

MINUTES of the committee Meeting held on Monday, 8th April 2024, at 7.05 pm.

PRESENT: Stuart Howard, Neville Jamieson, Wallace Bremner, Bob Jones, Angela Morey, Ian Farrant, Fran Farrant, Richard Seeger, Robert Watson.

APOLOGIES: Eric Muir

IN ATTENDANCE: Jane Cain (Auckland Council)

Ian welcomed Jane to the meeting and thanked her for the Council initiated Gem Strategic Grants registration on behalf of the Society. Whilst in the infant stages, it is proving to be very useful. Both Ian and Bob will be attending the upcoming Gem Grant Application training.

AUCKLAND COUNCIL: With the agreement of those present, the meeting was opened with agenda item 4 and other items of council interest to enable Jane to leave early.

Buckland Hall Five Year Operational Plan: (facilitated by Auckland Council via Space2Go)

This has been through a few changes and circulated with the committee for feedback. It is now at the stage when we need to undertake a final review. Ian asked if there were any further comments and everyone was generally happy but on the understanding that it was early days for knowing where the hall is at and the future potential and that a few tweaks were needed. The document should be recognised as a moving target and will be reviewed as necessary and as part of our annual planning review process. Ian thanked the Council for facilitating the production of the Operational Plan stating that it has hugely accelerated the completion of the process. It was envisaged that there would be fine tuning to in the Vision Statement to reflect the Hall serving the community's needs and wants.

Jane clarified that the Council do not approve these plans, but instead endorse them. They have set up the process for halls to facilitate them being able to understand and move forward with some planning strategies. It is entirely up to each hall as to what they wish to do in the future. Jane will ask Space2Go for an editable version of the document.

Jane confirmed that there is an annual workshop in July when these plans will be received by Council.

Financial Forecast (Council Annual Grant): Jane has done some calculations based on historic accounts and been in communication by email with Ian. Ian stated that the April Accounts (ie end of the 2023/24 financial year) would be prepared and then we can have a meeting with Council to discuss how this impacts future funding.

An annual workshop with Councillors is held in July once all the accounts have been received and they look at it all and decide how they will fund for the coming year ahead. Jane then writes a report July/August which then determines approval of the actual funding. Buckland Hall accounts will be prepared early in May and then the committee will approve for the May AGM.

Jane confirmed that the current funding available to halls of \$200,000, plus the number of halls has remained static. The targeted rates initiative, which ceased in 2010, was raised. Jane confirmed that this has been included in the Local Board Plan, but it is a very long-winded process and investigation. One of the issues is the size of the communities and the inequities that result. Ratepayers also want other priorities e.g. roading.

Community Resilience Plan: Jane asked for an update. Ian stated that there have been meetings which he has attended (*Post meeting: Hosted by Community Networks Franklin, Judith Tucker / Jane Wallace*). Progress was good and the draft paper (*Post meeting: prepared by Carol McKenzie Rex*) has been distributed to the committee for review. The committee are in general agreement that we should be available in an emergency. Documents about how to become a Community Emergency Hub had been received from the Council which indicate there are currently three hubs. Jane clarified that Emergency Hubs are put forward by the Community they are not emergency centres which are dictated by Civil Defence (e.g. historically Buckland School) where they come and take over and they are now encouraging Emergency Hubs. Ian stated that the Pukekohe Communities Resilience Plan and proposal to formally become a Community Hub is on the agenda for this meeting.

ANZAC: Jane confirmed that she has asked the Council about cleaning the Cenotaph for the 25th and will follow up.

Signage – a discussion about Stuart tidying them up followed.

Red Cross Funding: Jane asked if this had been received. It was confirmed that it had, and that the AED has been ordered. Ian thanked Jane for the introduction to this funding.

Jane left the meeting at 7.23 pm.

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 4th March 2024, having been distributed with the agenda, were taken as read.

Matters Arising:

Ian confirmed that the floor cleaner has arrived and is working very well.

Bob raised the Alcohol License situation and confirmed that “it was a dog.” There are no rules but there are rules. The event must be an invitation event for alcohol to be served. Alcohol cannot be sold without a license. Fran confirmed the Society’s rules around hiring the hall and the serving of alcohol including the Alcohol Agreement (Responsible Host) which is signed, the presence of security (at least two for any large group or where an 18–21-year-old celebration is booked) plus the requirement for a significant bond.

Motion: That the Minutes of the 4 March 2024 meeting be approved. Passed unanimously.

Moved: Richard Seeger Seconded: Wallace Bremner

FINANCIAL REPORT: The Accounts to 31st March 24, having been distributed, were taken as read.

