

PEACEFUL BAY PROGRESS ASSOCIATION INC

Peaceful Bay WA 6333

ABN: 54389092839



AGM Minutes - DRAFT SATURDAY 7th JANUARY 2017

Time opened: 7pm

Present: as attached

Apologies: Hayden Jones, Jenny Broun, Paul Harris, Digby Mercer, Marian Rae

1. Confirmation of AGM Minutes from 2nd January 2016 meeting:

Moved Mavis Jones **2nd** Jim Burkett – **unanimous carried**

1. Business Arising

All items covered in General Business

2. President's Report

As attached

Jim Burkett moved a thank you to Callum Baxter (president) for his work to date – the floor approved and Mr Baxter humbly accepted.

3. Finance & Audit Report

As attached

Moved: Judi Coote **2nd:** Janine Phillips – **unanimous carried**

Appointment of auditor for next financial year.

Motion : To re-appoint Dot Ruck as auditor for 2017

Moved: Callum Baxter **2nd** Dot Kleeman – **unanimous carried**

Authorisation of signatories for bank account.

Motion: Authorise officers to amend relevant signatories for bank account.

Moved: Callum Baxter **2nd** Leanne Taylor – **unanimous carried**

4. Election of Office Bearers

Returning Officer : Jim Burkett

As attached

5 Subscription Amount for 2016/2017 Period

Motion: That the subscriptions remain at \$20 and become due following 31st October 2016

Moved : Callum Baxter 2nd Brian Jones - **unanimous carried**

Bank details for EFT

BSB: 633000

Acc: 129860540

6 General Business

Historical Pictorial of Peaceful Bay – expressions of interest to join the working group.

Telstra Mobile Phone Tower – This was requested by the community for several years and is now operational. It has been installed along a fire break to the north of the Gap Track. Thanks to State Government, Royalties for Regions and Shire of Denmark for their efforts and support in making this happen.

Northern Spur Track - The Northern Spur pedestrian access track to the swimmers beach was closed during 2015. A motion was passed at the February Committee Meeting to make a request to Shire of Denmark to reinstate this track. The track has since been reinstated.

Playground Fence – As an alternative to fencing the playground, a motion was passed at the May Committee Meeting to make a request to the Shire of Denmark to supply signage stating - "Keep your Dogs on a Leash at all Times". Two signs have since been installed.

Lease Review – (refer to attached report by Jim Burkett) the nearest leasehold areas of significance adjacent to Peaceful Bay are those of Windy Harbour in the Shire of Manjimup and Cheynes Beach in the City of Albany. Current lease documents for both these areas were procured and reviewed during the year. A direct comparison was made of these to the current Peaceful Bay lease. In summary, the review confirmed a) that none of the three areas had a 'guaranteed extension or term', b) there is a remarkable similarity between lease terms for all three areas and c) the only significant difference being that Windy Harbour leases renew their lease term of 20 years on sale or transfer of lease to another owner.

Comments from members;

- Leaseholders desire a greater security of tenure
- Wish to replicate Windy Harbour lease ie renewal of lease term on transfer of ownership noting this has occurred with the Peaceful Bay Caravan Park lease when the lease changed hands
- Make this an ongoing discussion with the Shire of Denmark to have leases modified to include suggestion above

Shade Sails over Oval Playground – installed earlier this year. Thanks to Shire of Denmark for financial support to complete this project. Maintenance of sails is ongoing and they will be removed during winter months and reinstalled prior to summer each year.

Entry Statement for Peaceful Bay – to identify Peaceful Bay with an entry statement and additional information bay.

