

MINUTES of the committee Meeting held on Tuesday, 11th June 2024, at 7.01 pm.

PRESENT: Stuart Howard, Neville Jamieson, Bob Jones, Angela Morey, Ian Farrant, Richard Seeger, Matt West, Eric Muir & Fran Farrant

APOLOGIES: Wallace Bremner, Robert Watson

Ian welcomed Matt West to his first committee meeting

MINUTES OF THE PREVIOUS MEETING:

The minutes for the meeting held on 6th May 2024, having been distributed with the agenda, were taken as read.

Matters Arising:

Blueliners Entertainment – Ian has met with Wayne Paxton and visited the sound set up at Counties Manukau Rugby. A quote for a more economical option at \$10-15,000 has been requested. Wayne has given estimates for sound, lighting and stage extension which are all included in the budget.

Defibrillator – sensor installation is being followed up.

Contents insurance – response received from AON, included in the budget.

Mowing – two quotes were received with Lawnmower Man @ \$95 per mow incl GST being engaged. Estimate twenty-two mows per annum. Included in the budget. The committee unanimously ratified the appointment.

Motion: That the Minutes of the 6 May 2024 meeting be approved. Passed unanimously.

Moved: Neville Jamieson Seconded: Richard Seeger

FINANCIAL & ADMINISTRATION REPORT:

The Accounts to 31st May 2024, having been distributed, were taken as read. The financial reports now include a comparative with 2023/2024 and the annual budget. The May accounts include the DRAFT budget to be tabled at this meeting.

Confirmation of revised Approval Processes:

- Cheque signatories / approvers: Ian Farrant (Chairperson) / Angela Morey (Secretary) & Neville Jamieson (Officer)
- In the case of payment of expenses to any cheque signatory, approval must be given (and attached in Xero) by two other signatories.
- Fran Farrant (Administration Manager) will undertake all the financial processing.

Motion: That the Financial Accounts for May 2024 & Revised Approval Processes, be approved. Passed unanimously:

Moved: Richard Seeger Seconded: Eric Muir

CONFLICTS OF INTEREST: Nil.

FORECOURT RESEALING:

We have received an unsatisfactory email from AT which advised that a contractor has undertaken repairs. There are concerns that the repair is inadequate and still unsafe. AT advised that the forecourt is on private property, which is inaccurate, and consider the case closed. Questioned how the forecourt could belong to the hall given pedestrian walkway either side. Ian will go back and try to obtain a meeting with the Area Engineer. Also, will take up with Logan, Alan at the council.

REAR HALL TOILET:

Bob reported that the sub-committee (Bob, Eric, Richard & Fran) met and reviewed the options. Drawings were presented and discussed. All items stored in the cupboard will need to be moved before work can start. Hopefully the container will be available by mid-August when work is planned to take place. Eric will see if he can get another toilet. Robert has a sliding door available – need to check if correct size. If we are not successful with the Gabrielle funding, the purchase of the container will need to be considered.

Cost estimate, excluding volunteer resource, included in the budget: \$8,000.

Motion: That the drawings be accepted and the plans to move forward accordingly.
Passed unanimously.

GABRIELLE APPEAL TRUST APPLICATION:

The application went in for a total project cost of \$38,418 (breakdown of items provided to the meeting). Ian went through the list and explained each item in more detail. The funding requested is the maximum of \$30,000 which means \$8,418 will be funded by the hall and is covered in the budget. The application process was complex. Ian consulted with various suppliers plus the Trust representative to ensure a robust plan which we hope will be successful.

It is anticipated that The Pukekohe Emergency Hub will be the central source of information and contact for Buckland Hall in the case of an emergency and will include the community police, fire brigade etc.

In association with Auckland Council Emergency Management and other providers, the community hub provides potential to run First Aid and Emergency courses as a community service.

Motion: That the application be ratified and the commitment to fund the balance of the project cost of \$8,418 if the application is approved.
Passed unanimously

DRAFT BUDGET 2024/2025:

With a year of operations, the Society is now able to focus our planning into the visions we have for the future.

The budget combines all the projects the committee have discussed. Some projects are dependent upon external funding being received others will be funded from hall funds e.g. re-instatement of

the rear hall toilet. A pre-meeting was held between Ian, Fran, Bob and Neville to discuss the content of the budget and explain the notes to budget figures.

