

MINUTES of the Committee Meeting held on Monday 9th February 2026, at 7.02 pm.

PRESENT: Ian Farrant, Monique Askew, Richard Seeger, Wallace Bremner, Angela Christy, Angela Morey, Stuart Howard, Matt West.

APOLOGIES: Fran Farrant, Neville Jamieson, Andy Gaul

1. MINUTES OF THE PREVIOUS MEETING:

The minutes for the meeting held on 10th November 2025, having been distributed, were taken as read.

The minutes for the meeting held at The Jamieson's residence on 8th December 2025, having been distributed, were taken as read.

There were no matters arising.

Motion: That the minutes of the meetings held on 10th November and 8th December 2025 be approved – carried unanimously

Moved: Angela Christy Seconded: Wallace Bremner

2. FINANCIAL & ADMINISTRATION REPORT:

Financial Reports for December and January 2026 - The financial reports, having been distributed, were taken as read. General discussion followed, with it being noted that it looks positive for reaching the income budget for the financial year.

- Lighting upgrade for table tennis – preliminary discussion with PTT. Work in progress.
- Community Response EXPO - \$6,098. The major outstanding item is to install the roof
- Franklin's Got Talent – contributed \$2,140 (budget \$3,661). A good result given funding was lower than expected.
- Christmas at Buckland Hall - \$4,238 (Budget \$5,000). An improved contribution on last year.
- Insurance claim approved and settlement being received in February.
- Utilities expenses are going up and will most likely run over budget for the year.
- It was confirmed that the council funding for operational expenses and insurance contribution has been received and that the sum is fixed for next year.
- Interest income is down as a result of the lower rates, timing of receiving grants and deferral of moving to fixed term for 6 months due to uncertainty of cash flow at the time.
- Operational Maintenance Resources includes the temporary storage hire which is extending longer than anticipated.

Motion: That the Financial Reports for December 2025 and January 2026 be approved – carried unanimously.

Moved: Richard Seeger Seconded: Stuart Howard

DECLARATION OF CONFLICTS OF INTEREST: - None.

HEALTH & SAFETY:

Review of policy and procedures and update of Terms and Conditions in progress.

It was unanimously agreed that Council be approached to investigate reducing the speed limit past the Hall to 40 km/hr.

ARCHITECT SOLUTIONS:

Briefly went through the Mailchimp feedback to the Draft Concept Plan.

Mark is now awaiting instruction. It was agreed by the meeting that the sub-committee (comprising Andy Gaul, Ian Farrant, Bob Jones and Richard Seeger) be given delegated authority to meet with Mark, agree amendments to the Draft Concept Plan.

There was consensus that approved Concept Plans would be sufficient for the Foundation North: Community Building Projects Fund Expression of Interest, opening in April 2026, and that the need for QS would be discussed with Mark.

CONSTITUTION REREGISTRATION

Brief report on progress. The new constitution has been updated to enable registration as a charity. It was agreed that the New Constitution would be distributed to committee members for approval by email with an SGM being called to adopt on 9th March 2026, to be held prior to the committee meeting.

MARKETING AND EVENTS PROGRAMME FOR 2026:

- Brick competition – 29th March 2026. Strong response with twenty-four of forty entries received.
- Franklin's Got Talent – June 2026 date TBC (pending MC confirmation) Creative Grants funding of \$2,000 received towards the 2026 event. AC Creative Communities Grant will be applied for in February. There was a general discussion on the 2026 event.
The team were thanked for all of the effort that was put into the event.
- Quiz – Matt to confirm date and liaise with Fran.
- Halloween – event to proceed.
- Toy Sale Event – unlikely to proceed.
- Christmas at Buckland Hall – 28th November 2026. Time adjusted to 10.00am to 3.00pm.
- Community EXPO – Not to be held in 2026. Feedback suggests every two years. The accountability Report was submitted in December and was well received by Council.

A developing collaboration between HAPVRA, Papakura, Tuakau and Buckland to contract a coordinator was noted. Applications will be submitted to:

- CDEM Resilience Fund (closes 2 March 2026)
- Auckland Emergency Management Fund (closes 8 March 2026)

Videos from Franklin's Got Talent and the Community EXPO were shown.

MAINTENANCE AND IMPROVEMENTS 2025

General discussion on maintenance and the pressure on volunteers. This was acknowledged.

- Storage Shed – investigation by Richard and Ian (estimated \$1,200 to \$1,400)
- Air Conditioning – replacement to be progressed
- Painting of Canopy – Bob coordinating. Stuart has the sign.
- EPOD Shelving – Wallace to coordinate installation
- Container Roof – Wallace progressing; not currently seen as a priority.
- Northern Hall refurbish – Stuart leading. Water blasting first
- Storage Area #5 – Richard completing as time permits
- Miscellaneous Painting – volunteers welcome
- PTT Lighting Upgrade – discussions ongoing with PTT

All work to be coordinated to avoid clashes with hall hire.

GENERAL BUSINESS

Strategic Plan Review

It was agreed that the Strategic Plan should be reviewed, particularly to:

- Consider establishing an administrative role
- Reduce reliance on volunteer capacity
- Reflect the expanded purpose of the organisation
- Consider a possible name change or “trading as” option
- Consolidate community response initiatives

It was agreed that a separate 2–3-hour workshop be held to review the Strategic Plan, including identification of strengths, weaknesses, succession planning and administrative capacity requirements.

There being no further business, everyone was thanked for their attendance, and the meeting was declared closed at 8.26 p.m.

NEXT MEETING: Monday 9TH March 2026

Action	Responsible	Status
Air Conditioning installation	Ian	Active
Architect Concept Plan amendments	Sub Committee	Active
Storage shed investigation	Richard / Ian	Active
Container roof	Wallace-lead / Richard	Waiting-priority review
Table tennis lighting upgrade	Ian / PTT	Waiting-project scope
Strategic Plan workshop	Committee	Active
CDEM Resilience Fund application	Ian	Active-due 2 nd March
AEM Te Ara Urutau Fund	Ian	Active-due 8 th March
Constitution reregistration	Ian / Bob	Active-SGM 9 th March
AC Creative Communities Grant (FGT)	Ian / Fran	Active-due 15 th Feb
Install EPOD shelving	Wallace	Active
Northern side refurbish	Stuart	Waiting-water blast
Canopy painting and signage	Bob	Active
Storage Area #5-Linning	Richard	Waiting
Confirm Quiz Event date	Matt	Active
Approach Council re speed limit	Ian	Active
Power review	Ian	Waiting-information
Water investigation	Richard	Active
Terms & Conditions update for CCTV and Health & Safety – Hirers responsibilities	Ian / Fran	Waiting