

BUCKLAND COMMUNITY CENTRE INC

MINUTES of the Committee Meeting held on Monday 1st May 2023 at 7pm.

PRESENT: Ian Farrant, Fran Farrant, Richard Seeger, Stuart Howard, Tony Balderston, Eric Muir, Tony Brooks, Robert Watson, Wallace Bremner, Bob Watson, Jen Buchanan.

APOLOGIES: Angela Morey, Neville Jamieson, Sheree Brooks, Jane Cain.

RESIGNATION: The meeting acknowledged that Shelley Davies had resigned.

It was agreed that the Chair should acknowledge the past commitment that Shelley has contributed to BCC.

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 3rd April 2023, having been distributed, were taken as read and presented for approval. Passed unanimously.

Moved: Ian Farrant Seconded: Bob Jones

MATTERS ARISING FROM MINUTES: Bob updated the committee on the meeting held with Alan Cole and Jane Cain (Auckland Council). There would be no consideration of allocation of money from the Council until 1/7/23. With the funding cuts proposed the money available and allocation policy for Halls was an unknown.

They stated that they were very pleased the BCCI Hall was re-opening and were especially interested when the use of the Hall as a civil defence emergency | evacuation centre was raised.

Security cameras (including discussions with NZ Police regarding the potential installation of a license plate recognition camera), monitoring, access and Wi-Fi are being investigated with Securi-Com and communication providers – Bob Jones | Fran Farrant.

FINANCIAL REPORT: The Accounts, having been distributed, were taken as read.

Motion: That the Financial Accounts for April, as presented be approved | Unanimously passed.

Moved: Richard Seeger Seconded: Wallace Bremner

Segregation of duties: It was noted that with Angela Morey away all ASB bank approvals are being processed by Neville and Ian. Ian disclosed that, as a result, several reimbursing payments to himself and Fran for digital and re-opening expenses have been processed. It was confirmed that on the Secretary's return such reimbursements would be ASB approved by the Secretary. This was accepted by the committee.

CONFLICTS OF INTEREST: Nil

REPAIRS AND MAINTENANCE PROGRESS: A general discussion took place.

Steriliser: It was noted that the sterilizer identified as being available could not be held by the supplier pending approval at our meeting. It was agreed and approved that Ian / Fran be given permission to purchase a steriliser between \$3-\$6000.

Moved: Wallace Bremner Seconded: Robert Watson

Electrical Board Upgrades: Quote received from Wharfe Bros to complete this work for \$.00 plus GST (\$.00).

The question of obtaining further quotes was raised. It was noted that loyalty to existing supplier relationships who provide local and priority services was important to take into consideration.

It was agreed to obtain two further quotes with Ian to email Eric and Robert details of the work requested. Grants / funding to be investigated.

After consideration, it was agreed that, in principle, for any sum over \$5000, 2 – 3 businesses quotes to be obtained.

Moved: Tony Brook Seconded: Robert Watson | Approved unanimously

General debrief was held about ongoing maintenance issues. Doors / locks / floor / welding struts, with Eric / Wallace/ Richard / Bob / Ian carrying on with several repairs etc.

Security, Monitoring and Access System: A general discussion was held regarding the different options, including a camera on each side and one out the front of the hall to be installed with sensors inside. The ability to fund was canvassed. Work in progress.

Fran advised investigations to date indicate that Spark can provide Wi-Fi at the cheapest rate of \$85 per month unlimited. Need to get good quality. Approval was given to proceed.

BOOKINGS REPORT: Fine tuning is continuing to structure the hireage and fees based on \$25.00 per hour whilst maximising income. Approval was given in principle for a booking fee to be charged and an exclusive levy.

Security to be compulsory from 9 – midnight dependent on numbers attending the function where alcohol is involved.

MARKETING AND COMMUNICATIONS: The committee gave approval for Ray Barnett (IHC, association with Pukekohe Table Tennis) to be given the use of the Hall (two events) in return for his services for the weekend of 9 & 10 December 2023 for a Christmas Celebration community gathering.

Fran talked to the committee about this involving a Santa's Grotto on the stage and a children's party. Photo booth with Santa at a small charge. Large chair to be sourced (perhaps from Tuakau Museum) and children's party on the 10th. Craft market the same weekend perhaps.

Scott Lyon has donated a BBQ and would also volunteer to run a BBQ on that weekend.

It was also advised that the opportunity for a produce market in the Hall was being investigated.

ANZAC DEBRIEF: What a great effort by everyone! Ian thanked everyone for all their efforts and contributions to making this a memorable Anzac Day Service with a great turnout and many people coming back to the Hall for the official re-opening afterwards.

STRATEGIC PLAN DEVELOPMENT: General discussion about planning the future. Now that the Hall is operational our focus shifts from clarifying the impact of the Seismic Assessment Report and re-opening to managing the efficient operation of the Hall and the EPB Strategic Review.

This includes the need to source funding going forward.

It was agreed that Ian and Fran continue to put together the strategic plan with input from Scott Lyons and Claire. The output will be available for discussion and feedback and will include EPB Strategic Review.

CONSTITUTIONAL RULE CHANGES: Bob presented the changes needed to the original constitution rules from 1921, which were discussed at length.

The following significant matters were agreed:

- Honorary and life members to be retained.
- Eligible community members to be defined by the map presented, which Fran will update and supply.

A copy of new constitutional rules to reflect what has been discussed and agreed on at the meeting to be issued.

The committee agreed to hold a Special General Meeting in the Hall at 7pm on Thursday 25th May 2023 to be followed immediately by the Annual General Meeting.

It was acknowledged that it is a very tight deadline to get all the paperwork approved and signed off for this.

Meeting notice to be given to database subscribers, Facebook pages that we are active on and signs to be placed as agreed, in accordance with existing constitutional rules, by the 14th of May 2023.

GENERAL BUSINESS: Eric has asked for the date on the EPB notice to be questioned.

There being no further business the meeting closed at 9.25pm.