

MINUTES of the committee Meeting held on Tuesday 12th November 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

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 8th October 2024, having been distributed with the agenda, were taken as read.

Matters Arising:

Railings – completed but awaiting suitable time for installation – thank you Wallace.

The \$10,000 operational grant has yet to be received. Major process to get a contractor's account set up. Auckland Council has several databases depending upon what type of payment is being made and emails are 'no reply' email. All future communications should come to accounts@bucklandhall.nz.

Funding application to Potter Masonic Trust for dance mirrors and barre was unsuccessful. TAB NZ– potential funding for improved lighting for the hall and Pukekohe Table Tennis – this project requires more research prior to submission so it has been deferred to 2025.

Ian stated that he realized that recent projects and demands on the committee have been challenging and he wanted to record how grateful and appreciative he is of the support received.

Motion: That the minutes of the 8th October 2024 be approved. Passed unanimously.

Moved: Neville Jamieson Seconded: Wallace Bremner

FINANCIAL & ADMINISTRATION REPORT:

Reports presented were to 11th November not the end of 31st October to give the most current situation given the level of transactions between 1st and 11th November. The reports to 31st October are available if anyone would like to view.

Fran talked through the accounts, in particular the repairs and maintenance costs in relation to the rear hall toilet reinstatement. Major costs still to come include plumbing, electrical, cubicles, flooring.

Rear Hall Toilet:

Richard, supported by Bob have been working hard on the toilets thank you. The floor, joists and bearers needed replacing due to rotting and a new ceiling framework needed to be completed. The outside wall has two bracing units. Construction and decorating continuing, with floor to ceiling partitions (external supplier), cubicle venting and insulation.

Stellar effort from everyone particularly with the stop and starting around hall hire. 8 Count was grateful to have the two (albeit no cubicle) toilets available.

Working capital has now been reduced as funds have been spent with \$80,000 at the end of September, \$62,000 at end Oct and \$57,000 at 11th November. That is in line with the projection of how we were intending to spend the reserves.

We have yet to receive the \$10,000 from the council which is due this week.

Forward bookings again are still soft. We will do a marketing drive in the new year.

Projects:

Community Hub – Income \$30,000 and expenditure to 11 November was \$30,331 with \$8,087 left to spend.

Stage Production – staging approved at \$19,000 but savings were made of \$1,500 – bought fabric and Fran made skirts. Metro gave us a 5% discount on the stage decks. The damaged table tennis tables on wheels (not donated to community members) were used instead of purchasing the trolley. (Funding of \$5,000 came from Four Winds and our first hire of \$800 came from 8 Count).

Rear Hall Toilet reinstatement - \$3,075 spent to date with an initial budget of \$8,000 – the refurbishment is now more comprehensive providing a superior amenity. Total cost is now estimated at \$15-\$20,000.

Fran went through a list of the capital purchases to date.

Projected hire income of \$11,000 needs to be achieved in addition to known income. It is the end of the year, so people are winding down – marketing push in the new year. The cost-of-living crisis is biting.

After discussion it was agreed not to increase table tennis rates – Fran to support with social media/marketing promotion – other facilities offer better lighting/facilities. All this needs to be considered and support provided where possible.

Dynamix is going well and wants more classes in 2025.

Richard asked if we could send a thank you letter to Alyson Grice for donating the two toilets – Angela to action. Richard to ascertain cost so we can do an entry in the accounts to record the donation.

Motion: That the financial accounts as at 11th November 2024 be approved. Passed unanimously.

Moved: Richard Seeger Seconded: Neville Jamieson

Cenotaph – it was good to see that this had been painted.

Forecourt sealing – AT has completed this after intervention by Andy Baker. Our appreciation for the support to be passed on to Andy Baker.

CONFLICTS OF INTEREST: None

CHRISTMAS AT BUCKLAND HALL: Fran distributed a comprehensive document summarising the social media interaction, plus all the plans and job allocations both before and at the event.

Raffle tickets – printed 1,000 – sold 162 online via newsletters saying put in bank and we will text numbers. Committee allocated 310 – In order to achieve budget, it is important they are all sold. We are going to ask our main sponsors to try and sell (not compelled but simply an avenue to sell). Fran has added in a kid's party hire so that marketing can include a chance to win a kid's party. Overall, that leaves 328 to sell (budget to sell 800) so 200 to sell primarily at the event.

Other tickets selling reasonably well – magic show is slow. Early bird finishes on Friday. Need to promote the magic show – renowned NZ magician/illusionist who performs at Sky City – adult ticket prices \$12 compared to \$40. \$40 for a family. So please spread the word.

All primary schools and ECEs have been targeted. The numbers interested on Facebook are tracking well and providing it doesn't rain attendance is expected to be strong. Angela raised other things on the same day, but (other than Christmas on the Green) this was not evidenced by posts on social media. Bob raised posters in shops – Fran stated that this would require support. Angela offered but can't get printed because she can't drive. Fran to provide 10 printed on our photocopier. Printing costs are a serious consideration. Main road signage has gone up. Signs were said were too hard to read – more information was included because last year the feedback was that there was not enough detail. Christine Montagna is using one of her paid adverts to promote the Magic Show.

