

MINUTES of the committee Meeting held on Tuesday 10<sup>th</sup> December 2024, at 7.10 pm.

PRESENT: Neville Jamieson, Ian Farrant, Angela Morey, Richard Seeger, Wallace Bremner, Bob Jones, Fran Farrant, Matt West, Monique Askew & Jane Cain

APOLOGIES: Eric Muir, Robert Watson & Stuart Howard

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 12<sup>th</sup> November 2024, having been distributed with the agenda, were taken as read.

## Matters Arising:

There were no matters arising.

Motion: That the minutes of the meeting held on 12<sup>th</sup> November 2024 be approved. Passed unanimously.

Moved: Ian Farrant                      Seconded: Wallace Bremner

## CO-OPTION:

Monique Askew: It was proposed that Monique be seconded to the committee with a particular involvement in the stage production project. Monique has been an active supporter of Buckland Hall for some time and we are delighted that she has agreed to join the committee.

Moved: Ian Farrant                      Seconded: Angela Morey – passed unanimously

## MEETING WITH LOGAN SOOLE:

An impromptu meeting was held with Logan this week to discuss a potential event. The scope of the meeting became wider and had that been known at the time of making the appointment more committee members would have been invited to attend. Richard, Fran and Ian attended as we were all working at the hall. We have had a follow-up email from Logan (shared by Ian) which recognizes our progress and the potential events. Logan shared various contact sources including iwi and the local youth leadership council and the three broker consultants charged with community liaison. Logan was impressed with what was being achieved and the way in which forward thinking and planning was being developed. Targeted rates, property development, potential marketing videos and other matters were also discussed with Logan willing to support the committee in any way possible.

Council funding is changing from 1<sup>st</sup> July whereby the local board will now have responsibility for all the community asset funds which could give greater flexibility for funding.

## FINANCIAL & ADMINISTRATION REPORT:

The reports presented were to 10<sup>th</sup> December with accruals into November. A full review of the financial performance to date plus projected financial position to the end of April 2025.

1. Hall Hire – has gone soft so the forecast reflects a reduced total year value.
2. Focus is on stronger regular hire rather than casual one-off hire
3. Jane confirmed the market is soft in the other halls with revenue down
4. Christmas was obviously wet and therefore \$2,600 instead of \$5,000 profit (great that we made a profit). Thank you to everyone for all the help before, at and post the event – it was a fantastic team effort. The extra 4 gazebos from the school were much appreciated given the weather.

5. Projects – in response to some confusion regarding projects, the accounts have been re-stated to show each project (refer to both Xero reports & Excel summary/comments):

### Projects and Reserves:

- **Cyclone Gabrielle** – some discretionary spending left to do. Electricity went over budget. The completion of the last elements will carry over to 2025.
- **Façade** – a position has been reached where the initial work can be closed off.

The project to complete the cavity ties needs to be reviewed considering the preliminary conclusions.

The ladies' toilets can be achieved by taking off the internal paneling, fitting the cavity ties and relining with plywood. In addition, this will facilitate the repair of water damage to the external wall, which is deteriorating.

The men's side is more complex and needs more investigation. Initial thinking is that the simplest and most cost effective would be to take off the bricks, reframe, install cavity ties and re-lay the original bricks.

Both Andy Gaul and Lars from EQSTRUC have been included in preliminary discussions as to the best way to proceed. It was agreed that a PS1 would be required with a price to be obtained for the consultancy once we have completed and provided details of the investigative work.

It was agreed that this project be given priority.

Preliminary contact will be made with the council, with Logan Soole offering to provide support, should it be required.

The meeting was requested to approve the work to start on the ladies' toilets in late January. The rear hall toilets, coupled with the men's and disabled toilets means they can be out of action during the process.

Motion agreed unanimously.

- **Office Equipment** – completed – MailChimp being charged & Microsoft license to be actioned.
- **Rear hall digital lock to the container** – pending potential work / replacement of door
- **Rear hall toilet** – what a mission but what an excellent exercise and outcome. Thanks to Richard, Bob, Neville and Ian for all their time involved. Fran asked for all those people to provide an idea of the hours they spent on the toilet, plus container deck, so that the voluntary time can be accounted for. Richard to be reimbursed for a new planer and saw blade. Some work remains to be finished, which will be undertaken in the new year.
- **Stage Production Project** – we have now received a total of \$13K (\$5 Four Winds & \$8 Foundation North). The staging has been purchased and is proving an excellent investment. 8Count rented the equipment for their end of year production. Richard is kindly making storage containers for the legs.

