

MINUTES of the committee Meeting held on Tuesday 8th October 2024, at 7.03 pm.

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

APOLOGIES: Matt West & Jane Cain (Auckland Council)

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 3rd September 2024, having been distributed with the agenda, were taken as read.

MATTERS ARISING:

Façade Update – Ian circulated a document prepared with Eric regarding the Python C cavity tie to veneer cladding system detailing estimated quantities, cost and time.

Total estimated cost of product only - \$4,093 incl GST.

Estimated time for labour, 1.5 days for two people, circa 25 to 29 hours.

The combined cost is more than the budget which was for a PC sum of \$2,000 for product.

Eric raised whether we should register for GST – this was discussed but concern was expressed that the hall's income would be impacted. Funders do not fund GST. It's only when we spend hall reserves that there could be benefits. There are also issues should you wish / need to de-register.

Neville stated the Façade is one of the most important things we need to address.

Eric stated that he would need to charge Labour which would be \$60 plus GST.

Bob suggested a budget of \$7,000 which was agreed. Passed unanimously.

Moved: Angela Morey Seconded: Neville Jamieson

Railings – rear hall side door – Wallace and Richard progressing. Wallace has the brackets and steel. Installation before the next meeting.

ASB Credit Card – still in progress – has been challenging.

Rear Hall Toilet Facilities due diligence – Ian summarized that due diligence in a modular solution, as agreed at the last meeting, has been undertaken and the same problems as encountered with the design & build option of costs blowing out, timeframes extending and diversion of resources. This will be discussed later in Agenda item 6.

Motion: That the Minutes of the 3rd September 2024 be approved, subject to the date of the next meeting on page 4 being corrected to 8th October 2024. Passed unanimously.

Moved: Wallace Bremner Seconded: Stuart Howard

FINANCIAL & ADMINISTRATION REPORT:

There have been several changes between what we planned in the budget and what we can get from funding and therefore spend, plus the Façade.

The accounts presented to the end of September have the old projection and after this meeting, they can be updated with decisions made tonight. A six-month review of the budget will also be done and used to forecast to the end of April 2025.

We are in a same similar position as at the end of August. We did not spend the money on the balance of the community hub that we expected to in September so working capital remains high at \$80K. It's the ongoing funding that was not successful that we now need to re-think what we do. There was no capital expenditure in September. Bookings are still soft, not sure if the time of year, or the current economic climate. Once Christmas has been promoted, we can refocus on promoting hall hire. Ian reported that Table Tennis is also finding it soft.

AON insurance was renewed at \$11,000 pa which includes contents of \$1,000 this reflects a combination of increased sum insured for the buildings and the huge increases in insurance being experienced throughout NZ.

Motion: That the financial Accounts for September 2024 be approved. Passed unanimously.

Moved: Richard Seeger Seconded: Neville Jamieson

CONFLICTS OF INTEREST:

Eric & Wallace have a conflict of interest in the Façade work and excluded themselves from voting.

AUCKLAND COUNCIL (AC):

Funding from AC has been approved at \$10,691 contribution to operating costs plus \$5,000 contribution to insurance giving a total of \$15,691. A letter of thanks to be written to Auckland Council.

WAIKATO COUNCIL (WC) | TARGETED RATES:

Emah Lane (Community Venues & Events Team Leader) has provided a map of properties that currently have no targeted rates affixed to a hall. WC is supportive in progressing consultation.

A discussion took place about the original constitution (and still current) defined membership area being the ones to have a potential levy for Buckland Hall. Eric raised the fact that many in the Buckland Hall membership area are within the Pukekohe East Hall area and there could be people resisting it and asking for the same for Pukekohe East Hall. The historic targeted rates areas need to be considered. A discussion then took place about the difference between council owned and community owned halls which have far greater expenses, particularly building repairs and maintenance.

Auckland Council are 2-3 years away from a targeted rate.

Ian stated that before anything happens, community sentiment needs to be gauged, especially in this current environment. Progressing too fast could cause significant damage to our credibility which we are working hard to build. It is for that reason progressing this plan was deferred until next year. Further discussion will help develop and define the potential.

Community Response: Ian has had meetings with the representatives involved in the Waikato Community Response Planning (Community Led Centres) which have been very positive and constructive. Ian asked for others to help him in this role.

REAR HALL TOILET FACILITY | CONTAINER INSTALL STATUS:

Rear Hall Toilet Facility - Ian referenced the plan developed in June to reinstate toilet facilities to the rear of the hall. After undertaking due diligence on an external modular option (which would provide an additional three toilets), we have done a full circle, with the decision being taken to revert to reinstating facilities in the green room.

It is disappointing that we could not create a connected external facility and modular toilets which could have been on sold, but the costs were escalating to +\$30,000, which was not viable, resource was being diverted, council consenting (whilst positive) was still not certain, deadlines were shortening and at the end of the day we were still going to have a potential compromise solution.

