri & Districts Historical Society / Men's Shed** – Keeping it cool (painted solar roof insulation). Funding amount requested is \$7,480. Is important for building's upkeep and will reduce energy bills.

Sacred Heart Parish

A discussion was then held about the application, identifying that a co-contribution wouldn't be made but it is an important service as it's the only child-care service in Boggabri. Furthermore, it was believed that further quotes should be sourced as the quote provided was questioned.

It was unanimously agreed that a recommendation should be made to the Parish for more quotes to be obtained and provided to the Trust.

DS – So people have seen what needs to be upgraded and comfortable that it does need to be done.

RD – Happy for the project to go ahead but requires further information and alternate quotes – alterations to the design, solar and sky light etc.

It was also identified by the Trust that the funding application in future should provide guidance on when more than one quote is required.

DS – Guidelines could be –

1 quote = if under \$10,000

2 quotes = if under \$50,000

3 quotes = if over \$50,000

Boggabri Men's Shed

A discussion was then held about the application, identifying that the proposal for solar panels was for a group that doesn't go out to make a profit – what they make – they put back in to the community.

JH – Promotes our community.

CC – Is that going to cover it all.

JH – Got the cost from the installer.

DR – Costing excludes solar metre installation.

CC – Suitable project for this group to fund.

JH – The museum's auspices – they look after the insurance – shed put in money and give it back.

ST – What are members like?

Everyone agreed to the application. JH excluded herself from the decision concerned that there may be a conflict of interest.

Boggabri & Districts Historical Society / Men's Shed

A discussion was then held about the application to paint an insulation material on the roof, identifying that more information is required.

DS – Need to be redo submission with all the work they want done with all the quotes then.

CC – Project is suitable – they need to come back with a proper quote for the whole project.

CC – In principal it is approved but they must come back with a full quote.

Agreed by all Trust members.

General Business

CN – Told the group of her resigning from the Joint CCC and Environmental Trust.

DR – Thanked Caz for her contribution and time.

RD – Do we need another community member? They must be on a CCC.

DR - Will mention it at the Joint CCC this afternoon.

Constitution

DR – Mentioned he has gone slow deliberately this year with the finalising of the Constitution. Lots of documentation to review by CCC members. I put in place that we get it finalised by the May 2019 meeting. Agreement by everyone

RD – Referring to WHC's comments on draft constitution, Clause No 13 – Determination of whether an application would get funding or not would be the responsibility of the community members and input from the mines – why was it (sole responsibility of community members) crossed out? We believe the

mines put the money towards the submissions and we look at all the submissions as a group but ultimately the decision lies with the CCC.

DS – The business would want some input into the final decision and it should be a whole of committee decision.

JH – I read somewhere that a hung decision that the community reps would make the ultimate decision.

DS – Spirit of the group work together to find the right answer.

CN – Group decision. Everyone is a member – it's that group decision. A hung decision – need clarification.

JH – Does David do that.

DR – I'd be uncomfortable with that as this isn't my community. Benefits to the community – much prefer that those who live here and work here or both.

DR – Direction for the Trust is to seek more information from the applicants. This is one of the committees we have in Boggabri that work well and we want to maintain that spirit. Is everyone comfortable with that approach.

All members agreed.

Nominations for 4 positions - President, Vice-President, Treasurer and Secretary.

DR sought nominations for positions on Trust for 2018/19. Four people were nominated:

Deb – Secretary

Treasurer – David

Vice-President – Cath

President – David

DR – Just wanted to make sure everyone is comfortable that Ros S will support the Trust now as a contractor. Everyone agreed that they were.

Date for next Meeting

Next meeting – Thursday 16 May 2019 at 12:00pm

Meeting closed 1:47pm

Action List

Action Owner	Action to be completed
JH	List of community groups – Julie to provide David.
DR	Photos for the Fact Sheet to be provided to RS (ongoing).
RS	RS and DR to coordinate the Fact Sheet and then pass to the CCC to consider.
DR	Claire from \$26,000 hadn't been spent by them. Back to the trust within 2 weeks from today.
DR, DS, DM, Tim	Meet with NSC in February
LF	To seek NSC clarification on the contributions they are to make
DR	Constitution finalised by May 2019.