

### **Shire of Northam**

Minutes
Community Grants Assessment
Committee Meeting
11 March 2021



#### **DISCLAIMER**

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the committee.

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# Community Grants Assessment Committee Meeting Minutes 11 March 2021



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#### 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4pm.

#### 2. ACKNOWLEDGEMENT TO COUNTRY

Cr Antonio acknowledged the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

#### 3. ATTENDANCE

#### Committee:

Shire President C R Antonio
Deputy Shire President J E G Williams
Councillor C P Della

#### Staff:

Community Development Officer J Hawkins Executive Manager Community Services Jo Metcalf

#### 3.1 APOLOGIES

Nil.

#### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

#### 3.3 ABSENT

Councillor A J Mencshelyi Chief Executive Officer J Whiteaker

#### 4. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.



As defined in section 5.61 of the Local Government Act 1995, an **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Nam	ie	Item No.	Name	Type of Interest	Nature of Interest
Community Scheme Applicat	Grants ions	11.1	Cr C R Antonio	Impartiality	Member of the Northam Hockey Club who may benefit from a decision made.
Community Scheme Applicat	Grants ions	11.1	Cr. C P Della	Impartiality	Member of the Northam Hockey Club who have applied for funding

#### 5. PUBLIC QUESTION TIME

#### 5.1 PUBLIC QUESTIONS

Nil.

#### 6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.



#### 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

Nil.

#### 8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

#### 9. CONFIRMATION OF MINUTES

9.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 10 FEBRUARY 2021

#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.16

Moved: Cr Della Seconded: Cr Williams

That the minutes of the Community Grants Assessment Committee meeting held on 10 February 2021 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

## 10. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

Nil.



#### 11. COMMITTEE REPORTS

#### 11.1 COMMUNITY GRANT SCHEME APPLICATIONS

File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

#### **BRIEF**

For the committee to assess and make a determination on a grant application received as part of the Community Grants Scheme.

#### **ATTACHMENTS**

Attachment 1:	Grant Evaluation Report 2020/2021 Applicant S3: Northam Lawn Tennis Club Junior Open Day.
Attachment 2:	Grant Evaluation Report 2020/2021 Applicant S4: Northam Amateur Basketball Association Junior Windup Sponsorship
Attachment 3:	Grant Evaluation Report 2020/2021 Applicant A10: Avonvale Primary School P&C Sponsorship of Easter Disco
Attachment 4:	Grant Evaluation Report 2020/2021 Applicant S5: Northam Hockey Club Development Officer
Attachment 5:	Grant Evaluation Report 2020/2021 Applicant S6: Northam PCYC Northam Night Hoops

#### A. BACKGROUND / DETAILS

The 2020/2021 Community Grants Scheme Guidelines guide the application process and evaluation of the Program and Events and the Sport & Active Recreation Grants.

Applications opened on Monday, 3 August 2020 and will remain open until further notice.

The Shire of Northam Community Grants Assessment Committee has been formed to oversee and make determinations on all matters associated with the Community Grants Scheme.



The following applications have been received and are being presented for assessment:

Applicant	Grant Type	Project	Amount requested
Northam Lawn Tennis Club - Application S3	Sport & Active Recreation Grant	Junior Open Day	\$300
Northam Amateur Basketball Association – Application S4	Sport & Active Recreation Grant	Junior Wind-up Sponsorship	\$600
Avonvale Primary School – Application 10	Community Program & Event Grant	Avonvale Primary School P & C	\$2,000
Northam Hockey Club - Application \$5	Sport & Active Recreation Grant	Club Development Officer	\$7,500
Northam PCYC – Application S6	Sport & Active Recreation Grant	Night Hoops Northam	\$7,500

#### **B. CONSIDERATIONS**

#### **B.1** Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic

activities

Outcome: Provide a range of quality activities for specific

demographics, including seniors and youth

#### **B.2** Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for program/event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

#### **B.3** Legislative Compliance

N/A



#### **B.4** Policy Implications

N/A

#### **B.5** Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

B.6 KISK IMPIIO	cations		
Risk Category	Description	Rating (likelihood x	Mitigation Action
		consequence)	
Financial	Nil.		
Health & Safety	COVID-19 risks and social distancing for large gathering.	Minor (2) x Possible (3) = Moderate (6)	COVID-19 Safety Plan to be submitted and approved by the Shire.
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

#### C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Reports (Attachment 1,2 & 3).

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 3 applications.