Discussion followed (*reference June 2024 Plan*):

1. There is room for two toilets if they are installed turned around
2. It would not have wheelchair access (the June plan did not either)
3. Already identified (after Stageantics) that one toilet is a problem which is why we moved away from the original plan to investigate a modular system
4. DMI plumbing have stated they will give a Producer's Statement for two toilets
5. Toilets would be the same size as men's cubicles
6. We have two pans available
7. There would still be space to use as a Green Room
8. Productions hire the whole hall so the need for a Green Room minimised. People cannot use the stage unless they hire the whole hall. In costume performers cannot access the front toilets.
9. A lock on the door would mean anyone changing could lock the door
10. The budget originally was \$8,000 plus \$12,500 was diverted from the floor giving a total of \$20,500.
11. The plumbing estimate (for the June plan) is \$3,896.

It was put to the meeting to proceed with the rear hall toilet facility, including two toilet cubicles.

Eric abstained from voting because he would prefer mobile units outside and Bob voted no to two toilets. The remaining attendees were in favour.

It was approved to proceed with two toilet cubicles.

Timing needs to be as soon as possible as 8 Count are using the hall for a stage performance on 8-10 November and they will need to be told to arrange Portaloos if we are not going to have a facility. Richard and Ian to move forward with the project

Container – it was noted that the deadline to report on Gabrielle funding was at the end of November.

The current plan is we will revert to having access through the kitchen door with potential to break through the wall at a later stage. Ian circulated and the meeting discussed a drawing which showed the location of the container and the proposed decks and foundations.

Costings – PC sum of \$4,000 included in the Gabrielle funding application.

- With savings from other areas, we have circa \$850 surplus.
- Grounded NZ piles - \$3,321
- Bearers and decking from Bunnings estimated \$1,000.

The priority is to install the container and foundations and build the deck so that the facility is operational.

Moved: Ian Farrant Seconded: Wallace Bremner

Approved x eight. Rejected – Eric who has concerns about the location.

MAINTENANCE:

1. Front signage – work in progress
2. Entrance 2 railing – Wallace shared a photo of what he is making ready to install
3. LCD mounting – Eric and Ian met with the installer (included in contract price) and we are now waiting for the screen to arrive in the country so we can confirm the fixings. The screen will be located on the RHS of the front of the hall brick façade with the fixing to the studs in the storage cupboard. The screen is expected the week commencing 21 October and then it is about 10 days before Video Display will be able to share a photo. A discussion was held regarding the potential for how to install which can be further considered once an image of the screen is available. The cavity screws will go up before the screen is installed.
4. Eric raised the camera which is covered in the budget and is still planned to install.
5. Electrical work – wiring needed for the LCD plus ethernet which will mean moving the router to the ticket booth and installing a repeater for the rear hall. An additional gateway is required so that remote access to the digital access doors can be set up. Currently we have one in the kitchen which talks to the rear hall door but not the front door. Power points – we need some additional power points which Wharfe Electrical is going to quote plus the rear hall toilets.
6. The fire sensors will need moving in the rear toilet facility and a second sensor installed given we will have two toilets.

CHRISTMAS AT BUCKLAND HALL:

1. Confirmation that raffle tickets are \$5.00.
2. Fran circulated the four-page flyer which is being shared on our website and Facebook.
3. We currently have 784 interested in the event which is ranking well against Christmas on the Green which has been established for years.
4. We have done a colouring competition with three graphics that children can submit.
5. The projection is still to make \$5,000 (2023 \$2,768).
6. Sponsorship has been fantastic (Stuart the Magic Show) Eric and Tony Bolderston have contributed to the raffle. Wharfe Brothers have sponsored the snow machine photos
7. Speedy Signs have provided 4 x 2400 x 1200 printed road signs. Stuart is going to update the two old signs for the faster roads. Fran asked if they can be erected in a couple of weeks. Locations have been agreed.
8. The only risk is rain, but we have quite a few marquees.
9. The craft fair has been sold out (27 Saturday & 41 Sunday all paid except one).
10. It is important that committee sell their raffle tickets and more if possible – budgeted to sell 800 of the 1000.
11. Supermarkets (3) hopefully will be \$100 voucher each.
12. Fran asked that ALL committee members commit to being available for the Saturday 30 November & Sunday 1 December
13. Stage partition to go up Monday 25 November (Eric)
14. Tuesday-Thursday (Ian and Fran set up stage)
15. Thursday – craft fair tables & decorations can be set up in front hall (Dynamix in rear hall 3.30-4.30 pm)
16. Friday – set up rear hall - Beauty Parlour / inflatable Santa & snowman – want earlier finish so need help
17. Saturday – outside games/activities / 3 food trucks / 2 big inflatable devices – all committee here from 7.00 am and if you can stay for the day to help man the activities that will be great. 4.00 pm onwards everything will need to be dismantled so again all hands-on deck.

18. Sunday morning (12 noon) manpower needed to fold up the craft fair tables and all the chairs brought out (our 148 plus 12 others?) for the magic show at 2.30 pm.