\$5,000 budget still achievable if raffle tickets sold and it doesn't rain.

Fran went through the plan of the paddock and the timeframe for set up.

- Power requirement – Wallace generator plus 1 x hall generator and power station, plus power leads from inside. Ian in charge of power and paddock co-ordination. Generators need to be away from the stage and craft fair to minimise noise.
- Fran talked through the marquee placements – the larger Barfoot & Ray White marquee are being erected and dismantled for us. Angela said the school had 4 gazebos available (weather contingency) but may not be able to accommodate. Angela to follow up school and get 5 tables and 12 chairs from the church.
- Pigtail and ropes provided by Wallace, Richard and Farrant's.
- The week's timetable was then discussed. Tight timeframe so everyone needed to be available as scheduled. People's roles and other things requested to be brought (e.g. trees, wreath etc) were talked through.
- It had been arranged that two friends of Ian and Fran are bringing their RVs to park in the paddock on Friday night for security so the marquees and bouncy castles can be set up on Friday. They are also helping on Saturday. Set up on Friday is 4.00 to 7.00 pm – suggested we have a sausage sizzle and BYO to have after the set up. Neville to ask Sue if she could pick up the sausages.
- Placing of marquees is critical so locations need to be as per the plan (marked pre-event). Bouncy castles will be delivered and blown up on Friday (to give an in and out) and then deflated overnight.
- Bob to oversee Craft Fair set up as per last year plus some setting up Friday night to take the pressure off Saturday. Cone the drop off on the forecourt to unload and then park elsewhere. Signs for loading zone – Bob to action.
- Ian has arranged with Kushla, next door, to use the paddock for parking for helpers and craft fair people. This eases community parking on the day of the event. In return Ian is going to bring down his tractor for her to mow her paddock. Signs at gate to say restricted parking.
- Craft Fair closes at 2.30 p.m. Saturday at which time the entry diverts to the paddock gate. If rear hall toilets not finished and front toilets are used, we will need to have security in the front hall.
- Angela to complete initial setting up of the kitchen on Friday evening.
- Richard to bring the skittle rails as per last year.
- Fran discussed concept and set up of Santa Central – Eftpos/competitions/prizes
- Two YOU ARE HERE signs will be set up for people to find their way around
- Props are under construction and will be delivered Friday/Saturday
- The logistics of the stage extension being outside on Saturday, on the stage Saturday night and front hall for the magic show on the Sunday were canvassed.

- Pack down on Saturday evening was worked through (help required) including clearing the rear hall for the craft fair on Sunday. Ian and Fran will manage the set up on Sunday and Fran will cover kitchen and man the kitchen.
- Magic Show – tables for craft fair to be taken down – stage extension and chairs to be set up in the front hall. All hands-on deck at 12 noon to help please.
- The helpers' jobs sheet for Saturday 30th was shared to show how everyone is scheduled from 10.00 to 4.00 pm. Cover for Neville and Sue provided from lunchtime. Fran clarified the roles for those committee members present.

PROJECTS UPDATE REVIEW:

Facade – two main faces either side of the main entrance doors have had cavity ties installed. Eric showed the product used (used 40 to date). The right-hand side and left-hand side sections of the front need's further investigation as to how to undertake the pinning. Andy Gaul to provide advice on the next phase, including design (PS1) and PS4, aligned with EQSTRUC report and status.

The Locksmiths – additional digital access gateway and internet mesh installed so all working well. Second rear hall digital lock to be installed on completion of decking etc.

Electrical - Power points have been installed with 24/7 power to the front of the hall to allow us to power up the mobile sound unit. External power to the northern side of the hall has been deferred due to cost.

Container decking – 90% complete, purchased a security padlock for the container. It was noted that slightly larger screw piles were required for a section of the decking, but still within budget.

Roof timber and sizing - - Richard has inspected and recorded details of the timber and sizing for providing to Andy Gaul.

Financial Reporting on Projects

A discussion was held about the costs of the individual projects and how the budgets were applied. When a project comes in under budget how can those unused funds be applied more transparently.

Fran stated it was difficult to report at present because the projects have changed in scoping and therefore the costs are changing daily – in particular the rear hall toilet project.

The key thing is that the total set aside for projects from reserves for the current year must not be exceeded.

It was agreed to amend the reports to record information by project until such time as the project is closed. The cost will then be allocated appropriately between expenditure and capital.

The Project Report in the monthly narrative report has tried to address the position, but the actual financial accounts will be changed for clarity of understanding.

The danger is that spending on projects is looked at on an individual (jam jar) basis which could overspend if the overall position is not monitored. Fran stressed we need to closely monitor the overall projection and how the end of year financial position could potentially be impacted.

GENERAL BUSINESS:

Angela wanted to say thank you to those who organised Halloween – it was well worth it and so good. The queue to come in was around onto the road. It was great fun. Gold coin donation and we took about \$340. Richard said it was great that the community supported this community event. Even the parents dressed up.

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

NEXT MEETING: Tuesday 10th December at 7.00 p.m.