

Community Reference Group Meeting Notes

- Date:** Wednesday 20 February 2019
- Time:** 5.30pm for 6pm start until 7.30pm
- Venue:** The Cottage, Thomas Street Centre, 1 Thomas Street Nailsworth
- Chair:** Ben Footner (Manager Library Services)
- Note taker:** Melissa O’Kelley (Senior Library Officer)
- Attendees:** Prue Blaikie, Caroline Ashmeade, Anna Graves, Sue Michael, Shaun Lyon, Frances McKenzie-Smith, Sharron Ward, Bob Barrett
- Other Attendees:** Liz Gunn (Community Development Officer), Chris Newby (CLIC Project Lead), Merran Fyfe (Manager Arts & Events)
- Apologies:** Brendan Lott, Deputy Mayor Matt Larwood, Ali Blake, Kym Whittington, Reb Rowe, Tyler Gates

1. Welcome – (Ben Footner)

2. Update on design and construction – (Chris Newby)

- Powerpoint presentation by Chris of latest designs
 - Naming of facility
 - Council workshop on 5 March to discuss naming along with a consultant
 - Leasing of tenancy spaces
 - Expressions of Interests to be released soon
 - Tenancy in Town Hall has restrictions/limitations/criteria due to nature of the space
 - Furniture, Fittings and Equipment
 - Revised completion date for the facility is 4 October 2019
 - Budgeted for \$700k for furniture which architect didn’t adhere to
 - Have managed to get it down to \$739,708

3. Proposed booking system – (Liz Gunn, Merran Fyfe, Ben Footner)

- Council is trialling ‘Space to Co’ booking platform
 - Customers able to book spaces
 - Currently being trialled in Prospect’s parks and gardens
 - Possibility of using it for meeting room bookings
 - Demonstration video shown
- Discussion of criteria for booking Council’s meeting rooms
 - Ben discussed Adelaide City’s booking fee structure
 - Based around activity type
 - Merran discussed Burnside and Mitcham’s booking fee structure
 - Burnside based around group type with peak/off peak fees
 - Mitcham has component in fee structure for local businesses/residents to receive a discounted fee
 - ACTION: Send links to CRG of Burnside, Mitcham, and Adelaide City booking fees, as well as current City of Prospect fees and charges

- CRG feedback
 - Concern expressed by several members regarding booking priority and booking fees for the community groups they represent
 - Suggestion that some groups receive an exemption from fees
 - CRG would like time to think about fee structure/booking priorities and discuss at the next meeting

Meeting closed at 7.30pm.

Next meeting to be held on Wednesday 3 April 2019 at 6pm – 7.30pm (*refreshments available from 5.30pm*) at the 'Cottage' behind the library at 1 Thomas Street Nailsworth.