



Meeting Minutes

Version No. 1

Soldiers, Sailors and Airmen Memorial Trust

Meeting Name	Soldiers, Sailors and Airmen Memorial Trust	Meeting No	1 - 2022
Meeting Date	Tuesday, 15 February 2022		
Meeting Time	11:30am		
Meeting Location	City of Greater Geraldton, Greenough Room		
Attendees	Mayor Shane Van Styn, <i>Chairperson</i> Ken Morris, <i>RSL Trustee</i> Karl Edwards, <i>RSL Trustee</i> Ross Davies, <i>Community Appointed Trustee</i> Barry Stinson, <i>Community Appointed Trustee</i> Paul Radalj, <i>Director Corporate & Commercial Services</i> Gabrielle Wilkinson, <i>Maintenance Facilitator</i> Brooke Rafferty, <i>Treasury Officer</i> Jane Bagshaw, <i>Senior Management Accountant/Analyst</i>	By Invitation	
		Apologies	
		Distribution	As above

1. Open Meeting

Meeting opened at 11:38am

2. Welcome and Apologies

No apologies received.

3. Appointment of Trustees

4. 2020-21 Financial Investments

5. City of Greater Geraldton Annual Contribution

6. LATE ITEM: Birdwood House Lease Extension

7. General Business

8. Close Meeting

Meeting closed at 11:52am



APPOINTMENT OF TRUSTEES

AUTHOR: B Rafferty, Treasury Officer
DATE OF REPORT: 19 January 2022
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: No

BACKGROUND:

In line with the Geraldton Sailors and Soldiers' Memorial Institute Act 1929, the Soldiers, Sailors and Airmen Memorial Trust is made up of the Mayor of the City of Greater Geraldton, two (2) RSL appointed trustees and two (2) community appointed trustees.

ADMINISTRATIVE COMMENT:

The Mayor of the City of Greater Geraldton, Mayor Shane Van Styn, is appointed as Chairperson.

As per the Geraldton City RSL Sub Branch minutes from the Annual General Meeting held on 26 September 2021, Mr Ken Morris and Mr Karl Edwards are appointed RSL Trustees for the 2022 calendar year.

Mr Ross Davies and Mr Barry Stinson have nominated themselves to continue on as Community Trustees. No further nominations have been received.

OFFICER RECOMMENDATION:

That Mr Ross Davies and Mr Barry Stinson be appointed as Community Trustees.

That Mr Ken Morris is appointed as the RSL Trustee for a two year term (2022 and 2023), and Mr Karl Edwards is appointed as the RSL Trustee for a one year term (2022) in line with the Act.

COMMITTEE DECISION:

That Mr Ross Davies and Mr Barry Stinson be appointed as Community Trustees.

That Mr Ken Morris is appointed as the RSL Trustee for a two year term (2022 and 2023) and Mr Karl Edwards is appointed as the RSL Trustee for a one year term (2022) in line with the Act.

MOVED: Ross Davies

SECONDED: Barry Stinson

CARRIED BY CONSENSUS



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2020-21 FINANCIAL INVESTMENTS

AUTHOR: B Rafferty, Treasury Officer
DATE OF REPORT: 2 February 2022
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: Yes (x1)
2020-21 Financial Investments

BACKGROUND:

Report on financial investments undertaken on behalf of the Sailors, Soldiers and Airmen Memorial Trust for the period ending 30 June 2021.

INVESTMENT ACTIVITIES:

At 1 July 2020, the Geraldton Sailors & Soldiers Memorial Investment had a balance of \$31,384.63.

The following outlines the reinvestment profiles up to 30 June 2021.

- 1st September 2020 - \$31,416.27 invested for 3 months @ 0.20%
- 1st December 2020 - \$31,431.93 invested for 3 months @ 0.20%
- 1st March 2021 - \$31,443.56 invested for 3 months @ 0.05%
- 1st June 2021 - \$31,447.52 invested for 3 months @ 0.05%

Current Term Deposit Signatories:

Shane Van Styn	Mayor – Chairperson of the Trust
Paul Radalj	Director of Corporate & Commercial Services
Renee Doughty	Chief Financial Officer
Brooke Rafferty	Treasury Officer

CHEQUE ACCOUNT ACTIVITIES:

At 1 July 2020, the Memorial Trust's Cheque Account had a balance of \$15,236.63.

The balance of the Memorial Trust's Cheque Account at 30 June 2021 is \$15,236.63.

It is to be noted that the Invoice for the 2020-21 contribution from the City of Greater Geraldton (Invoice #7 dated 02/06/2021) was received 02/07/2021 and will show in the Cheque Account Activities for 2021-22.

Current Bank Account Signatories:

Shane Van Styn	Mayor – Chairperson of the Trust
Bob Davis	Former Director of Corporate and Commercial Services
Paul Radalj	Director of Corporate and Commercial Services
Renee Doughty	Chief Financial Officer



RECOMMENDATION:

1. 2020-21 Financials Investments be accepted.
2. Bob Davis is removed from the bank account signatories and Jane Bagshaw, Senior Management Accountant / Analyst is added.

