



MINUTES OF MEETING OF CLOSEBOURNE VILLAGE RESIDENTS COMMITTEE

Held on Tuesday 25th March 2025 in The Meeting Room at 2:00PM

1. **PRESENT:** J. Droll, R. Travers, J. Travers, P. Hogg, M. Droll, B. Fieldhouse, S. White, K. Stobbart.

2. **APOLOGIES:** R. Richardson.

The chair suspended the agenda temporarily to allow a resident to speak to the committee on two improvement suggestions.

- Repair/replacement of solar powered village entry lights.
- Suggestions for a removeable car parking area between the vegetable garden and the bocce court.

The committee has requested a more formal written proposal and cost estimate for the light repair/replacement.

The chair will discuss the carpark issue and costs with village management and explore possibilities etc. However, it was noted the proposed area is within the heritage curtilage area which will complicate things.

3. **MINUTES OF PREVIOUS MEETING - Accepted**

Moved: R. Travers

Seconded: K. Stobbart

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**

4.1 It was recommended and approved that the managers' report be removed from the agenda and only be included when necessary.

4.2 The chair reported on discussions with management concerning signage for the villas in the oval area. Management has stated that the signage is on order. The committee agreed that this process has been extremely slow in actioning.

4.3 The chair reported back on the outcome of discussions with management re the supply and payment for coffee and milk supplies. Management has stated that the existing arrangement for instant coffee and milk will remain but there is no obligation to provide additional coffee etc for the extra machine/s. Management will therefore not be supplying these items they will be a resident expense.

4.4 The chair also reported that the existing key allocation system has yet to be finalised and will require further action once all renovation has finished. It was noted that one key to the cupboards in the pavilion has already gone missing.

4.5 The secretary has advised that the access code for the key safe in the chapel has now been changed and will be changed more regularly.

5. REPORTS

5.1 Chairperson – Tabled for release

5.2 Secretary – No report for March

5.3 Treasurer – Tabled for release.

5.4 Social Sub-committee – No formal report, delegate provided an update and feed back on St Patrick's day and sausage sizzle event.

5.5 Constitution Working Group – No report. Awaiting outcome of next meeting scheduled for 28th March 2025.

Reports be accepted.

Moved: J. Droll

Seconded: B. Fieldhouse.
Carried

6. CORRESPONDENCE – In

6.1 Letter from resident seeking discussion on the village deficit.

6.2 Letter to chair raising questions about Closebourne house and the Closebourne estate.

6.3 Email from manager re coffee machine consumables and reimbursement.

6.4 Email from resident re Bar administration.

6.5 Invoice and request for re-imbursement of expenses.

7. CORRESPONDENCE – Out

7.1 Letter of response to questions raised by resident re Closebourne house and Closebourne estate

8 GENERAL BUSINESS

Numerous questions were raised concerning the village and resident facilities

8.1 The old alter in the chapel. Committee has been advised that this item will not be moved /relocated as it is considered part of the village heritage. This is contrary to earlier advice that the alter is not fit for purpose and will be relocated to Robinson house. Issue to be further discussed with management and resident population to seek amicable resolution.

8.2 Advice received that the new remodelled kitchen will not include a new commercial Grade oven. The committee has determined that this position is not acceptable as the existing appliance is a single oven and griller and is not fit for purpose when used for large events. It was also pointed out that a previous committee has had to purchase a warming oven to help facilitate the presentation of hot food.

8.3 Management has advised that a number of rooms in Robinson house previously allocated for resident use have become very untidy and are in need of cleaning out. With some rooms being crowded with "junk" that needs to be disposed of.

8.4 The issue of storage space in the pavilion has been raised. A number of boxes of stored items within this space have been removed without permission. It is also noted that the designated table storage area has been subsumed by music stands from the choir. This

is issue to be resolved.