MOTION: That the Peaceful Bay Progress Association proceed with planning and design of an entry statement and additional information bay at Peaceful Bay

Moved : Judi Coote 2nd Callum Baxter - **36 in favour / 2 against carried**

7. Other Business

Janine Phillips (2015 and 2016 Vice President PBPA) - thanked the members for supporting her in being elected to the Denmark Shire Council. Janine urged everyone to register to vote. She is pleased to be representing the Kent/Nornalup Ward and will be battling for equal funding for Peaceful Bay. Janine noted a community strategic plan survey will be circulated soon by the Shire of Denmark and encouraged all members to submit ideas. Janine believes sewerage is our biggest priority so that the town does not have tenure issues in the future. Upgrading and bitumising Tindale Road / Nornalup Road is also a high priority as it would service many people from the Pemberton / Manjimup / Rocky Gully / Mt Barker / Katanning region and provide alternative access if the existing Hwy 1 was not available. Janine encouraged the members to ask for what they want – don't presume we won't get it. And ask for big projects. She noted that Shire revenue from lease rates was substantial and wants to ensure the Shire was fiscally transparent and responsible.

Sealing of East Avenue – it was suggested by members that East Avenue should be sealed to minimise maintenance and prevent dust to residents. A discussion was had and it was decided that alternative to sealing be investigated such as dust suppressant.

Second Access Road for Peaceful Bay – members noted that there was only one road in and one road out of Peaceful Bay. If a fire or such event closed the existing access then the community is potentially trapped. It was recommended that a second access road be established at Peaceful Bay. It was recognised that DPaW have recently been working on reducing fuel loads (prescribed burns) in the vicinity of Peaceful Bay to lessen the immediate risk of bushfire to the village.

Rubbish Tip Intersection – it was noted by members that the rubbish tip intersection was dangerous due it being on a bend in Peaceful Bay Road and that the designated speed limit in that zone on Peaceful Bay Road was 90km/hr. It was agreed that the speed zone designation in the vicinity of the intersection be reduced to 60km/hr.

Additional Community Facilities - members requested more community facilities at Peaceful Bay. These included ocean front BBQ area with gazebo and playground. Tennis court, skate park, full size basketball court and bike trails in the bush plus additional cycle paths. The Committee will work toward achieving the goals of the community.

Sewerage Infrastructure - members requested Government bodies research alternative sewage treatment methods for Peaceful Bay with an entire solution for freehold and leasehold and caravan park. Community members noted that we need to be talking with Government bodies now and not wait until a problem arises. Possible funding from regional government initiatives eg Hyden STED system – www.watercorp.com.au

Time closed: 8:30pm

Next meeting: Next AGM date and time to be advised. Next Committee Meeting Monday 9th Jan at 9am. Committee Meeting dates for the remainder of 2017 to be determined at the next Committee Meeting.

7th January 2017 Annual General Meeting Peaceful Bay Progress Association

Attendee List

	NAME	Address in Peaceful Bay	If you would like to receive minutes and updates from the PBPA include your email address
1	Leanne Taylor	38 Fourth Ave	✓
2	Jude Lebock	192 FIFTH AVE	✓
3	Graeme Lebock	192 FIFTH AVE	
4	Tenny Diddelaw	66 2nd Ave	✓
5	Caroline Diddelaw	66 2nd Ave	✓
6	Gill Irvine	65 2nd Ave	✓
7	Josanne McNamee	16 East ave	✓
8	Jean McNamee	16 East Ave	✓
9	Alan McFarland	54 2nd Ave	✓
10	SANDRA FROST	152 EAST AVE	✓
11	Eddie Glanny	60 Second Av	glanny@border.net.com.au
12	Peter Stevens	5 First Av	✓
	BANDY MATTHEWS	19.4 AVE	✓
14	Graham Challey	8 West	gchalley@westnet.com.au
15	Ryan Bosley	8 West	rbosley@westnet.com.au
16	Naielle Bosley	8 West	✓
17	JOHN COWCHER	195 5 TH	
18	HEIDI COWCHER	195 5 TH	
19	REN GUVISI	20 15 TH	
20	Van Graham	98 3rd Ave	
21	Geoff Graham	98 3rd Ave.	geoff@mandabs.com.au

