



**MINUTES OF A MEETING OF  
CLOSEBOURNE VILLAGE RESIDENTS COMMITTEE (C.V.R.C)  
Held on Saturday 22/02/2025 in The Meeting Room at 11:00A.M.**

1. **PRESENT:** John Droll (Chair) Kevin Stobbart (Secretary) Ron Travers (Treasurer)  
Stuart White, Barbara Fieldhouse, Julie Travers, Pauline Hogg, Mardi Droll.

2. **APOLOGIES:** Bob Richardson

3. **MINUTES OF PREVIOUS MEETING**

*Inaugural meeting of 2025 committee – No previous minutes.*

4. The chair noted that in the absence of any further nominated members, the standing committee for 2025 has exercised its rights under the constitution (as amended) three (3) additional committee members have been appointed as ordinary members. These members are Barbara Fieldhouse, Julie Travers, and Mardi Droll.

5. **BUSINESS ARISING FROM MINUTES**

No previous minutes for 2025 issued.

5. **REPORTS**

No monthly reports for January. Annual reports tabled at A.G.M. and accepted.

6. **OUTSTANDING ISSUES** – Nil.

7. **CORRESPONDENCE.**

**IN:**

7.1 Letter from a resident re deficit recoupment being a debt and proposal for recoupment. The chair pointed out that the deficit is NOT a debt, but a recoupment of costs incurred by the operator. It was sited that Keyton cost control for the village appears to be poor .

7.2 A letter from village management advising that the current resident appointed auditors have restructured and are now two entities, one to specialise in wealth/finance management while the other will become a stand-alone company “**goodCOM Audit & Assurance**”. This new audit company will be managed by the auditors from the previous company. As the period of appointment is also about to expire Keyton management is seeking direction from residents as to appointment of a new auditor in accordance with the Act.

7.3 Letter from a resident seeking procurement of an additional coffee machine for placement in the ~~chapel~~/pavilion area. The resident has also volunteered to maintain the machine and continue procurement of supplies in accordance with current practices.



**OUT:**

7.4 It has been noticed that there are three outstanding invoices for reimbursable supplies (Coffee & Biscuits) are now overdue. **ACTION POINT:** The Chair to write to village management requesting reimbursement and why it is taking so long to settle these issues.

7.5 In accordance with normal procedures the treasurer is to write to all previous resident fund cardholders who are no longer committee members seeking return of the debit cards.

**ACTION POINT:** The Treasurer.

**8. GENERAL BUSINESS.**

8.1 The committee has appointed new debit card holders with access to the resident's fund. The Appointed card holders are John Droll, Ron Travers, Pauline Hogg and Kevin Stobbart. **MOTION 1:** That representatives of the Closebourne Village Residents Committee approach the Newcastle Permanent Bank and advise that the following named personnel Mr John Droll (Chairman) and Mr Ron Travers (Treasurer) be issued with debit cards. Moved Pauline Hogg, Seconded Kevin Stobbart – APPROVED.

**MOTION 2:** The Newcastle Permanent Bank be formally advised that the following persons if not already appointed are to be listed as "Approved Signatories" for the Closebourne Village Residents fund, Mr John Droll, Mr Ron Travers, Ms Pauline Hogg and Mr Kevin Stobbart and that all previous approved signatories are to be removed. Moved Pauline Hogg Seconded Kevin Stobbart – APPROVED.

8.2 Further to minute note 7.2 of these minutes a further motion be put. **MOTION 3:** The C.V.R.C. notify village management that the resident preferred auditor is **goodCOM Audit & Assurance** and that the committee convene at the earliest possible time to allow residents to ratify the appointment of the aforementioned company by vote and/or ballot.

**ACTION POINT:** The Chair. Moved John Droll Seconded Ron Travers – APPROVED.

8.3 Following representations from residents the committee is to raise it's concern over the inadequate Villa Number signage and directions concerning the new stage 9 (Oval) development. It has been noted that the following issues need to be addressed:

- a) The lack of adequate Villa number signage indicating where the existing villas in the Oval development area are located. This has led to some suppliers not delivering goods to residents as they have no directions or identifying villa numbers to follow and also compromises emergency vehicle approaches to the area.
- b) Residents in the Oval area are concerned at the lack of any acknowledgement or feedback from management in regard to the status of various maintenance and garden written requests lodged.

8.4 With the advent of numerous changes in the structure of the village there is a concern that the existing key system and allocation is no longer effective **ACTION POINT:** The Chair to raise this issue with management and seek a resolution or action plan to address the issue.

8.5 Due to the current key situation the committee has resolved to change the access code for the chapel Key safe access key on a minimum of twice per annum and that only members of the committee and members of the bar tending team be advised of the new code "in Confidence" when that code is changed. **ACTION POINT:** Secretary to insert a new code as required.

8.6 With the pending upgrade of the chapel kitchen there is a need to relocate the old altar currently occupying part of the chapel floor. The committee recognises that this structure holds some religious significance for some residents. **ACTION POINT:** The chair is to discuss with management possible relocation positions and seek amicable resolution prior to refurbishment of the kitchen area commencing.

8.7 The committee has identified Julie Travers as deputy secretary and Pauline Hogg as deputy treasurer. The deputy chair will be nominated on a case basis as the need arises.

8.8 The committee has agreed that regular meetings will occur on the 3<sup>rd</sup> Tuesday of each month commencing at 2:00PM unless circumstances dictate otherwise. Due to a number of absences the March meeting has been put back one week.

Meeting Closed at 11:05A.M.

**NEXT MEETING:** 25<sup>th</sup> March 2025 commencing @ 2:00 P.M.

K. Stobbart  
CVRC Secretary  
On Behalf of  
J. Droll  
Chairperson  
Closebourne Village Residents Committee

Date: 26<sup>th</sup> February 2025