

SHIRE OF WILLIAMS

MINUTES OF THE COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE
MEETING HELD ON TUESDAY 9TH SEPTEMBER 2008

PRESENT:

Moya Carne	Chairperson
Manuela Lenehan	Shire of Willams
Justine Harding	Williams Telecentre
Debbie Kemp	Williams Telecentre
Robyn Fowler	The Williams Newspaper

ABSENT:

Natalie Lees	Williams/Narrogin Landcare
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BUSINESS:

Opening

Moya opened the meeting by welcoming everyone and commenting on the smooth running of the group and its projects to date. Individual comments from attendants were then invited.

The Williams

Robyn brought up the issue of the floor in The Williams' room, although being cleaned regularly, being hard to keep clean as the surface seems to have some sort of coating on it. After discussing this it was agreed to investigate the possibility of stripping and then re-sealing the floor.

Robyn concluded that The Williams are happy with the current arrangement.
Moya thanked The Williams for their generous contributions to the Centre.

Funds for Upkeep of Furniture

Justine asked whether there is a plan to put aside funds for replacing materials / furniture as they age. Moya responded that the Shire has a Building Reserve Fund for such expenses, which must be budgeted for. Debbie pointed out that furniture should be exchanged before it gets too shabby, so planning ahead is advisable. Many customers comment on the high standard of the building, which it is desirable to maintain. Debbie also pointed out that LotteryWest too can help with such funding.

Increased Shire Contribution to Staff Hours

Justine brought up the question of recently increased staff hours being partially funded by the Shire of Williams. Debbie explained that extra staff have been needed as the Centre has been getting busier, including the Library which is a Shire concern. A general discussion of hours worked by various parties followed. Moya posed the question why extra work doesn't result in extra income with which to fund additional staff. Deb explained that some services, such as the library, do not generate an income, and rent and other expenses are always going up.

At the moment the Telecentre is putting on extra staff for about 4 hours per week and is seeking for this, and possibly a further increase, to be shared to some degree by the Shire.

Natalie Major joined the meeting at 3.35pm.

Additional Office Space

It was mentioned by Debbie and Justine that office space is in demand from individuals and agencies wishing to lease rooms within the Resource Centre, and it may be possible to extend the Resource Centre and create more offices. Moya explained that what would first be needed are a feasibility study and expressions of interest.

Debbie proposed that one possible plan was to extend the building on the eastern side of the Landcare office, building more offices there and turning the Landcare office into a filing area.

Moya pointed out that the Ambulance hall may become available in the future and could perhaps be turned into offices. This may take about two years. Alternatively it may become a venue for the Senior Citizens. Moya will report to Council to convey the Committee's view that additional office space would be useful and in demand.

Request for a Wardrobe Stand

Debbie made mention that it would be practical to have a hat stand / coat-rack in the foyer. Manuela agreed that this type of item, including an umbrella stand, would get a lot of use and help to keep the centre clean. Debbie is hoping to reduce the number of hats being left behind.

Cleaning

Moya enquired regarding the cleaning of the venue and it was reported all round that things were satisfactory.

Library

Debbie asked whether the Library needs anything, particularly extra shelving. Manuela replied that at the moment shelving was adequate in all areas except the talking books, more of which need to be returned at exchanges. Other library needs are generally minor and get addressed as they arise.

Use of Conference Room

Moya asked Debbie whether the video-conference room was getting a lot of use. Debbie and Robyn replied that it was used quite a lot, sometimes more, sometimes less, both by local organisations (such as the Fry Street Bookclub once a month) and by various groups from out of town.

Closure of Meeting

Moya will contact Natalie Lees regarding any input from her. Then, there being no further business, the meeting was closed at 3.50pm.