Fran talked through the new narrative report that will be produced each month. The pie graphs covering income and expenditure are to inform where our funds come from and how they are spent. After the end of April and the financial year, we will be able to build in comparatives between the two years and a budget will be created and inserted.

Fran asked everyone who incurs costs in relation to the operation of the hall to tell her the costs (or hours donated) so that an accounting adjustment can be undertaken e.g., testing & tagging, signage. These contributions need to be more formally recorded.

It was confirmed that the new floor cleaner has been treated as Capital Expenditure.

The question of contents insurance was raised. Currently equipment is not covered. Ian to investigate with a view to arranging contents cover.

Motion: That the Financial Accounts for March 2024, as presented, be approved. Passed unanimously:

Moved: Robert Watson Seconded: Neville Jamieson

CONFLICTS OF INTEREST: Nil.

ROAD RESERVE / FORECOURT RESEALING: Ian thanked Robert for arranging a quote which is \$5,474 (Incl GST) and appears to be a good price for 58m². It was agreed that the items defined in the quote seem very appropriate. Ian confirmed that the Council has advised that it is not responsible for the Roding Reserve. A case has now been submitted to AT which will be pursued. Our position is that we are happy to arrange to have the work done, but BH should be reimbursed. Robert confirmed that even though the quote is dated November he believes it will still be honoured. A discussion followed, including Bob raising the trucks and cars parking there and whether we can get some photos to support the case. Tony suggested approaching the companies to whom the trucks belong and putting on notice that they will be responsible for any damage costs. AT may agree to some restrictive parking signs.

It was agreed that Ian will go back to AT with further information.

ANZAC DAY CELEBRATION – Thursday 25th April 2024: Progress Report - Neville updated everyone that most things are sorted and just a couple outstanding to be confirmed. The signs need to be put up as soon as possible and Richard agreed to action once Stuart has updated.

A discussion around the flags took place and Neville / Bob will oversee to make sure the correct ones are available. Fran confirmed that she has purchased some additional ANZAC displays for the Hall.

Wallace stated that he would be happy to waterblast the Cenotaph if the Council do not do it. Discussion followed covering gazebo, chairs, sound.

Ian thanked Neville for his work on preparing for ANZAC Day.

Maintenance Improvements Programme before & after 25th:

- Floorboards – Richard
- Electrical Boards – Eric has completed the repairs and are ready to paint - Ian & Bob
- Stage Repairs – Ian has completed.
- AED Station – look to place on the front right-hand side as this is already complicated by the electrical panel and leave the left-hand side clean for promotional material. A discussion took place around security with the possibility of recessing into the Switchboard Room. Once the AED is received a final decision around placement/recess will be made.
- Letterbox – now that we get bank statements (required for an incorporated society) they are currently being pushed under the door or left on the mat. Sending to committee personal addresses is a problem if committee members change. The box will preferably need to be mounted in a position where the Rural Delivery can post from their van. A recessed letterbox was raised.
- The committee expressed appreciation to Wallace & Eric for the new struts which have now been completed.

- Rear toilet facility. Ian advised that Eric had checked that the existing pipework is plumbed up to the waste connection (dug to confirm). A plan is required for the re-design the 'Green Room' set up. It was agreed that this is a job for this year. Eric is currently busy. Eric, Richard, Bob and Ian to follow up. Fran would like input into the design/layout. Discuss again at the May meeting.
- Basins for men's toilets – Robert has secured two basins which have been sponsored to the hall.
- A clean up sink (paint, cleaning water etc) and a means by which the new floor cleaner can be drained both need to be thought through.
- Before 25th the external doors/frames need to be finished & panels inserted on the inside before being painted. Eric to complete by Wednesday and Ian and Bob to paint thereafter.

BUCKLAND HALL FIVE YEAR OPERATIVE PLAN:

Already discussed with Jane. Further feedback, if any, was requested so it can be finally revised. It was confirmed that the Vision/Mission Statement is the only thing which needs to be fine-tuned.

PUKEKOHE COMMUNITIES RESILIENCE PLAN:

Having been distributed the Pukekohe Communities Resilience Plan was taken as read.

It was reported that this plan facilitates BH becoming a Community Emergency Hub which adds weight to our operation as an emergency centre and supporting the community. This facilitates access to funding sources.

Cyclone Gabrielle Appeal Trust Fund:

"Funding priority – small scale projects with a tangible benefit able to be quickly delivered. Focus: for communities to be empowered to prepare for future disasters, things like satellite phones, generators and containers for storing supplies would all help communities feel safer and better able to cope:..."