#### Applicant \$3

roject Amount
requested
Junior \$300 ay ject Cost
1



#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.17

Moved: Cr Della Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Lawn Tennis Club for \$300 for sponsorship of the Northam Junior Open Day tennis tournament.

CARRIED 3/0

#### Applicant \$4

Applicant	Grant Type	Project	Amount
			requested
Applicant \$4 Northam Amateur	Community Sport & Active Recreation Grants	Junior Finals and wind-up	\$600
Basketball Association		Total Project Cost \$	

#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.18

Moved: Cr Della Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Amateur Basketball Association for \$600 for sponsorship of the Northam Junior Finals and Wind Up.

CARRIED 3/0



#### Applicant 10

Applicant	Grant Type	Project	Amount
			requested
Applicant 10 Avonvale Primary School P&C	Community Program & Event Grants	Avonvale P&C Easter Disco  Total Project Cost	\$2,000
		\$2,600	

#### **RECOMMENDATION**

That the Community Grants Assessment Committee approve a grant to Avonvale P&C for up to \$1,390 for sponsorship of the Avonvale P&C Easter Disco.

Clarification was sought in relation to:

- Why it was not recommended to grant the full \$2,000 as requested. The
  Executive Manager of Community Services advised that there were
  fundraising components in the grant budget that were not eligible, and
  these were removed.
- Whether the project and P&C groups are eligible, as it is not something Council would normally support. The Community Development Officer advised that in previous years this project would not be eligible through Councils Community Grants Scheme, but it is eligible under the 2020/2021 guidelines in supporting community groups to recover from COVID-19.

It was discussed among Councillors that the amount requested was quite high for a regular school disco that will also achieve some fundraising outcomes for them.



#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.19

Moved: Cr Della Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Avonvale P&C for \$500 for sponsorship of the Avonvale P&C Easter Disco.

CARRIED 3/0

#### Reason for Change to Officer Recommendations

The Committee formed the view that the amount requested was excessive for the purpose of the funding.

#### Applicant \$5

Applicant	Grant Type	Project	Amount requested
Applicant S5 Northam Hockey Club	Community Sport & Active Recreation Grants	Northam Hockey Club Development Officer	\$7,500
		Total Project Cost \$27,000	

#### **RECOMMENDATION**

That the Community Grants Assessment Committee approve a grant to Northam Hockey Club for \$7,500 for the Northam Hockey Club Development Officer, upon clarification regarding direct relationship of this wage to the project and confirming that it is not recurrent.

Cr Antonio advised the committee that the item could be referred to a full Council meeting given two members of the committee have declared an interest.

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Clarification was sought over eligibility as they are seeking funding to employ someone. The Community Development Officer said the club advised that the funds would be used as seed funding, with the view to secure other funding to make the position ongoing.

Discussion was held regarding the review of the Community Grants Scheme currently being undertaken. This review is looking at strategic funding for clubs and community groups for which this could be a good rest case. Cr Della suggested the Northam Hockey Club be advised to re-apply pending this new grant structure being adopted by Council.

#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.20

Moved: Cr Della Seconded: Cr Williams

That the Community Grants Assessment Committee DOES NOT approve a grant to Northam Hockey Club for \$7,500 for the Northam Hockey Club Development Officer

CARRIED 3/0

#### Reason for Change to Officer Recommendation

The Committee formed the view that this could be deemed as a recurrent salary and therefore is not eligible as per the grant guidelines. The club should be advised to re-submit pending the direction of the 2021/2022 Community Grants Scheme.

#### Applicant S6

Applicant	Grant Type	Project	Amount
			requested
Applicant S6 Northam PCYC	Community Sport & Active Recreation	Northam PCYC	\$7,500
	Grants	Total Project Cost \$28,394	

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#### **RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.21

Moved: Cr Williams Seconded: Cr Della

That the Community Grants Assessment Committee approve a grant to Northam PCYC for \$7,500 for Night Hoops Northam.

CARRIED 3/0





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<u> </u>		
Application S3 – Northam Lawn Tennis Club Junior Open Day Summary of Application		
Project Summary	Sponsorship of the Northam Junior Open Day a tournament organised by the Northam Lawn Tennis Club. It encourages junior tennis players from the Wheatbelt and surrounds to come together for competition and socialisation.	
Applicant	Northam Lawn Tennis Club	
Amount requested	\$300 (ex GST)	
Quotes to support request Financial Statements Detailed Project budget	Quotes not required as request does not exceed \$500.  Total Budget \$950  Tennis balls - \$120  Advertising - \$80  Catering - \$200  Trophies - \$550  Other sponsorship provided by Extreme Contracting.	
	Assessment Criteria	





Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions:  (i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups  (b) Provide ongoing support for sporting groups;  (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2  There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.