7th January 2017 Annual General Meeting Peaceful Bay Progress Association

Attendee List

	NAME	Address in Peaceful Bay	If you would like to receive minutes and updates from the PBPA include your email address
22	JRM BURKETT	25 FIFTH AVE	LJB
23	MAVIS JONES	83 THIRD AVE	mfj
24	BRIAN JONES	"	-
	Michelle Burkett	18 Fifth Ave.	-
26	Colin WESTBROOK	3 FIRST AV.	W
27	JO WESTBROOK	a >	W
28	Janine Phillips	25 FIFTH	JP
29	Amber Ward	199 Fifth	AW
30	JUDITH OTTAWAY	33 EAST	JO
31	Heiko Opitz	88 Third Ave	H. Opitz
32	Katrina Phillips		KPhillips
33	MIKE HOAL	100 Third Ave	MH
	Dot Kheeman	111 Third	DK
35	Jan Kheeman	111 Third	JK
36	Katie Eddington		
37	Emma Holland	1 Second Ave	EH
38	Cellum Baxter	1 Second Ave	CB
39			
40			
41			
42			

PRESIDENTS REPORT – AGM 2017

Reflecting on 2016 the Peaceful Bay Progress Association has remained active with the help of volunteers and hard working committee members to whom I give much thanks.

We've seen the installation of shade sails over the new playground, re-instated pedestrian access to the main beach, completed re-sealing of the information bay, undertaken maintenance of timber railings and walkways, provided advice on installation of the new mobile phone tower, re-flooring in the Hall, and rebuilding of the storage area on the back of the Hall, all in addition to the many other tasks undertaken by the Progress Association.

Thanks to the Shire of Denmark for assisting with many of these projects in a financial and operational capacity. We know that everyone benefits from these new facilities and the efforts of your Progress Association.

One of our larger tasks is general maintenance around the Bay which is largely undertaken by Jeremy Newman. His diligent and tireless efforts result in the fantastic looking village which we all enjoy. His efforts sometimes go unpaid, but are not unrecognised, and we often receive positive feedback on his work. Currently we are working toward an increase in our annual maintenance budget to cover the additional work Jeremy currently performs around the Bay.

Many thanks to previous councillors Kelli Gillies and Roger Seeney for elevating the profile of Peaceful Bay over recent years with regard to maintenance and infrastructure matters. And thanks to current Shire President David Morrell and Councillor Peter Caron for continuing to support our efforts at Peaceful Bay.

And finally, congratulations to our long standing Committee member and Vice President Janine Phillips for her successful election to the Denmark Shire Council which ensures the Peaceful Bay community will continue to have solid representation and be heard.

Callum Baxter – President 2016

PEACEFUL BAY PROGRESS ASSOCIATION INC

**AUDIT REPORT
FOR THE YEAR 1 NOVEMBER 2015 TO 31 OCTOBER 2016**

I have undertaken an independent review of the financial activities of the Peaceful Bay Progress Association Inc for the year 1 November 2015 to 31 October 2016.

From the summaries of receipts and payments kept by the Association's treasurer together with all supporting documentation I have prepared the attached financial report for the year.

I believe the books of account are a fair and accurate representation of the Association's financial activities for the year.

A handwritten signature in black ink, appearing to read 'D J Ruck', written in a cursive style.