The projection suggests the next stage is to purchase the sound component for the main hall for \$16,834 using the \$8,000 contribution from Foundation North and the lighting will only be purchased subject to funding.

We will put further funding applications before the end of December with a view to receiving approval for additional funding prior to purchasing it in the new year.

We can put further applications into Grassroots, BlueSky, potentially Fonterra and maybe from a local donor.

The funding from Foundation North now precludes us from a further application for a year, so we need to think carefully about what we apply for and when (including capital funding for 2026).

Applications for all grants have increased hugely due to government cuts and funding priorities have shifted. Our applications were confirmed as being of an acceptable standard, but purely insufficient funds impacted the outcomes.

- **Reserves** - the forecasted working capital position will remain in line with the budget of approx. \$29K to cover unforeseen issues and maintenance. Clearly the EPB will require external funding such as Foundation North.

Motion to purchase sound system – passed unanimously.

Moved: Ian Farrant                      Seconded: Matt West

CONFLICTS OF INTEREST: None

CHRISTMAS:

1. Those that came loved it and it was disappointing that the outside activities needed to be stopped early due to bad weather.
2. The Santa photos worked out well with the new backdrops and lack of props.
3. The fairies unfortunately couldn't dance on the stage so the whole rear hall was moved apart for them to perform indoors.
4. By 2.30 p.m. the decision was taken to close for health and safety reasons.
5. Food trucks were too hard to accommodate. Next year we will review to do more sausage sizzles, burgers on the BBQ etc. (food trucks was because of 2023 feedback for more lunchtime food offering)
6. Stuart offered a covered trailer as a stage for 2025
7. Raffle – proposed not to do the pre-sell raffle where we are not getting the desired sale (only 500 of 1000 tickets sold and mainly by committee members). A raffle at the event was suggested instead with sponsorship going towards the whole event.
8. An active fundraising committee to be formed for next year's event which will ensure more pre-event help. There will be no projects scheduled at the end of next year.
9. A coffee cart was suggested (would need to pay to be there) rather than, in addition to sachet coffees.
10. Two days was questioned – the craft fair was a challenge in the rain as it precluded the use of the hall. The magic show was really good. Maybe a separate craft fair weekend, a one-day Christmas and a magic show/s at other times. Again 2023 feedback was the craft fair people wanted two shorter days. Having a two-day Christmas at Buckland Hall was developed from a marketing perspective to sell a bigger event rather than a one day 'fair' regularly held event.
11. Christmas at Buckland Hall is primarily a family event put on by the committee to encourage engagement with the community to feel good and want to be at Buckland Hall.
12. Eric's gazebo made a big difference and again thank you to everyone who played such a huge part particularly in the terrible weather.

FUNDING ACCOUNTABILITY REPORTS: Ian to provide reports as required to the various funders

GENERAL BUSINESS:

1. Angela proposed a St Patricks Day Dance – 17 March – using Tague Bradley and his band.
2. Activation Funding for Rural Halls – Jane relayed the proposed funding with halls putting up proposals as to what they would like to do to activate their halls. It is possible we may be able to apply. Jane said she would bear in mind the feedback about halls not being competitive. Jane no longer works for the local board so is not necessarily in the loop with all the local board activities – she is now part of the library team.
3. Monique suggested that a calendar of events be set up as soon as possible in the new year (St Patricks/Brick Comp/Magic Show(s)/Talent/Christmas/Halloween). Angela wants to hold a dance on New Year's Eve. Liaising with the Pukekohe Business Association Christmas on the Green event needs considering when setting the 2025 dates. The Christmas at Buckland Hall family weekend's reputation is growing and this needs to continue to be built on by providing an event that is desirable and people want to attend.

There being no further business the meeting was declared closed at 8.50 pm

NEXT MEETING: Tuesday 11<sup>th</sup> February 2025 at 7.00 pm.

The committee expressed their sincere thanks to Ian & Fran Farrant for their work during the year.