COMMITTEE DECISION:

1. **2020-21 Financial Investments be accepted**
2. **Bob Davis is removed from the bank account signatories and Jane Bagshaw, Senior Management Accountant / Analyst is added.**
3. **Investigate the rates for a 12-18 month term for the Geraldton Sailors & Soldiers Memorial Investment and re-invest with the best rate.**
4. **Add the 2021-22 contribution from the City of Greater Geraldton to the re-investment of the Geraldton Sailors & Soldiers Memorial Investment.**

MOVED: Karl Edwards

SECONDED: Ross Davies

CARRIED BY CONSENSUS



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Geraldton Soldiers, Sailors & Airmen Memorial Trust 2020-21 Financial Statement

	2020-21	2019-20
MEMORIAL TRUST CHEQUE ACCOUNT		
Opening Balance	15,237	13,900
INCOME (exclusive of GST)		
City of Greater Geraldton	-	4,000
TOTAL INCOME	-	4,000
EXPENDITURE (exclusive of GST)		
Eastman Poletti Sherwood	-	1,035
Returned and Services League of Australia	-	1,925
TOTAL EXPENSES	-	2,960
GST on Income	-	400
GST on Expenditure	-	104
Balance Carried Forward	15,237	15,237
MEMORIAL TRUST TERM DEPOSIT		
Opening Balance	31,385	31,095
Interest Earned	63	289
City of Greater Geraldton		
Balance Carried Forward	31,448	31,385
GERALDTON SOLDIERS, SAILORS & AIRMEN MEMORIAL TRUST BALANCE	46,684	46,621

I declare that the grant amount specified above has been spent in accordance with the purpose and conditions for which it was granted and that this financial acquittal statement is a true and fair record of the transaction for the project / program.

Ross McKim

Reviewed by Chief Executive Officer [Ross McKim \(May 9, 2022 16:25 GMT+8\)](#)

Date 09/05/2022



CITY OF GREATER GERALDTON ANNUAL CONTRIBUTION

AUTHOR: B Rafferty, Treasury Officer
DATE OF REPORT: 9 February 2022
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: No

BACKGROUND:

The City of Greater Geraldton previously offered the Geraldton Soldiers, Sailors and Airmen Memorial Trust a Service Agreement for the delivery of core services to the community. This Service Agreement expired 30 June 2021.

At the Ordinary Meeting of Council on 25 May 2021, Council resolved to:

APPROVE PROVISION in the 2021-22 to 2030-31 Long Term Financial Plan to conditionally allocate \$4,000 per annum for the life of plan to the Geraldton Sailors, Soldiers and Airmen Memorial Trust for the preservation of Birdwood House.

ADMINISTRATIVE COMMENT:

To ensure the continuation of services provided by the Geraldton Soldiers, Sailors and Airmen Memorial Trust, the City of Greater Geraldton offers a contribution of \$4,000 for 2021-22.

In line with the Council resolution above, \$4,000 is provisionally allocated in the 2021-22 to 2030-31 Long Term Financial Plan each year up to and including 2030-31. The allocation will be confirmed (or otherwise) during the budget deliberations in the June prior to each financial year.

RECOMMENDATION:

That the City of Greater Geraldton's 2021-22 contribution be accepted and an invoice issued to request the release of the funds.

COMMITTEE DECISION:

That the City of Greater Geraldton's 2021-22 contribution be accepted and an invoice issued to request the release of the funds.

MOVED: Karl Edwards

SECONDED: Barry Stinson

CARRIED BY CONSENSUS



BIRDWOOD HOUSE LEASE EXTENSION

AUTHOR: K Edwards, RSL Representative
DATE OF REPORT: 14 February 2022
FILE REFERENCE:
APPLICANT / PROPONENT: The Trustees
ATTACHMENTS: Yes (x1)
Birdwood House Lease Agreement

BACKGROUND:

The purpose of this report is to seek a decision from the Trustees on the extension of the lease of the land and premises known as Birdwood House between the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute and The Returned and Services League, Geraldton City Sub-Branch (the RSL).

ADMINISTRATIVE COMMENT:

The existing lease commenced 1 July 2015 and expired 30 June 2020. The existing lease includes 2 options to renew the lease of five years each, the first of which has not been formally accepted.

The RSL have continued to utilise the land and premises since 1 July 2020 in line with the intention of the lease option to renew the agreement. Formally extending the lease will confirm the terms of the lease agreement.

I am moving this motion to formalise the lease extension for the first of the five year options to 30 June 2025 under the same terms of the existing lease agreement.

RECOMMENDATION:

That the Trustees agree for a lease extension to be offered to the RSL to 30 June 2025, in line with the current lease agreement.

COMMITTEE DECISION:

That the Trustees agree for a lease extension to be offered to the RSL to 30 June 2025, in line with the current lease agreement.