D J Ruck
Accountant
5-Dec-16

PEACEFUL BAY PROGRESS ASSOCIATION INC
FINANCIAL STATEMENT
FOR THE YEAR 1 NOVEMBER 2015 TO 31 OCTOBER 2016

Last Year	Opening Balance - 1 November 2015	This Year
1,143.65	Bendigo Bank - Club Cheque Account	5,445.30
47,901.81	Bendigo Bank - Term Deposit	49,312.91
25,180.05	Bendigo Bank - Extra Cash Management Account	22,253.91
<u>74,225.51</u>		<u>77,012.12</u>
	Add Receipts	
380.00	Donations & Sponsorship	245.00
3,275.00	Subscriptions	3,170.00
1,236.70	Fundraising - Fun Day etc	1,496.00
1,285.00	Floats	1,000.00
78.80	Cans	
2,000.00	Hall Upgrade - Shire	
20,550.00	Reserve Maintenance Grant	22,000.00
1,800.00	Number Plates - Sale of Plates	650.00
13,608.00	Lotterywest Funding	
4,033.00	Dreams of The Bay	
320.00	Hall Hire	275.00
180.00	Book Sales	
1,484.96	Interest	1,321.66
<u>50,231.46</u>		<u>30,157.66</u>
	Less Payments	
1,200.00	Number Plates - Cost	400.00
19,325.40	Reserve Maintenance	21,857.15
4,525.00	Hall Lino	
602.47	Laptop	
	Electric Urn	139.00
13,608.00	Lotterywest Grant Onpaid to Shire	
	Lotterywest Grant - Repaid Unspent Funds to Lotterywest	131.00
517.44	Playground	270.00
819.47	Fun Day & Fundraising Costs	696.81
1,285.00	Floats	1,000.00
1,200.00	Cleaning	900.00
479.86	Newsletter Costs & Website & Signage	362.62
263.60	Stationery & Computer Supplies/Repairs	359.67
128.60	Trailer & Bike Licences	78.35
79.28	Repairs & Maintenance & Signage	910.00
436.00	Audit & FESA Fees	442.00
24.55	Bank Fees	
100.00	Petty Cash	100.00
2,124.18	Dreams of The Bay	
	Gift Voucher	205.95
726.00	Insurance - Public Liability	726.00
<u>47,444.85</u>		<u>28,578.55</u>
2,786.61	Cash Surplus/(Deficit) for the Year	1,579.11
	Closing Balance - 31 October 2016	
5,445.30	Bendigo Bank - Club Cheque Account	19,702.75
49,312.91	Bendigo Bank - Term Deposit	50,604.09
22,253.91	Bendigo Bank - Extra Cash Management Account	8,284.39
<u>77,012.12</u>		<u>78,591.23</u>

**PEACEFUL BAY PROGRESS ASSOCIATION INC
FINANCIAL STATEMENT
FOR THE YEAR 1 NOVEMBER 2015 TO 31 OCTOBER 2016**

CHEQUE ACCOUNT RECONCILIATION

Opening Balance at 1 November 2015	\$5,445.30
Plus	
Income for the Year	28,836.00
Transfer in from Extra Cash Management Account	14,000.00
	<u>42,836.00</u>
Less	
Transfer out to Extra Cash Management Account	
Payments for the Year	28,578.55
	<u>28,578.55</u>
Closing Balance at 31 October 2016	19,702.75

BENDIGO BANK TERM DEPOSIT (No: 130304355)

Opening Balance at 1 November 2015	\$49,312.91
Plus	
Interest Earned for the Year	1,291.18
BALANCE INVESTED AT 31 OCTOBER 2016	<u>\$50,604.09</u>

Term Deposit reinvested for a further term of 6 months to mature 20 April 2017 (at 2.42% pa)

BENDIGO EXTRA CASH MANAGEMENT ACCOUNT (No: 129861167)

Opening Balance at 1 November 2015	\$22,253.91
Plus	
Interest Earned this Year	30.48
Transfer In from Cheque Account	0.00
	<u>30.48</u>
Less	
Transferred out to Cheque Account	14,000.00
CLOSING BALANCE AT 31 OCTOBER 2016	\$8,284.39

PETTY CASH RECONCILIATION

Opening Balance 1 November 2015	9.90
Plus: Reimbursement	100.00
	<u>109.90</u>
Less: Expenses	
Postage	5.40
Computer Virus Protection	39.95
	<u>45.35</u>
Cash on Hand 31 October 2016	\$64.55



ELECTION OF OFFICE BEARERS – 2017

Presided over by: *Tim Burkett* . – Returning Officer

	Position	Nominee	Proposer	Seconder	Outcome
	President	<i>Callum Baxter</i>	<i>Tim Burkett</i>	<i>Araceme Liddellow</i>	<i>Y</i>
	Vice President	<i>Maris Jones</i>	<i>Maris Jones</i>	<i>Leanne Taylor</i>	<i>Y</i>
	Treasurer	<i>Katie Eddington</i>	<i>Emma Holland</i>	<i>Corrainne MacNamara</i>	<i>Y</i>
	Secretary				
	Committee Member	<i>Hayden Jones</i>	<i>Dot Kleeman</i>	<i>Leanne Taylor</i>	<i>Y</i>
2	Committee Member	<i>Judi Coote</i>	<i>Leanne Taylor</i>	<i>Maris Jones</i>	<i>Y</i>
3	Committee Member	<i>Janine Phillips</i>	<i>Leanne Taylor</i>	<i>Emma Holland</i>	<i>Y</i>
4	Committee Member	<i>Emma Holland</i>	<i>Callum</i>	<i>Amber Ward</i>	<i>Y</i>
5	Committee Member	<i>Leanne Taylor</i>	<i>Emma Holland</i>	<i>Judi Coote</i>	<i>Y</i>
6	Committee Member	<i>Greg Wrobel</i>	<i>Janine Phillips</i>	<i>Callum Baxter</i>	<i>Y</i>