Proposed to apply for a 20ft container and generator(s). It is closing on 29th April (Post meeting – Cyclone Gabrielle Appeal Trust Fund - 29th May 2024).

Container: Ian presented a quote of \$6,325 (incl GST) from the Storage Depot for a 20ft new container-one way used, vented, under sealed, plywood floor landed on site. A robust discussion followed regarding sourcing, type and delivery with Stuart (Marketplace, Hamilton) and Robert (NZ Box) providing alternative supply options.

The meeting was advised that Eric had commented that Pukekohe East are purchasing one which they are placing at the same height as the hall floor so they can cut a hole in the hall wall and have a direct entry into the container.

It was agreed that the current quote would be used for the grant application.

Generator: Wallace informed the meeting of the investigation work that he had undertaken with respect to generator options. These ranged from fully integrated to stand-a-lone.

The requirements were considered in the context of what support we can provide in an emergency. It is not envisaged that we would be a Civil Defence Centre but community support / Community Emergency Hub to provide shelter, communication, information, co-ordinate with official emergency services, a source of vital information to the community and emergency services. A "cuppa" and support.

After discussion it was agreed that portable unit(s) would be appropriate.

It was agreed that we would pursue registering as a Community Emergency Hub, continue to participate with the Pukekohe Communities Resilience Plan and prepare an application to the Cyclone Gabrielle Appeal Trust for a grant.

CAPACITY BUILDING DISCUSSION:

Due to the time, it was agreed to inform this month and follow up at next meeting. The objective is to look to develop the capacity of the hall, increase usage, encourage community participation, and build income.

Sound system(s): - major issue with the existing sound system at Christmas event. An integrated sound system solution is currently being investigated from JPro in association with Blueliners Entertainment. Current propositions are:

Main Hall – two speakers in front hall, linked to a brain/amplifier with digital Wi-Fi control panel with plug ins for mixers / microphones. This will give a better set up to allow for stage shows like we have been hosting but not for bands which would require larger speakers and probably bring their own. It would require a sub-woofer under the stage. The system would have the ability to integrate with the rear hall and proposed mobile unit. It is a commercial solution not a retail/cheap option.

Rear Hall - two speakers in the rear hall.

- Acoustic lining even if it was the end wall at the front of the hall is recommended.

Mobile Speaker unit – Proposed JBL Eonone-Mk2. The mobile speaker is a separate item. Ian to circulate the information. It would also provide a mobile speaker for ANZAC day. Cost around \$2,000-3000.

Information pending.

Lighting: – we are looking at this investment so that we can have stage shows and hire out our own gear (we have two new regular performance classes now hiring the hall) one has booked their production from 29 July to 3 August. Information pending.

Stage extension: - (as hired by 8 Count last year) also envisaged. Estimated cost circa \$21K. Second option information pending.

The combination of sound/light and stage will give us an advantage in being able to offer the hall as an attractive and professional production venue and build capacity. It is hoped that we will be able to source funding to cover a significant proportion of costs and our investment will be recovered over the longer term.

Feedback on the proposed direction was requested:

- Fran stated the EPB is hanging over our heads, but we need to ensure that we are building the hall as a community asset which is actively used. It was acknowledged that, with the significant costs to be raised there is no immediate solution. In the short term we need to show we have a thriving hall today and to look at the repairs and upgrades going forward as the future. Tony stated that we have funds that we could use for the enhancements but not for the repairs (except professional consultants for the planning stage). We need to work towards a business case to show that we have the support and use rather than leaving all the funds sitting in the bank.

- Ian raised the recent media articles covering Mayor Wayne Brown's comments about EPB and asked the committee if they would support writing a letter of support to Wayne Brown and discussing how progress can be made to move forward. Tony said that there are also reports about extension times being agreed. In low seismic areas it could be 75 years plus and % redefined. We need to be allowed to do work on the hall without triggering the need to address the full EPB compliance. The committee fully supported this approach.

GRANT SEEKING & WRITING WORKSHOP:

Confirmed that Ian & Bob are registered to attend the workshop on 11th April and 18th May respectively.

CHRISTMAS AT BUCKLAND HALL:

Fran distributed a feedback report for the committee to take away and read at leisure. Craft Stall holders have been surveyed but there are a lot of areas we can do differently. She thanked the committee for climbing the mountain last year and hopes this year it will be a hill instead.

Date for Christmas at Buckland Hall 2024 is 30th November & 1st December.

A sub-committee will be set up for the 2024 to manage the event and report to the main committee.

AGM:

It was agreed to hold the AGM on Monday 27th May 2024 at 7.00 pm.

There being no further business the meeting was declared closed at 9.05 pm.

NEXT MEETING: Monday 6th May 2024