



Cummins Homes Committee

AGENDA

THURSDAY 4 APRIL 2019

Membership of this Committee:

**B Treloar, E Mickan, C Haarsma, R Wedd, M Howell, Mayor Quigley
and Cr S Woolley.**

DISTRICT COUNCIL OF LOWER EYRE PENINSULA

2 April 2019

TO: **ALL MEMBERS**

A meeting of the Cummins Homes Committee will be held at the Council Chambers, Railway Terrace, Cummins on **Thursday 4 April 2019 at 4.30 pm**



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BEC MURNANE
SECRETARY

A G E N D A

1 WELCOME AND APOLOGIES

3 ADOPTION OF THE MINUTES

The Minutes of the Cummins Homes Committee meeting held on 14 February 2019 need to be confirmed. *(A copy of the Minutes has been forwarded to all Members under separate cover).*

RECOMMENDATION SEC

“That the Minutes of the meeting of the Cummins Homes Committee held on 14 February 2019, as per copies supplied to Members, be confirmed.”

4 BUSINESS ARISING FROM THE MINUTES

(1) Kitchen Refurbishments

Following on from meeting with builder and committee on the 14 February 2019, notification to tenants was delivered scheduling time frames and dates for each renovation.

The builder has started works in Unit 15 on Monday 25 March and this renovation will be completed by Friday 5 April 2019.

The schedule of builds means that each tenant is required to vacate for a total of eight (8) days with kitchens for each group of two taking a total of twenty one (21) days from start of build to finish.

All going to plan the whole project will be completed by Monday 2 September 2019.

(continued)

4 BUSINESS ARISING FROM THE MINUTES **CONT'D**

(2) Barbeque Shelter

A report was presented to February Council meeting in relation to expressions of interest made for the BBQ and Shelter at the Homes.

Given that there were two expressions received, the decision was made by drawing lots with the successful group being the Marble Range Community and Sports Centre.

The Sports Centre has been advised and staff are awaiting further discussion regarding removal of the shelter.

(3) Bathroom Renovations

Bathroom Renovations at Units 15 (vacant) & Unit 16 have now been completed. The tenant in unit 16 has expressed how happy she is with her new bathroom. This leaves two bathrooms left requiring renovation (Units 8 & 13).

RECOMMENDATION **SEC**
“Noted.”

6 CORRESPONDENCE

Nil.

7 TENANCY

(1) Unit Updates

Unit 15 – Vacant.

(2) Maintenance Issues

a) General maintenance around the Homes has been undertaken.

b) Water Leak

Work was undertaken by a plumbing contractor to repair an external water pipe leaking between Units 13 and 14.

c) Uneven Paving

The Secretary undertook annual maintenance and safety checks on each unit of the Cummins Homes on Friday 29 March 2019. Following comments made at the previous Committee Meeting an interim assessment of paving has been completed. Once detailed assessments have been finalised, a report will be provided to the Committee on the outcome.

(continued)

7 TENANCY **CONT'D**
(2) Maintenance Issues **cont'd**

d) Updates to Operational Documents
 Amendments have been made to the Cummins Homes Booklet and Application for Tenancy to reflect recent changes to the facilities. A timeframe of 12 months has been placed on Requests for Tenancy so applications will stay current for this period.

RECOMMENDATION SEC
“Noted.”

8 FINANCE REPORTS

(1) Reserves Status Report

CUMMINS HOMES FUND as at 1 April 2019

01/04/19	Balance	- 171,700
	Reserve balance adjustment 2017/18	26,000
Add	Rent received (Budget \$113,700)	94,910
Add	Grant funding (Budget \$12,000)	12,500
Add	Loan – Kitchen upgrades (Budget \$165,000)	0
Less	General maintenance (Budget \$54,500)	18,626
	CWMS levies (Budget \$7,500)	7,526
	Insurance (Budget \$5,300)	5,873
	Interest paid (\$0)	0
	Overheads (Budget \$14,700)	Calc. @ 30 June
	Bathroom renovations (Budget \$24,000)	21,024
	Kitchen renovations (Budget \$165,000)	See Note 1
	Closing Reserve Balance (30 June 2019) was estimated at - \$184,800	

NOTE 1:

The kitchen upgrades will continue up to October 2019 and the total of the progress claims received and paid by 30 June will be deducted from the contract amount to be carried forward to the new financial year.

The loan will be raised in December 2019 based on the final amount.

NOTE 2:

The two bathroom renovations were completed under budget and a part refund will be made to the Cummins and Districts Financial Services.

RECOMMENDATION SEC
“Noted.”

(continued)

8 FINANCE REPORTS

CONT'D

(2) 2019/2020 Draft Budget

The following is a draft budget excluding Reserve Balance adjustments.

	Rent	
	Grant funding	12,000
	Loan – Kitchen upgrades (includes FCA)	195,000
Less	General maintenance	58,000
	CWMS levies	7,800
	Insurance	6,000
	Interest	0
	Overheads	17,200
	Bathroom renovations (final 2 bathrooms)	24,000
	Kitchen renovations	

The budget estimates include the replacement of 5 stoves at an estimated cost of \$3,500. The annual inspection highlighted the need for replacement of these stoves. An assessment will be made of the current maintenance budget at the end of May 2019 to determine if the purchases can be undertaken within budget this financial year.

RECOMMENDATION SEC

“That the Cummins Homes Committee accepts the draft Cummins Homes budget for 2019/20 in principle subject to finalisation of the 30 June actuals and the consideration of Council”

9 GENERAL BUSINESS

Nil.

8 NEXT MEETING

The next meeting of the Cummins Homes Committee is scheduled to be held on **Thursday 6th June 2019 at 4.30pm.**