- 8.5 The old wine barrel currently stowed in the workshop area needs to be relocated or Disposed of. It has been proposed to refurbish the barrel and install it as a table on the verandah of the billiards room in Morpeth House
- 8.6 The committee discussed the current status of the carpet bowls carpet and future use of the equipment. As no volunteers have come forward to offer to organise or run games and as the carpet has been severely damaged by rats when left outside for storage it is felt that the carpet should be disposed off and the carpet bowls offered for sale with the proceeds to go back into the resident's fund. A notice will be issued to all residents in the coming weeks seeking interest in purchasing the carpet bowls. If no interest shown an ad will be placed on "Gumtree" advising of sale etc.
- 8.7 The issue of storage of the garden umbrellas was raised but discussion on these and their future was postponed to a future date.
- 8.8 The committee has resolved that due to April being a busy month and the next sausage sizzle programmed for 18th April (Good Friday) no sausage sizzle will be conducted for the month of April.
- 8.9 The committee to seek formal resident endorsement for the appointment of auditors. It is recommended that the previous auditors KLM Accountants which have now split and formed a new audit company called "goodCOM audit & Assurance" be the preferred auditors. A resident vote for formal approval including a three-year tenure will be conducted at the next resident information session meeting.
- 8.10 Bar administration and management was discussed. The treasurer is to convene a meeting of the bar volunteers and discuss a number of issues. Including responsible service of alcohol etc. It is clear from advice received from the liquor and gaming authority that are currently doing everything that is required in terms of compliance with our section of the Act. However, a couple of recommendations have been made that need further discussion within the volunteer group.
- 8.11 The committee also discussed the present state of the resident fund due to number of concerns being raised concerning access and expenditure. This discussion resulted the following Motion being put. **MOTION** *No reimbursement of expenses for any claims put forward by residents will be reimbursed from the resident's fund unless prior written approval for the subject expenditure has been obtained from the Closebourne Village Residents Committee. Any such reimbursement claim/s must be accompanied by appropriate receipts and/or invoices relevant to the claim.*
Moved R. Travers. Seconded S. White. Carried.
- 8.12 For clarity the above motion will be subject to a number of rules/exclusions which are yet to be drafted and read in conjunction with the motion.
- 8.13 To enable the introduction of the motion at 8.10 of these minutes the committee resolved that all current and outstanding debts or monies owed will be settled at first opportunity. As number of these debts involve a payment from Keyton before settlement can occur with the individual the settlement of these outstanding amounts will be on an "as received basis".

8.14 It was further agreed that the committee inform residents of the new procedure on expenditure via newsletter, notice board and these minutes as released.

8.15 With the position taken by management with regard to coffee consumables purchasing the committee has elected to seek resident feedback on the future of the coffee machine and the introduction of a minimum charge per coffee.
At present all coffees and associated consumables are provided free of charge. This situation is not tenable in the long term as monthly expenditure can run as high as \$150.00 per month. The resident fund cannot support such ongoing expense/s.

8.16 A number of R&M issues were raised. These issues are:

- the storage of tables used by residents when conducting large events or happy hour etc being stored in the only toilet available in the chapel. This is unhygienic.
- The congestion in the chapel coms room and alcohol storage area created by the storage of various trolleys and other equipment and the overflow of such items into the designated exit door area. This is creating a safety hazard and also partially blocking safe egress in the event of an emergency.

These issues have been put back for future discussion by the committee.

Meeting Closed at 4:30 pm.

NEXT MEETING: 2:00PM Tuesday 15th April 2025

K. Stobbart for and on behalf of

Joyn Droll

Chairperson

Closebourne Village Residents Committee

Signature Date:

CVRC Chairperson's Report for the meeting on Tuesday 25th March 2025 at 2:00pm

1. Meeting with Peter Hoad, Village Manager

1.1. Auditor

I informed Peter about our decision to propose the retention of the current auditor. We agreed on a new 3-year contract to be put to the vote. Also suggested the timing be coincided with the FY06 budget. I agreed to confirm this in an email (CC CVRC).

1.2. Coffee Machine

Peter confirmed that Keyton will no longer fund this, as they never agreed to doing so in the first place. He claims that the practice was started by our previous Treasurer who issued invoices to the office staff with the comment "as agreed to with Peter".

1.3. Bar Responsibilities

Peter confirmed that he had been advised of the NY Eve complaint. He said this was the sole responsibility of the CVRC. He thinks the issue would be of little interest to the Office of Liquor and Gaming (or to Keyton) because of the nature of our retirement village License.

1.4. Signage for the Oval

Peter felt that this issue has become a bit of a "beat-up" on management. I informed him that the CVRC felt it necessary to escalate this to Nathan. His reaction was "go right ahead". He claims that there is no more he can do. The signs have been designed and are presently being manufactured by the Keyton suppliers. They will be installed as soon as they arrive.

As far as the incidents are concerned, he stated:

1.4.1. Ambulance

Protocols for all emergency services is well established. Services know where the maps are located and where the master key is stored. This information is updated monthly with the services. When a call is placed to the call centre, all protocols and village updates are sent to the vehicle via an iPad. He claims to have discussed this issue with Ambulance NSW who admitted to him that this did happen, but the recipient did not access the iPad map, thus causing the delay.

1.4.2. Woolies & Coles

Peter expressed a degree of cynicism to the claims that they refuse to deliver to the Oval. I must admit that I tend to agree that there is some "poetic license" to this claim. If any delivery vehicle, including Woolies & Coles, has any difficulty in finding a location in the village they either go to a village map or they go to the office.

1.5. Relocation of Altar

The concept of relocating the altar to Closebourne House has been entirely dismissed. Apparently, it is a requirement that the altar remain in the Chapel. This issue suddenly became a little more confusing when the kitchen upgrade has been redesigned subsequent to a meeting between Peter, Trevor Nye and Sandy White which I was not aware of and consequently did not attend.