Procuring from local suppliers	Unknown
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	The event promotes tennis in Northam following the early closure of the 2019/20 season.  The club have implemented COVID-19 procedures and these will be in place over the tournament.
Comment	Sponsorship of this event of other tennis events has generally been provided in previous years through the Shire's Community Sponsorship grant category. This is the first time the sponsorship has been requested for a junior tournament.





Application S4: Northam Amateur Basketball Association Summary of Application	
Project Summary	Sponsorship of Northam Amateur Basketball Association finals and wind-up.
Applicant	Northam Amateur Basketball Association
Amount requested	\$600
Quotes to support request Financial Statements Detailed Project budget	Pool and slide passes for Junior players - \$600
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 <u>restrictions</u> :





Response Strategy/ Framework	(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups  (b) Provide ongoing support for sporting groups:  (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2  There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Procuring from local suppliers	Yes
Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	Encouraging active participation post COVID-19.
Comment	This request was submitted as a fee <u>waiver</u> however, does not meet the eligibility and was therefore referred to the Community Grants process.





Eligible as club sponsorship.





Application – Avonvale Primary School P&C	
Project Summary	Sponsorship of Avonvale Primary School P& C Easter Disco. With sessions for lower primary, and upper primary. Includes a visit from the Easter bunny, DJ, food, games & prizes.
Project/Event Date	31 March 2021
Applicant	Avonvale Primary School P & C
Amount requested	\$2,000
Quotes to support request	Supplied:
	Wheatbelt Party Hire
	Avon Valley Pro Audio DJ & Karaoke (providing 25% discount)
	Wheatbelt Face Painting
	Domino's Pizza (providing 25% discount)
	Avon Valley Bakery
Financial Statements	Not provided.
Detailed Project budget	Total Project Costs - \$2,600
	Hire Northam Town Hall - \$80
	Hire Northam Community Bus - \$50
	Wheatbelt Party Hire - \$300



# SET FOR COMMUNITY PROGRAM & EVENT GRANTS 2020/2021

	Decorations - \$200
	DJ & lighting - \$300
	Face painting & Easter Bunny - \$180
	Bouncy castle - \$450 (estimated)
	Catering - \$480
	Administration & promotion - \$80
	Prizes - \$480 (not eligible)
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	c) Community iii) Medium term actions (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 1.5 The Shire of Northam is recognised for its education services and research and development excellence. OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive.  Objective: Improved facilities and activities for youth are available within the Shire.
Procuring from local suppliers	Yes





Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	The need for the event has been identified by the P&C members in consultation with the school staff, in an effort to unite the school community and improve the student focus and rewarding all students for their efforts.  After disruptions of the 2020 Covid-19 pandemic and consequent school closures, home learning,
	lockdown/isolation the Easter Disco will bring together the Avonvale Primary School Community.
Comment	Avonvale Primary School P & C were unable to carry out many of their normal fundraising activities last year due to the impacts of COVID-19 and are seeking some support to host a Disco for the students. The Disco will also have a fundraising component with raffle prizes, excluded as eligible as part of this grant.
	As a not-for-profit organisation, the P&C are eligible for funding, however these groups have not been supported through community grants in previous years.
	They are requesting \$2,000.
	Recommend the Committee support the Shire Hire fees for the Town Hall & Community Bus and major expenses of Wheatbelt Party Hire, DJ, face painting and catering, totalling, \$1,390.00.





Appli	Summary of Application
Project Summary	Northam Hockey Club is seeking funding for the engagement of a Hockey Development Officer. This would be done in partnership with Hockey WA who hav committed to the region through the planned Festival of Hockey in May 2021. The aims of the Northam Hockey Development Officer project are to:  • Promote hockey as an inclusive sport for all age • Increase the level of local Aboriginal involvement in hockey  • Work with Hockey WA to identify and develop strategies to promote hockey within the Shire of Northam  • Increase the level of junior participation in hocked in 2021  • Engage with local schools to promote hockey
Applicant	Northam Hockey Club Kelsey Lawrence
Amount requested	\$7,500
Quotes to support reque	st Total Project Cost - \$27,000
Financial Statements	Festival of Hockey - \$10,000
Detailed Project budget	Wages - administration - \$5,000
	Hockey Development Officer - \$7,500



# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

	Printing and promotional material - \$2,500
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	c) Community  (a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;  (i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups  (b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.





