

BUCKLAND COMMUNITY CENTRE INC

MINUTES of the Committee Meeting held on Thursday 8th June 2023 at 7pm.

PRESENT: Neville Jamieson, Gena Timmins, Wallace Bremner, Stuart Howard, Tony Balderston, Richard Seeger, Robert Watson, Ian Farrant, Fran Farrant, Jen Buchanan. Eric Muir (arrived later)

OTHERS PRESENT: Jane Cain from AK Council.

APOLOGIES: Angela Morey, Bob Jones.

Ian welcomed Gena onto the Committee.

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 1st May 2023, having been distributed, were taken as read and presented for approval. Passed unanimously.

Moved: Ian Farrant Seconded: Robert Watson

MATTERS ARISING FROM MINUTES: It was confirmed that a 4G Wi-Fi connection had been entered into with Spark.

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

Motion: That the Financial Accounts for May, as presented be approved. Passed unanimously.

Moved: Wallace Bremner Seconded: Tony Balderston

CONFLICTS OF INTEREST: Nil

STRATEGIC PLAN 2023 – 2030: SWOT – strength, weakness, opportunity, threat. The draft strengths and weaknesses analysis was distributed for feedback.

Gena joining the committee is a strategic component of succession planning. Claire and Scott Lyons will support the preparation of the strategic plan.

Jane Cain offered to supply an example of 5-year plan from Council, acknowledging that we were well on target with our planning.

ADMINISTRATIVE HOUSEKEEPING: The meeting ratified approval of email Resolutions for the New Constitution and Financial Statements for 2022 and 2023.

Incorporated Society Filings – Constitution and Financial Statements as at 30 April 2023 were filed on Friday 26th May 2023 and Constitution accepted for registration on 29th May 2023.

The constitution was signed on 20th May 2023 and has unanimous confirmation.

Building Warrant of Fitness inspection June 2023. Fire protection services – renewal of alarm signages. Fire extinguishers have expired but no need to replace at this stage.

Risk Assessment Review – as distributed for feedback was discussed. The meeting was advised that Diedre Rolston, a Health and Safety Manager and local community member, has offered to assist updating our Health and Safety plan.

The Health and Safety Policy Statement, with minor amendments from 2022, as presented was approved.

Moved: Ian Farrant Seconded: Robert Watson

SUB COMMITTEES:

The sub-committees, as presented, were approved.

A general discussion followed with respect to the Maintenance and Improvements Programme, in particular the re-instating of toilets to the rear of the Hall. Council planning documents to be investigated and Wharfe's Plumbing to provide information based on their past knowledge of the Hall.

Neville to follow up with Kiwi Rail re parking and road outside. Robert to call Tony Brookes re ongoing plan to do the lawns.

It was agreed to contract a person to be a regular cleaner of the hall after functions etc. There is a future need to identify a person to oversee the bookings for the hall.

DIGITAL STRATEGY REPORT: Fran Farrant ran through the website and how it functions. Also discussed the rates charged and time frame of hire. Facebook has a large audience and can assist with informing what is needed in the community.

GENERAL BUSINESS: Buckland School have requested the Chair to attend the next Board meeting to provide the background to re-opening the Hall and future plans. It was agreed that Gena would go with Ian to the meeting to be held at the school at 6pm on 14 June 2023.

It was reported that discussions with Pukekohe Table Tennis were taking place with respect to improving lighting. Preliminary discussion was that BCCI would be receptive to improving the lighting subject to funding being obtained. Robert to contact a colleague with expertise in this field.

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

The meeting was declared closed at 8.55pm with the next meeting being held on Monday 3rd July 2023 at 7pm.

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