

**MINUTES OF THE CORPORATE SERVICES COMMITTEE OF UPPER HUNTER SHIRE COUNCIL
HELD ON FRIDAY 21 JULY 2023 IN THE COUNCIL CHAMBERS, SCONE COMMENCING AT
9.00AM**

PRESENT:

Cr Adam Williamson (Chair), Cr James Burns and Cr Belinda McKenzie.

APPLICATIONS FOR ATTENDING MEETING VIA VIDEO LINK

Nil

APOLOGIES:

23/167

RESOLVED

That the apology received from Cr Elizabeth Flaherty be accepted.

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

IN ATTENDANCE:

Mr Greg McDonald (General Manager), Mr Wayne Phelps (Manager Finance) and Ms Karen Boland (Governance & Executive Support Officer).

PUBLIC PARTICIPATION:

Nil

DISCLOSURES OF INTEREST:

Nil

FINANCE COMMITTEE REPORTS

CORP.07.1

FINANCIAL SUMMARY & INVESTMENT REPORT

RESPONSIBLE OFFICER: Greg McDonald - General Manager

AUTHOR: Wayne Phelps - Manager Finance

23/168

RESOLVED

That the Committee:

- 1. note the Fund and Function Summary Report;**
- 2. note the Cash and Investment Report;**
- 3. note the Responsible Accounting Officer's Statement on the Investments;**
- 4. note the Loan Schedule and balances outstanding;**
- 5. note the Capital Works Expenditure Report; and**
- 6. note the High Level (Surplus) Deficiency Report**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CORP.07.2**PROPERTY UPDATE****RESPONSIBLE OFFICER:** Greg McDonald - General Manager**AUTHOR:** Karen Lee - Senior Administration Officer - Business Services

23/169

RESOLVED**That the Committee note the report and actions undertaken to date on the property strategy.**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

CORP.07.3**RESPONSES TO PREVIOUS QUESTIONS****RESPONSIBLE OFFICER:** Wayne Phelps - Manager Finance**AUTHOR:** Karen Boland - Governance & Executive Support Officer

23/170

RESOLVED**For notation only.**

Moved: Cr J Burns

Seconded: Cr B McKenzie

CARRIED UNANIMOUSLY

Response to Previous Question

Cr Flaherty enquired if a breakdown of the Hunter Warbirds Café revenue and expenditure could be provided.

Response at June meeting: Taken on notice.

Update at July meeting: Breakdown to be provided under separate cover before the Corporate Services meeting.

The following information was circulated to Councillors by email before the Corporate Services Meeting.

Hi Councillors

Please find update to the question taken on notice for the revenue and expenditure of the Hunter Warbirds Café.

As can be seen by the quarterly breakdown there has been a significant increase in revenue from September 2022 Quarter to June 2023 Quarter however costs have also increased at a higher rate than revenue generated. These increased from Quarter 1 to Quarter 4 can be related to the increased opening time of operations from weekend to 7 days.

Although the popularity of the café has increased substantially a review of the cafés of food processing, opening hours and staffing requirements is currently being undertaken in order to address the increased deficiency over the quarters. It is noted that included in the June costs were the purchase of café consumables required to streamline processes to make the delivery of services to patrons more efficient, these consumable costs amounted to approx. \$5k.

A more detailed review of the operations is currently being undertaken to ensure completeness of revenue data and expenditure and trends throughout the year. The cafés operations will continue to be monitored over the next 12 months in light of the proposed changes noted.

	Sep	Dec	Mar	Jun	Total
Revenue	13,767	20,607	25,784	41,996	102,154
Less:					
Expenditure					
Café Costs	10,222	10,754	11,946	28,338	61,261
Wages	3,458	20,594	29,782	40,389	94,223
Total Expenditure	<u>13,680</u>	<u>31,348</u>	<u>41,729</u>	<u>68,727</u>	<u>155,485</u>
Net Position	<u>87</u>	<u>(10,741)</u>	<u>(15,945)</u>	<u>(26,731)</u>	<u>(53,331)</u>

These details will be provided at the Corporate Services meeting in the agenda item “Councillor Questions Taken On Notice”.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.58am