MOVED: Ross Davies

SECONDED: Karl Edwards

CARRIED BY CONSENSUS

GERALDTON SAILORS AND SOLDIERS'

MEMORIAL INSTITUTE TRUST

- AND -

THE RETURNED SERVICES LEAGUE

GERALDTON CITY SUB BRANCH

TENANCY AGREEMENT

This AGREEMENT is made the day of 20

BETWEEN

The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute ("the Trustees")

AND

The Returned and Services League, Geraldton City Sub-Branch (the RSL)

WHEREAS

The Trustees are registered as the proprietors of all the land and premises known as BIRDWOOD HOUSE being the whole of the land comprised in Certificate of Title Volume 1035 Folio 737 together with the buildings, chattels and improvement erected and standing thereon ("the Premises") by virtue of the Geraldton Sailors and Soldiers' Memorial Institute Act 1929 as amended ("the Act") as attached in "Annexure A".

AND WHEREAS the Trustees with the approval of the Governor are authorised under Section 6(c) of the Act to lease the said land for the term with or without the right to renewal or option to purchase and subject to such covenants conditions and agreements as they may think fit.

AND IT IS HEREBY AGREED between the parties as follows:-

1. The Trustees agree to demise the Premises to the RSL for a period of five (5) years, with the option to renew the agreement for an further five (5) years and then an additional five (5) years, commencing 1 July 2015 and ceasing 30 June 2020.
2. The RSL will pay to the Trustees the sum of one dollar (\$1.00) per annum as rental and will pay the rental on demand.
3. The RSL will refuse admission to the building or premises to any person or persons and if any such person or persons have gained

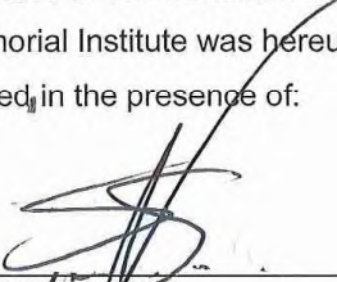
admission will see that they are removed from the premises by normal process of the law.

4. The RSL will have the right to use all furniture and chattels provided by the Trustees for their use and will keep all such furniture and chattels in good order and condition, fair wear and tear expected.
 5. The RSL will provide the Trustees with a complete inventory of all contents of the building and appurtenances thereto.
 6. The RSL will pay all charges for electric light, power, gas and water.
 7. The Trustees may at all reasonable times enter with or without work persons and inspect the premises and shall have the right at all reasonable times to hold meeting on the premises.
 8. The RSL will pay all outgoings in respect of the buildings and land including insurance which shall be affected with an insurance company approved by the Trustees and for an adequate amount to cover the replacement cost of the buildings and contents.
 9. If the RSL make default in the performance of any of the conditions hereof and if such default shall continue for a period of thirty (30) days from the posting of a notice in writing specifying such default addressed to the RSL President. The Trustees may by further notice in writing of intention to cancel this agreement and if such default has not been remedied within the time allowed by the second notice may cancel this agreement.
 10. The RSL retains the right to sublet the premises and land and to enter into lease agreements with organisations or persons as approved by the RSL. All revenue received to remain the revenue of the RSL.
 11. The RSL while conforming to the covenants and conditions hereof shall have quiet use and enjoyment of the land and buildings hereby demised.
-

EXECUTED AS A DEED:

The COMMON SEAL of the)
Trustees of the Geraldton Sailors')
Memorial Institute was hereunto)
affixed, in the presence of:)





CHAIRPERSON



SECRETARY

The COMMON SEAL of the)
Returned and Services League)
Geraldton City Sub-Branch was)
hereunto affixed in the presence)
of:)





PRESIDENT



SECRETARY

Signature: 
[Sheri Moulds \(May 9, 2022 15:56 GMT+8\)](#)

Email: sherim@cgg.wa.gov.au



GENERAL BUSINESS

AUTHOR: B Rafferty, Treasury Officer
DATE OF REPORT: 9 February 2022
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: No

This item relates to current actions outstanding from previous meetings and new items for discussion.

Date	Officer	Action	Status
February 2022	B Stinson G Wilkinson	Maintenance Schedule	<p>PRIORITY WORKS</p> <ul style="list-style-type: none">• Portico• Concrete Cancer Work• Outside Brick Paving• Painting Exterior Timber• Wall Dampness and Other Interior <p>Priority works are still current with the portico and concrete cancer work the highest priorities.</p> <p>B Stinson to look to see if the latest quotes are still current and if required, obtain updated quotes.</p> <p>B Stinson and G Wilkinson to start working on a submission for funding in the next round of Heritage Grants.</p>

COMMITTEE DECISION:

Dependent on eligibility criteria, the City of Greater Geraldton or Trust makes an application for funding in the next round of Heritage Grants for the current priority works.

MOVED: Ken Morris

SECONDED: Karl Edwards

CARRIED BY CONSENSUS