A minimum of six Committee Members and maximum of eight.

COMPARISON OF LEASE DOCUMENTS.

City of Albany.....Cheyne Beach
Shire of Manjimup.Windy Harbour
Shire of Denmark...Peaceful Bay

TERM OF LEASE.

Cheyne Beach	21 years, no Option for renewal
Windy Harbour	20 years, no Option for renewal --see below
Peaceful Bay	21 years, no Option for renewal – see below

Both Windy and Peaceful add " but if Lessee not in default, or if lease not terminated and the Lessor intends to grant a further lease then the Lessee has first right of refusal to take up the lease on the terms and conditions. Lessor cannot offer the lease to any other party on better terms or conditions."

PERMITTED USE.

All three----Holiday Cottages
All three ----No sub letting, mortgage or assignment without the consent of the Lessor and the Minister for Lands.
Cheyne Beach -- cannot be the Primary Place of Residence
Windy Harbour- may have short term tenancies if not more than six months
PeacefulBay--- may have permanent residents with approval of Lessor.

SURRENDER OF PROPERTY.

Cheyne Beach ---Unless notified by the Lessor, remove all buildings and improvements thereon and restore the leased property to the condition it was in immediately prior to the first Development, whether such building or improvements relate to a time Before, During or after this Lease.
Windy Harbour---Remove all the Lessee's fixtures, fittings and improvements which are erected or installed on the Demised Premises unless consent to remain is obtained from the Lessor.
Peaceful Bay -----Remove from the Demised Premises all the Lessee's fixtures and fittings , all the improvements and the dwelling/cottage which are erected or installed or placed on the Demised Premises.....unless approval for them to remain is obtained from the Lessor

RENTAL REVIEWS.

Cheyne Beach-----a/ Market Review Date every 3rd year . Rental set by a Valuer appointed by the Lessor – at the Lessee's expense.
b/ Annually, excluding the Market Review Year, by C.P.I
Windy Harbour----Lease Fees determined by the Lessor on an Annual basis.
Peaceful Bay ---- a/ Rent Review by the Valuer General every fifth year
b/ Rent variation in all other years by C.P.I.—provided that the rental payable will not be less than the rental payable immediately prior.

INSURANCE

Cheyne Beach -----a/ Public Liability of \$20m
b/ Building Policy
Windy Harbour----a/ Public Liability of \$5m
b/ Fixtures, Fittings and Improvements as the Lessee deems necessary
Peaceful Bay ----a/ Public Liability of \$10m
b/ Fixtures, Fittings and Improvements as the Lessee deems necessary

WATER AND SEWERAGE

Cheyne Beach-----50,000litre tank

Windy Harbour---Demised Premises to be connected to any provided reticulated power and potable Water within 10 years or less.

Peaceful Bay-----4640litre tank. Demised Premises to be connected to any reticulated potable water that becomes available to the settlement of Peaceful Bay....such water supply having been provided by the Economic Regulation Authority or by way of a private scheme....within no later than two years.

Sewerage connection the same as water conditions at Peaceful Bay.

PETS

Cheyne Beach --- No pets animals or birds

Whilst I have not commented on every aspect of these three leases, as most of the sections are legal requirements and similar to all three. I have attempted to supply a comparison picture of the main clauses.

Cheyne Beach appears to be a different type of lease with more conditions that are not applicable to the Peaceful Bay Community, and could be onerous.

Windy Harbour and Peaceful Bay leases are almost word perfect copies.

Jim Burkett

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1st October 2016