

BUCKLAND COMMUNITY CENTRE INC

MINUTES of the committee Meeting held on Monday 21st August 2023 at 7pm

PRESENT: Neville Jamieson, Fran Farrant, Bob Jones, Eric Muir, Wallace Bremner, Ian Farrant, Richard Seeger, Angela Morey.

APOLOGIES: Gena Timmons, Tony Balderston, Robert Watson.

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 3rd July 2023, having been distributed, were taken as read.

Motion: That the Minutes of the 3rd July 2023, with the amendment to add Richard Seeger to the committee's appreciation for work on the stage (page2), be approved. Passed unanimously.

Moved: Ian Farrant Seconded: Neville Jamieson

MATTERS ARISING FROM MINUTES:

Potential Garage Sale scheduled for 23rd September 2023 will not proceed.

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

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

Moved: Neville Jamieson Seconded: Angela Morey

CONFLICTS OF INTEREST: Nil.

FUNDING / STRATEGIC PLAN DOCUMENT:

Charitable Trust Progress - Bob spoke to this advising that preliminary investigations had commenced and raised the question whether the Incorporated Society used the cash or accrual accounting method. The meeting was advised that historically cash accounting was used, however with the Hall being back in operation monthly reporting was on an accrual basis to better reflect our working capital and financial position. It was agreed that further work undertaken would assume accrual accounting.

Sponsors – It was reported that Wet and Forget, Pukekohe, have emailed offering the potential for sponsorship. It was agreed that the chair follow up.

Auckland Council / Five Year Plan Development / Funding - A discussion took place about the Auckland Council Five Year Plan development (email of 15th August 2023, distributed to committee by email) advising that as one of six hall committees with community owned land and buildings the Frankland Board had resolved that funding for 2024/2025 will be calculated based on the average of the past six years operating costs. Current year funding to remain the same. The impact of the changed position of the Buckland Hall with closure and reversion of insurance costs in our last financial year have previously been canvassed with council members in order that these factors be appropriately addressed through this process.

The Pollock Hall Five Year Plan was briefly discussed along with the offer by the council to work with an external contractor to develop a five-year plan. It was agreed that the chair would discuss this with Jane Cain.

AUCKLAND COUNCIL PLAN SUBMISSION:

The meeting was advised that a brief submission had made supporting Targeted rates.

ADMINISTRATIVE HOUSEKEEPING:

KiwiRail Parking Area Update - Neville reported that there appeared to be a misunderstanding of our approach to tidy up and beautify the area. They came back with a proposal to lease, offering a 50% off the commercial rate and requesting fencing off the boundary to the railway line. Neville to respond.

Insurance risk Assessment – Reference NZI Survey Visit email from Sarah Heinstmen dated 28 July 2023. It was noted that the only Necessary Risk Improvement required was to service the fire extinguishers. This subject had previously been discussed with our Fire Protection service provider who advised that, whilst the units were in working order, due to their age they would need to be replaced to meet with Standard NZS 4503. It was agreed to replace the units. Wallace and Ian to follow up with respective contacts.

The four Recommended Risk Improvements, which are not mandatory for underwriting purposes but considered good practice, were noted. Except for the monitored fire detection, these items are being considered as part of our ongoing improvements and upgrade.

Health and Safety - the evaluation is continuing, progressing on to access the Risk Assessment Review and Fire Evacuation Procedures.

HALL UPGRADE SUB COMMITTEE (previously EPB Sub Committee):

The outcomes of the meeting held on 17th July 2023 were discussed including the understanding that progress would be small steps, largely driven by funding constraints. Discussion had taken place with an engineer who was happy to review our concept plan (vision) to assess the impact on the EQSTRUC recommendations prior to us progressing further. Bob talked on the proposed alterations to hall document and requested response to facilitate discussion at the next meeting. This would form the basis of the development of the concept plan.

The chair will confer with Jane (Council) to confirm appropriate council contacts in this regard.

SWITCHBOARD:

The meeting confirmed that Wharfe Bros be commissioned to upgrade the switchboards. The chair to progress commissioning.

Moved: Ian Farrant

Seconded: Wallace Bremner

ACCESS / MONITORING / SECURITY:

Proposals for consideration have been received from three suppliers:

- Securi-Com, dated 3rd May 2023
- The Locksmiths, dated 12th July 2023
- Advanced Security, dated 21st July 2023

It was acknowledged that there were considerable differences between the technology being offered. Further, during discussions with suppliers there had been a change in the options for secured access to the Hall, occasioned by the need to monitor entry to either the main or rear Hall. After a healthy discussion it was agreed that Ian and Bob meet with Securi-Com and The Locksmiths to get a better understanding of the technology being offered and to align the proposals so that the committee can be better informed.

MAINTENANCE PROGRAM REVIEW:

Access doors to northern side – these will need to be upgraded and repaired to accommodate the proposed changes to access, which will include eliminating the bolts. The upgrade will facilitate access from the outside whilst the access system is unarmed.

Seat for Santa – Fran is looking at options for a seat for Santa for the Christmas Gala. Richard and Angela to assist with exploring possibilities.

Front Tarmac - This is becoming a problem from a cosmetic and Health and Safety perspective. Eric to look at front of driveway and options to rectify on the issues.

Canopy Struts - Wallace stated that the braces to undertake repairs were available for installation.

Cracked Sink / Plug replacement – These items in the men’s toilet to be addressed.

HALL / EVENTS MANAGEMENT:

Fran reported how we have learnt from the guitar and Zumba classes that it is better to have a set fee for a block of classes and, where appropriate, a program, not pay as you go. This eliminates the issue where people do not turn up and both the instructor and Hall lose out.

With the Dancing there was a set fee for a block of lessons and this has worked well.

Fran stated she need helpers for the 9/10 December for the Christmas Gala. It is from 10am to 4pm. All the stalls are close to being sold.

Cleaning of the Hall is proving to be a challenge with our current equipment, in particular:

- i. The kitchen and toilet floors. It was proposed to purchase a steam cleaning for this purpose.

Motion: That the purchase a steam cleaner for circa \$370.00 be authorised. Fran to action.

Moved: Neville Jamieson Seconded: Wallace Bremner

- ii. Lack of hand Dryer in disabled toilet / parent room. The issue is the management of hand towels from this area. It was agreed that pricing for a hand dryer be presented at a future meeting for the committee to consider.

Live Music / Dance - there may the possibility of a dance being held on Saturday, 2nd Dec after the 8Count performance who have tentatively booked the Hall. Fran to follow this up.

There being no further business the meeting was declared closed at 8.40pm.

Next meeting: Monday 4th September at 7pm