	Objectives:
	· Maintain a range of sporting facilities in Northam townsite, as expected of a Regional Centre;
	· Maintain local facilities in other local communities in the Shire of Northam;
	· Facilitate the provision of varied cultural and artistic activities;
	Provide a range of quality activities for specific demographics, including seniors and youth;
	· A range of outdoor leisure activities available throughout the Shire of Northam;
	·To have well maintained reserves within the Shire of Northam.
Procuring from local suppliers	N/A
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	Covid-19 had a significant impact on winter sports in 2020. Wile hockey was one of the only sports in Northam to have a season during this time, it was challenging. Out of this challenge an opportunity was identified to raise the profile of the sport and get more people active in our community and playing hockey.





	Junior development is a significant need in Northam Hockey. The attrition rate appears high with conversion of players from junior into senior ranks high. This was identified as an issue by Northam Hockey in 2020 and has resulted in a stronger alignment between junior and senior teams. Having a development officer is seen as the next step in building on this initiative and creating a stronger sport providing an opportunity for all ages.
Comment	The purpose of engaging a Club Development Officer aligns with the purpose of the Community Sport & Active Recreation grants, by seeking to expand and develop the sport of hockey and by increasing participation in sport.  Further clarification has been requested regarding the direct relationship of this wage to the project and
	confirming that it is not recurrent.





Арр	lication S6 Northam PCYC Summary of Application
Dunin at Communica	Night Hoops Northam
Project Summary	Night Hoops is a diversionary program for Youth aged from 12 – 18 years old based around Basketball.
	The night commences at 7.00pm and finishes at appro 10.30pm with all participants being bused home. The evening includes structured basketball competition and healthy dinner.
	The evening is run by a Tournament Manager, umpire youth workers.
	Youth Police Officers will also be in attendance.
	Previous Night Hoops programs run in Northam have attracted up to 75 young people per session.
Applicant	Northam PCYC in conjunction with the Stephen Michael Foundation and WA Police, Northam.
	Jane Atterby
Amount requested	\$7,500
Quotes to support request	Total Project Cost - \$28,394
Financial Statements	Full Hire of Northam Recreation Centre - \$6,000
Detailed Project budget	Hire of Community Bus - \$500
	Catering Lucy's Tea Rooms - \$1,000





	Applicant cash - \$2,100 Other grants/sponsorship - \$12,294 Other - \$6,500	
Assessment Criteria		
Not-for-profit community organisation or sporting club	Yes	
Located within the Shire of Northam municipality	Yes	
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	c) Community  (3) Continue to work closely with community support and youth agencies to coordinate service delivery;	
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.	
	Objectives:	
	· Facilitate the provision of varied cultural and artistic activities;	
	· Provide a range of quality activities for specific demographics, including seniors and youth;	





	OUTCOME 3.1 Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
	Objectives: ·
	Plan and implement strategies to address crime and safety within the Shire of Northam:
	Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives;
	Shire of Northam Community Safety & Crime Prevention Plan
	Objective 1.4 Reduce Youth Crime
	Strategy: Investigate Youth focused night support/security program to service the young people in the Shire of Northam.
Procuring from local suppliers	Yes
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	The youth of Northam are looking for something to do after very few activities and sport opportunities being available during COVID-19.





	The community would like to see more activities for the youth of Northam to keep them busy and off the streets and reduce crime and anti-social behaviour.
Comment	For the past 3 years the Night Hoops program has been funded and implemented by the Shire of Northam in conjunction with Northam PCYC, Northam Police and Lifting Horizons. It has had a significant impact of reducing youth crime in Northam and Wundowie. The program has been successful in engaging the most at risk youth in our community and getting them off the streets and into a structure sporting activity on a Saturday night when a crime is often likely to occur.
	The Stephen Michael Foundation has now taken over the Night Hoops program from Lifting Horizons.  Assisting these community groups to take ownership of the program over from the Shire of Northam is a positive step for Council.



12	<b>URGENT BUSINESS</b>	<b>APPROVED</b>	BY DECISION
ız.	NKGCIAI DOSHACSS	AFFRUYED	DI DECISION

Nil.

#### 13. DATE OF NEXT MEETING

To be confirmed.

#### 14. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.22pm.

	he Minutes of the Community Grants Assessment Committee
	on 11 March 2021 have been confirmed as a true and correct
record."	President
	President
	14/4/2021 Date