1.6. New Kitchen Oven

Peter stated categorically that a new oven for the kitchen was entirely out of the question. For Keyton, there have been far too many adjustments and additions to the original scope of the entire project that inevitably and continuously go over budget.

1.7. Storage and Clean Up

Several storage and clean-up issues need to be addressed:

1.7.1. Robinson House

Peter is concerned that Robinson House is becoming a bit of a “junk room” and a potential OH&S problem. He intends to change the locking system and give access only to those who have been approved and then conduct a clean-up.

1.7.2. Workshop Tea Room

This too is being used as a storage room and needs cleaning up. He particularly has asked us to consider the Bowling Mat which has spent many years unused in the Secret Garden Marquis where it became a rat nest and quite possibly unusable; and the wine barrel.

1.7.3. Garden Pavillion

The key to the storage cabinets has gone missing. Peter intends to remove the locks and replace them with a magnet.

The distribution box must always have clear access. Peter has put a sign to that affect in that area.

The Cupboards have been designed so that all the tables can be stored. The table must be rolled in lengthways and then rolled sideways into the alcove. Sadly, the entire alcove has been filled with music stands. Interestingly, a sign has been put up to not touch the stands “by Order of Management”. I have suggested to Peter that if the stands are properly collapsed, they can be stored in a relatively small area, e.g. a shelf. We have agreed to further investigate this possibility.

Management have removed our decoration boxes ostensibly because they obstructed the distribution box. I need to investigate this further.

2. Other matters

I have replied to correspondence from Owen Shipp concerning Recurrent Charges.

I have replied to correspondence from Barry Guttridge mainly concerning Closebourne House and environs with much help from the Secretary.

As always, I have provided the CVRC with a draft. If no responses are forthcoming, I request the Secretary to release the correspondence.



J. E. Droll
Chairperson
Closebourne Village Residents Committee

CLOSEBOURNE VILLAGE RESIDENTS COMMITTEE
FINANCIAL STATEMENT FEBRUARY 2025

1 BAR		
	BAR INCOME	\$2,402.65
LESS	BAR EXPENSES	-\$1,420.42
	PROFIT /(LOSS) BAR	<u>\$982.23</u>
2 RAFFLES		
	RAFFLE INCOME	\$466.05
LESS	RAFFLE EXPENSES	-\$355.95
	PROFIT /(LOSS) RAFFLES	<u>\$110.10</u>
3 SAUSAGE SIZZLE		
	SAUSAGE SIZZLE INCOME	
LESS	SAUSAGE SIZZLE EXPENSES	
	PROFIT /(LOSS) SAUSAGE SIZZLE	<u>\$0.00</u>
4 OTHER INCOME		
	KEYTON REIMBURSEMENTS	
		<u>\$0.00</u>
5 OTHER EXPENSES		
	FUNCTION SUPPLIES	-\$170.72
	ADMINISTRATION ??????	-\$32.48
	SUNDRIES	-\$119.13
	T. NYE LIGHT RIGID LICENCE	-\$55.00
		<u>-\$377.33</u>
OPENING BALANCE		<u>\$6,436.25</u>
	1ST FEB 2025	
PROFIT /(LOSS) FOR MONTH		<u>\$715.00</u>
FUNDS AVAILABLE		<u>\$7,151.25</u>
	28TH FEBRUARY 2025	
BALANCE AS PER BANK STATEMENT		<u>\$7,151.25</u>
	28.2.2025	
CURRENT BANK BALANCE		\$7,151.25
BAR FLOAT		\$175.00

ACTIVITIES FLOAT	\$280.00
TOTAL CASH EQUIVALENT ASSETS	\$7,606.25

OTHER ASSETS	
REIMBURSEMENT FOR FISH POND REMEDIATION	\$178.15
REIMBURSEMENT FOR ADDITIONAL CROCKERY	\$102.00
REIMBURSEMENT FOR ADDITIONAL WOK	\$130.00
REIMBURSEMENT FOR SECRET GARDEN FOUNTAIN	\$59.20
	\$469.35
TOTAL ASSETS	<div>\$8,075.60</div>

EXPENSES CLAIMED THAT WILL NOT BE REIMBURSED	
COFFEE OCT 24	\$153.60
COFFEE NOV/DEC 24	\$101.25
COFFEE JAN 25	\$112.87
	\$367.72

THE ABOVE NEEDS TO BE ADDRESSED AS WE ARE RECEIVING NO INCOME FROM THE COFFEE MACHINE AND NO REIMBURSEMENT FROM KEYTON FOR COFFEE SUPPLIES. THIS COULD BE A POTENTIAL DRAIN ON FUNDS OF \$1000 P.A. A USER CHARGE EXISTS FOR ALL OTHER BEVERAGES PROVIDED BY THE CVRC .

AFFIRMATION

I confirm that the above information accurately reflects the accounts of the CVRC.

Ron Travers
Treasurer