Spooky Halloween Disco – Thursday, 31st October 5.30 – 7.00 pm – 179 interested on Facebook which is surprising.

The Great Brick Competition - This was a great success – next year will refine some timings and hold in May rather than September. There is a video available on our Facebook page.

COMMUNITY EMERGENCY HUB:

Items paid for and received:

- Container (Budget \$6,300 – negotiated \$5,175). Installation once screw piles installed
- Delta Max 2 Power Station
- Solar panels

Items paid for awaiting delivery:

- Deisel generator and gazebo – advised ready for pick up
- LCD screen, as per agenda item

Screw pile install, container delivery and decking construction covered above, page 2.

Other items in the process of being ordered, apart from the VHF radio which has not been confirmed by either Auckland or Waikato Councils as a preferred communications option during an emergency.

There was a general discussion regarding the relationship with Auckland and Waikato council community response and the collaboration discussions with Tuakau and Pokeno Community Response Groups.

We have been advised that there is another emergency funding round expected in 2025.

STAGE PRODUCTION PROJECT:

We applied for \$9,000 from Four Winds Foundation (Counties Inn & Tuakau Hotel) with \$5,000 being approved.

Our applications to Blue Sky Community Trust and Grassroots Trust were unsuccessful due to insufficient funds.

All funders have stated that they are inundated by applicants previously funded by the government but have advised that re-application would be considered.

We have not heard from Foundation North yet. Two other funders have now been identified to whom we can consider applying.

Fran discussed a document she circulated – she apologised that she rushed to finish for the meeting and some lines have been cut off.

The first section shows the original budget, the funding budgeted and the hall contribution from reserves.

The proposals are:

1. Community Emergency Hub - \$600 additional spending proposed for digital access (the same as entrance 1 & 2) to the existing kitchen door which opens to the container – this door will be used a lot more and the existing lock needs to be replaced. The slide bolts would be deleted with the digital access improving egress, security and health and safety. It is a special price from The Locksmiths.
2. Stage Development Project – after an introduction and summary of the status Fran commented that the stage extension (\$19K) was the most critical thing to purchase to be able to progress with shows at the hall. The lighting and sound are also important, but these can be deferred until after further funding is known.
3. Rear Toilet Facility – had an original cost of \$8,000 plus \$12,500 diverted from the main hall flooring (now deferred). Estimated \$12,000 now.
4. Table Tennis lighting – totally dependent on proceeding with the application and getting funding
5. Brick Façade we had \$2,000 in the budget, now \$7,000 so that is an additional \$5,000 cost
6. Whiteboard not purchased (could use for digital access on rear door)
7. When credit card received, we can purchase the Microsoft license

Summary:

1. Committed a total of \$62,076 being released from hall funds to fund the projects
2. We have received \$30,000 from Gabrielle Trust and \$5,000 from Four Winds
3. Funding available is therefore $\$62,076 + \$30,000 + \$5,000 = \$97,076$
4. Expenditure
 - a. Community Hub \$39,018
 - b. Proposed Stage Production Project is staging \$19,078 plus mobile sound \$3,158 (already purchased)
 - c. Rear Hall toilet increased from \$8,000 to \$12,000
 - d. Façade increased from \$2,000 to \$7,000

Bob strongly raised the point as to whether it was appropriate to separate the Stage Extension from the Stage Production Project and commit hall funds or wait for all funding to be received.

Passionate debate followed with the pros and cons being canvassed.

The reasons for proposing that the Stage Extension be progressed were summarised as:

1. The stage extension is an essential element for any stage performance and a component of the Society's strategic direction
2. It is an asset that can return an income
3. It is the bulkiest component to transport
4. It would have a resale value
5. 8 Count have been approached and indicated that they would be interested in hiring for \$800 on 8-10 November
6. Christmas external stage for lunchtime entertainment
7. Magic Show (Wonderland still on stage)
8. Four Winds funding must be spent or returned within 3 months
9. Future opportunities – wearable arts, fashion shows, bands etc

The staging, lighting & sound were combined into one Stage Production Project for the purpose of the funding applications. It was done to give us the greatest chance of funding from multiple funders, not that no expenditure would occur if all funding was not received.

Investing in the youth of our community means we have a future – engage the youth who will bring their parents/caregivers and strengthen the reputation and use of the hall.

The committee unanimously approved the purchase of the stage extension for \$19,078 with the funding contribution from Four Winds Foundation of \$5,000 and an increased contribution from The Buckland Community Centre reserves.

Other Funding Applications - Two further applications have either been submitted or being considered. If unsuccessful expenditure will not be occurred:

- Porter Masonic Trust – ballet mirrors & barre. Submitted.
- TAB – table tennis lighting, under review.

GENERAL BUSINESS:

There being no further business the meeting was declared closed at 9.25 pm

NEXT MEETING: Tuesday 5th November at 7.00 pm