

AGENDA and Notice of Meeting

Linville Progress Association Inc.
Linville Hall, 40 George Street, Linville
Monday, 18 December 2023, 9.00 – 10.30am



1	Open Meeting/Welcome Acknowledgement of Country <i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>
2	Present
3	Apologies
4	Minutes of the Previous Members Meeting – 4 September 2023
5	President's Report
6	Treasurer's Report – November P&L
7	Secretary's Report
8	2024 Meeting Dates and AGM
9	2024 Event Program Discussion
10	2024 Community Garden Planning Discussion
11	Linville Hall as Emergency Place of Shelter
12	General Business
	Papers for Information (attached): <ul style="list-style-type: none">- 2021 – 2023 Strategic Plan- Market Stall Guidelines

Carolyn Barker AM
Secretary

Next Members Meeting: Monday, 19 February 2024

Strategic Plan Linville Association Progress Inc. 2021-2023



The single object under the Association's Constitution is:

"to promote progress in the town of Linville District". This is the vision statement that has been formally adopted by the members of Linville Progress. Following find an eight-point Strategic Plan that is updated through member input every 12 months. This high-level plan guides the decisions, outcomes and fundraising initiatives of Linville Progress.

Strategic Goals

1. To care for, upgrade and maintain the Linville Hall and grounds to a high standard so as to provide a community meeting place, an open community garden and a village hub that welcomes residents and visitors.
2. To conceive and promote events in the hall, its grounds and in the village precinct and to publish an annual events calendar so residents and visitors can participate in activities.
3. To develop programs that increase the economic spend of visitors to Linville so as to support local business and to creatively encourage new micro and small business growth through education and learning.
4. To promote community wellbeing, acceptance of diversity and social inclusion by creating programs that support local residents and their range of economic, social and health needs.
5. To focus on arts initiatives to brand Linville and district as a creative hub and centre for all forms of the arts.
6. To enter into a management agreement with Somerset Regional Council to re-purpose Wells Park Reserve so that it becomes an active environment that residents and visitors can access, visit, picnic, play sport and gather for recreational purposes.
7. To ensure the safety of the village, its roads and amenities through a focus on road related safety measures, village security and beautification projects.
8. To actively seek local, state, federal government grants as well as pursue fund raising activities that will enhance or build new amenities at the hall, in its grounds, around the village and throughout Linville district.

Specific project groups have been formed to achieve the Strategic Goals:

1. Hall and Grounds Upgrade Project
2. Community Garden Project
3. Heritage Festival Project
4. 'Linville Lights' Christmas Lights Project
5. Wells Park Re-establishment Project
6. 'Creative Linville' Arts Project
7. Linville Safety and Beautification Project

All projects will have a simple Terms of Reference and will, over time, create individual plans of action.

Each project will have a designated Project Leader who will be responsible for communicating project activities to the Linville Management Committee and the Association membership.

Projects will be undertaken under the umbrella of Linville Progress Association Inc. and therefore will be covered by its public liability insurance when approved activities take place in the hall or its grounds or around the village in public places.

Three Year Rolling Strategic Plan 2021-2023

Created by Carolyn Barker AM, Marketing & Planning Officer



LINVILLE PROGRESS ASSOCIATION INC. MARKET POLICY

1. The Linville Markets are an opportunity for members of the community to showcase art, craft, and produce. As well as country or vintage items.
2. The Linville Markets are convened in the Linville Community Hall and the Linville Community Hall grounds and No stalls are permitted outside the property grounds.
3. The mission statement of the markets is “To endeavour to raise funds for the Linville Progress Association Inc. to assist to cover the costs of maintenance and upkeep of the Progress Association Hall and the Linville Community Garden.”
4. All activities and persons on site are required to follow the health and safety directives and procedures as required by the Progress Association guidelines or Linville Progress health and safety person or their First Aid attendee.
5. Pre booking of sites each month is required to avoid delays setting up on market days, and booking and site allocation is to be organised with the authorised person, the Market Convener. Late arrivals and stall holders, who have not pre booked may, depending on availability, be allocated sites by the Market Convenor once all booked sites have been allocated.
6. All stallholders are to report to the Market Convenor at the front of the hall on arrival, between 6am and 7am and wait in an orderly fashion for confirmation of site allocation before setting up.
7. There is no vehicle access to the hall grounds or gardens on market days.
8. All stallholders are to unload at the front of the hall as quickly as possible and then move their vehicle to the opposite side of the road to allow others to unload and keep the road at the front of the hall clear.
9. All stallholders will complete an indemnity form and/or provide their insurance details asap to the Market convenor. This is now becoming standard procedure at markets.
10. A person must not, while in the Linville Hall or grounds engage in anti-social or otherwise offensive behaviour, damage or wilfully abuse property or any other person. Any of these behaviours will result in the offender being asked to leave the property and will affect any future market stall booking.
11. All waste is to be disposed of by stall holders and their guests in the bins provided in the hall and the grounds, or taken from the property when they leave.
12. Cost of a Stall is currently \$10, this will increase from 2024 at a price decided by the Management Committee of the Linville Progress Association Inc. in collaboration with the Market Convenor. Stallholders are to provide their own tables and marquees for outside sites.
13. Due to the size limit of the hall and grounds, a stall size, at present, can be one or two tables inside or one or two tables or a 3m x 3m Marquee outside. This will be determined by availability and the market convenor when allocating sites and booking in stallholders for each market day. It is at the discretion of the Market Convenor.
14. Under the Linville Progress Market Policy there is no permanent allocation of sites.
15. All stallholders and their guests entering the hall and grounds on market days do so on the basis that they agree to comply with this market policy.