The budget represents the Committee's approval to proceed with the items in the budget so in adopting, the committee is approving the expenditure and the applications for external funding.

Comments:

Handbasins obtained by Robert – these are possibly too small. Eric and Richard will follow up. The men's basins need upgrading as one is cracked and one does not have a waste plug.

Contents insurance – AON has a standard excess of \$1,000 with \$2,500 (natural disaster). Premium is \$849.41. No specified items required. The committee agreed that we must have contents insurance. Query whether the excess can be reduced.

Adjustments will be made for Fran's time for the booking/financial management as a donation.

Security camera has been included for the front of the hall. The potential to obtain cameras through the police did not eventuate.

Cleaning – Ian is doing whatever cleaning is required on top of what hirers are required to do. Fran suggested that we advise hirers of a 'cleaning pack' they will need to bring to the hall. Hirers will be required to vacuum, clean up any major spills, clean toilets, kitchen, tables/chairs and remove all rubbish. If they want us to do the cleaning that is at an additional hourly cost.

Hireage income is based on the known regular hirers plus taking this to the same levels as 2023.

Capital Expenditure / Projects – Ian spoke to the individual projects and how much funding is sought for each to proceed.

- Hall flooring – a lengthy discussion took place about how the floor can be repaired/sustained. Ian to contact the contractor who did Karaka Hall. Some remedial work may be required underneath certain areas.
- Awnings/Canopies – \$4,000 in budget. Agreed to leave in the budget, however there was not agreement that this was the best option.
- Front hall lighting for table tennis– PTT would like to attract tournaments. Funding is budgeted for this expenditure.
- Technology – Currently using personal computer/printer. It is proposed to purchase hall's equipment, plus a tablet to run the new mobile sound and future upgrades. All of this is in relation to succession planning so that in the future the hall is not dependent upon volunteer's equipment. Bob to get a quotation from his neighbour who works at PBTech.
- Whiteboard (not in budget) – the church group has shown interest in using a mobile whiteboard. It would cost approx. \$650 and would be available to for use when we potentially could hire out whiteboard plus provide a useful resource for our committee meetings.

Motion: To add \$650 whiteboard to the budget.

Passed unanimously

Piano wheels – Ian requested that these be sourced as Stage Antics would like to use the piano. Richard to action.

Funding/Grant income – Fran explained how the breakdown is allocated against each project. Waikato Council is being contacted by Neville to look for funding in relation to the community who are Waikato ratepayers.

Foundation North (formerly ASB Trust) – quick response grant \$25-\$50K and as a first-time applicant we would initially fall into the \$25K category. Upgrades can be up to \$100K. The Society has been registered.

Lottery Fund Auckland - \$500K to \$1M.

Funding opportunities are being investigated with the GEM funding app (provided by the Council) being of immense value with weekly notifications of what is available.

Budget Summary

Fran talked through how all the figures feed through to the overall summary revenue & expenditure, working capital and capital purchases. The budget projects a drop in working capital which is reflected by the funds being used as investment in capital purchases/projects.

Approval of Draft Budget | working capital – each committee member was canvassed for their comments on approving the budget and the level of working capital to be retained. It was felt that \$30,000 was the minimum a privately owned hall should retain.

Motion: That the draft budget be approved subject to some minor adjustments which may be required. The final budget to be ratified at the July meeting. Passed unanimously.

Moved: Richard Seeger Seconded: Eric Muir

Delegation of Authority

The budget is to be the Committee's approval for all expenditure EXCEPT capital expenditure/projects.

- In this case funding applications should automatically be lodged (based on the budget) but the subsequent expenditure will be brought back to the committee for final approval.
- Anything not in the budget will require committee approval.
- Any funds available for which planning has NOT been included in the budget, providing no obligation to contribute from hall funds, can proceed without committee approval.

The budget will now be updated into our Operating Plan to reflect the priorities in the budget.

GENERAL BUSINESS

1. Old table tennis tables – these need to be disposed of – any ideas if anyone is interested in purchasing / using?
2. Lock required on LHS storage cupboard – Richard to follow up.

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

NEXT MEETING: Tuesday 9th July @ 7.00 pm