

MINUTES of the committee Meeting held on Monday 12th May 2025, at 7.01 pm.

PRESENT: Neville Jamieson, Ian Farrant, Richard Seeger, Bob Jones, Fran Farrant, Angela Christy, Angela Morey, Monique Askew, Stuart Howard & Matt West

APOLOGIES: Andy Gaul & Eric Muir

MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 7th April 2025, having been distributed, were taken as read.

Matters Arising - There were no matters arising.

Moved: Ian Farrant | Seconded: Angela Christy | Passed unanimously

FINANCIAL & ADMINISTRATION REPORT:

The annual accounts for the year ended 30th April had been distributed. The format for the 2024/25 accounts has been completed to have an integrated workbook which results in accrual accounts and cash reporting.

This then fully complies with Financial Reporting Standards producing the Statement of Financial Position, Statement of Revenue & Expenditure and the Statement of Cashflows which meets the Tier 4 cash reporting requirements. It is the Tier 4 report that is required for our funding applications. Tier 4 is a cash-based report applicable until expenses exceed \$140,000 when we will need to move to Tier 3.

The notes are now very comprehensive, providing a good understanding of what is in each of the figures in the Financial Statements. The Statements are the helicopter view, and the notes are the detail. As we grow and undertake the redevelopment, we will need to have financial statements that are comprehensive and fully transparent.

Long term we need to work towards generating sufficient income to sustain the paid position of Administrator.

Fran explained that the Tier 4 reports are constructed very differently and with different disclosure classification to the Annual Financial Statements – Statement of Cashflows, but by adding together various totals the two balance out exactly. The test is that the brought forward and closing bank balances are the same in both the Statement of Cashflows and the Tier 4 report.

Following questions from Bob, some disclosure changes were agreed.

The accounts to be presented at the AGM will exclude the budget and the Tier 4 report.

We have now breached the \$60,000 GST threshold and it is likely that we will need to register early in 2025-26. This will affect both income and expenditure. We are discussing the potential for GST from our regular hirers. One-off-hall hire rates will absorb the GST. Xero will manage the GST without any issues.

The voluntary Labour calculation is minimal compared to the actual time donated to the hall. It shows the true costs of what the hall would need to fund if people did not donate their time.

Moved: Richard Seeger | Seconded: Neville Jamieson | Passed unanimously

Richard thanked Ian & Fran for all their work in preparing the accounts.

CONFLICTS OF INTEREST:

Andy Gaul confirmed that he is a director of BGT Structures.

HIRE COSTS

Bob asked if we had any comparisons with other halls. Fran explained that it was constantly being considered but is difficult to compare because not all halls have a website or published rates or the same amenities. We have historical figures shared by Jane, which informed current hire rates, but again it is difficult to compare. Recent rate assessment with the Franklin Centre indicates that we are cheaper, but the facilities are not comparative.

With the increases in electric power charges, the coin meters for the heat pumps are probably not covering costs. This requires investigation to provide information for a decision about the time span. We still have the PowerShop issue with obtaining account information because the account was set up in Shelley Davis's name and all the accounts went to her. Shelly has gone to Australia. Work in progress.

HALL USE

Bob asked if we knew the amount the hall is being used. Each month a return is required to be submitted to the Council (as has been shared with the committee in the past) in compliance with our Funding Agreement. The exact numbers of those within the membership area are not able to be ascertained as we know who the hirer is but not who attends any event or class. Identifying the hirers as either in Auckland or Waikato will become important as we move towards targeted rates. Bob stated that funders may be interested in the attendance stats and Ian confirmed that the stats are included in funding applications and accountability reports.

MARKETING & EVENTS

FRANKLIN'S GOT TALENT - Monique confirmed that Paul Flynn (a local who attended Buckland School) is interested in being the MC but would like to know what the payment would be. He lives in Christchurch but could use the event to catch up with family. The meeting discussed and approved that Monique would go back and negotiate.

Other judges in the pipeline are Tim Roxborough (music background), Viktoria Morgan (international ballroom dancer/teacher). We need a comedian judge and preferably a panel of 2 male and 2 female.

The first roadside billboard is going up tomorrow on Mill Road.

AGM - Signage up outside hall, on LCD screen and notifications via Facebook and newsletter. Tea and biscuits to be served.

THE GREAT BRICK COMPETITION - Angela C and Monique confirmed they would be there at 8.30 am.

There being no further business, Ian thanked everyone for their attendance and the meeting was declared closed at 7.56 pm

Next Meeting: 9th June 2025