

MINUTES of the committee Meeting held on Monday, 2nd October 2023 at 7.00 pm.

PRESENT: Neville Jamieson, Fran Farrant, Bob Jones, Eric Muir, Wallace Bremner, Angela Morey, Ian Farrant, Richard Seeger, Tony Bolderston, Jane Cain (Auckland Council – part meeting)

APOLOGIES: Stuart Howard

AUCKLAND COUNCIL: With the agreement of those present, the meeting was opened with Agenda item 6.

Funding - Jane, on behalf of the Auckland Council, formally confirmed:

- Funding of \$15,000 had been approved for the Buckland Hall for 23/24, based on funding levels prior to closure.
- that the Funding Agreement would be forwarded for execution. This would require the Society to comply with the terms of the Agreement, including providing monthly Hall usage statistics.

Future funding will be calculated on the Auckland Council's new model based on past operating expenses, excluding building repairs and maintenance and capex costs for community owned Halls. The meeting noted the negative impact this would have on funding due to the closure of the Hall for two years and the new operational environment since re-opening. It was agreed, in principle, that these factors would need to be discussed and taken considered.

The Committee expressed their gratitude to the Council, and Jane for being instrumental in getting us the recent \$15,000 grant.

Franklin Hui, 15th November, Karaka Hall – it was confirmed that Buckland Hall had been requested to make a simple presentation regarding how we have got to where we are today, including history, EPB issues, re-opening, digital strategy.

Jane was thanked for her attendance and departed the meeting.

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 4th September 2023 were read and discussed.

Motion: That the Minutes of the 4th September 2023 be approved. Passed unanimously.

Moved: Eric Muir

Seconded: Richard Seeger

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

The accounts were presented, noting:

- Two new bank accounts have been opened, a 6-month term deposit of \$35,000 at 6% and an On Call account into which \$22,000 has been transferred currently at 2.9%.
- The Pukekohe Table Tennis Club has confirmed that they wish to continue. A proposed increase of \$50.00 per month from 1st November 2023 to be confirmed. They will not operate for 2 weeks end of December/January when the Hall is closed.

Christmas Gala – Fran brought the meeting up to date with how the arrangements were going for this weekend and the projections included with the financial report.

After discussion the following were passed unanimously:

- i. That approval be given to subscribe to Xero Accounting package (to improve processing efficiency, approvals, compliance reporting, documentation filing (attached in the application), ease of auditing and simplification of training new users) at a special rate of \$15.00 plus GST.
Moved: Fran Farrant Seconded: Neville Jamieson
- ii. That Wharfe Bros invoice, dated 28th September for \$6269.78 for upgrading switchboards, install control for external lights and replacing toilet extract fan be approved.
Moved: Ian Farrant Seconded: Neville Jamieson
- iii. That insurance cover for the building for 2023/24 at the current valuation be approved and that Marsh & Irwin be instructed to complete a valuation for insurance purposes (quote \$600.00 plus GST)
Moved: Bob Jones Seconded: Tony Bolderston
- iv. That approval be given to purchase 3 x replacement fire extinguishers to comply with insurance requirements. Estimate \$345.00 plus GST.
Moved: Ian Farrant Seconded: Richard Seeger

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

Moved: Neville Jamieson Seconded: Angela Morey

CONFLICTS OF INTEREST: Nil.

MEETING WITH BUCKLAND PRIMARY SCHOOL BOARD REPRESENTATIVES Debrief:

In committee.

CHARITABLE TRUST:

The paper, as distributed was discussed with Bob providing an overview and advising that Karaka Hall is a Charitable Trust.

It was agreed that, with other priorities we do not need to apply now but that the Committee work towards becoming a Charitable Trust within the next two years. Thanks was expressed to Bob for his efforts.

ARCHITECTURAL CONCEPT PLAN:

Bob spoke to the process document, previously distributed, and stated that the carpark and toilets requirements would need to be confirmed. A meeting would be needed with council at an appropriate time.

Initial concept plan in progress with a sub-committee meeting to discuss prior to the next Committee meeting in November.

ADMINISTRATIVE HOUSEKEEPING:

Access Monitoring – Bob Jones, Email dated 20th September 2023, Access Control, Security, CCTV.

After discussion, it was agreed that the recommendation to go with The Locksmith quote for two access monitoring control locks on the north facing doors would address our current operational needs and funding allocation. The quote sponsored labour at no charge.

Motion: That the access control proposal from The Locksmiths at \$1,196.10 be approved and that funding to install security and cameras be investigated for installation later.

Moved: Bob Jones

Seconded: Richard Seeger

Richard to liaise with Ian regarding door replacement/repair.

Terms & Conditions Amendment – The proposal to allow inflatable play devices at the Buckland Hall, as tabled, was discussed.

Fran confirmed that there is minimal risk and a lot of advantages for having a bouncy castle that can be used inside the hall. The Fun Team are the preferred supplier.

Motion: That the Terms & Conditions be amended to incorporate the use of inflatable castles within the Hall.

Moved: Fran Farrant

Seconded: Angela Morey

STRATEGIC PLAN DEVELOPMENT / FIVE YEAR PLAN:

The Auckland Council have offered a session with SpacetoCo to develop a Five-Year Operational Plan that will assist Council with funding decision making. An appointment has been made for 18th October to meet with Elle Bell from SpacetoCo to pursue this. Ian and Bob to attend.

The work completed to date, including the SWOT analysis will be provided to support this discussion.

GENERAL BUSINESS:

At the request of Angela, Ian and Fran advised the time and commitment put into the running and the hiring of the hall – the committee expressed their gratitude.

There being no further business the meeting was declared closed at 8.55 p.m.

Next meeting: Monday 6th November 2023 at 7.00 p.m.
