

THE BUCKLAND COMMUNITY CENTRE INCORPORATED

MINUTES of the committee Meeting held on Monday 9th June 2025, at 7.02 pm.

PRESENT: Ian Farrant, Richard Seeger, Andy Gaul, Fran Farrant, Angela Christy, Angela Morey, Monique Askew, Stuart Howard, Robert Watson & Wallace Bremner

APOLOGIES: Neville Jamieson, Matt West & Bob Jones

1. MINUTES OF THE PREVIOUS MEETING: The minutes for the meeting held on 12th May 2025, having been distributed with the agenda, were taken as read.

Matters Arising: - There were no matters arising.

Motion: That the minutes of 12th May 2025 be approved. Passed unanimously.

Moved: Ian Farrant

Seconded: Robert Watson

2. FINANCIAL & ADMINISTRATION REPORT:

- i. The Financial Statements to 31st May having been distributed were taken as read. Further copies were distributed at the meeting. Fran explained some of the lines in the accounts which included:
- The grant income reflected the lighting monies held in advance at the end of the previous year brought forward into May.
 - The Brick Competition – Bob’s email was discussed in detail. Kea Kids’ presence was a great benefit, and they also had a drone up and shared images with us. There is the possibility of a small charge for entrants next year.
 - Auckland Council Creative Communities \$4,000 grant plus donation of \$200 to Franklin’s Got Talent – expenses are the billboard on Mill Road plus the payment to Paul Flynn (MC).

Motion: That the Financial Statements to 31st May 2025 be approved. Passed unanimously.

Moved: Richard Seeger

Seconded: Monique Askew

- ii. The draft budget for 1 May 2025 to 30 April 2026 has been distributed later than anticipated due to other pressures and Fran’s health. The ratification will be in July once any updates have been included.
- Fran went through the budget in detail and explained how the worksheets interacted and how the comments provided an explanation of the assumptions and inclusions in the calculations. Historical cost analysis, inflation form the basis of overheads. Variable expenses have assumptions set. Several of the calculations were discussed in detail.
 - The working capital set in 2024-25 was circa \$28,000 which was the buffer plus an allocation for professional fees for addressing seismic issues and re-development. The 2025-26 budget takes the working capital to circa \$24,000 after professional fees of \$10,200 which is a stronger position than set last year.
 - The use of cash is \$15,263.
 - There are some costs that are dependent upon fundraising which will need to be monitored.
 - Following the matters raised in Bob’s email of 9th June 2025, Fran commented that the purpose of the budget is to delegate authority for the year for the overall direction and actions of an organization. Within that the sub-committees / authorised persons work to take actions and know the financial parameters around those actions. Last year and again this year it is agreed that when it comes to capital expenditure, whilst the budget is set it will come back to the committee to approve the quotes and expenditure before commitment is incurred. This provides a sense of direction that we are all on the same track.
 - Christmas – important to recognize key amount is the net income of \$5,000. Investment year by year will always be required.
 - Community Response Expo – balance equals the capital expenditure resource included in the grant.

- h. Cleaning – Ian’s role has evolved because it is difficult with sporadic hall hire to have someone clean at regular times, plus at low cleaning wage’s reliability becomes challenging. Post event cleaning that is required is deducted from bonds.
 - i. Sponsors’ sign – stage production – sign to include logos of Foundation North, Blue Sky, Four Winds, Ray White, and Buckland Hall.
 - j. Volunteer labour – Administrator income/expenditure included by volunteer maintenance labour will just be adjusted at the end of the year.
- iii. Budget Expenditure Approvals (Funded from Buckland Hall) detailed below were discussed and unanimously approved:
- a. Master Key Installation & Restroom Door Returns Completion (replacements, repairs, and maintenance):
 - i. New mortice lock to be installed on the RHS external storeroom door at main entrance of the hall.
 - ii. Replacement cylinder to main front door
 - iii. 4 x restricted plugs to lock cabinets in the kitchen
 - iv. 1 x restricted plug to storeroom cupboard door LHS above security equipment room store
 - v. 2 x Door closures (rear and ladies toilet doors)

Estimated cost \$1,900 plus GST

Moved: Ian Farrant Seconded: Richard Seeger
 - b. Stage Lighting (capital):
 - i. Electrical \$2,500 plus GST (estimate approved from last year)
 - ii. Additional stage side lights (2 x Photon 80 RGB) \$2,000 plus GST

Moved: Monique Askew Seconded: Robert Watson
 - c. Professional Fees - Architectural:
 - i. Stage 1 – Site Measure & Model Up Existing Building – Pro Bono
 - ii. Stage 2 – Sketch Plans of Alternations & Additions & Earthquake Strengthening \$6,500 plus GST

Refer agenda item 4 for further discussion.

Moved: Andy Gaul Seconded: Robert Watson
 - d. Blackout curtains for front entrance (capital):

Wallace discussed how he could create a metal rod to roll up curtains. To be investigated further. Estimated cost \$1,000 plus GST.

Moved: Robert Watson Seconded: Monique Askew
- iv. Community Resilience funded equipment (capital):
- This section to be updated to include projector, screen, whiteboards, and container roof to be treated as capital – total \$17,700. To be ratified in July.
- v. Lighting – rear hall (capital):
- Replace existing 11 lights with LED battens. It is proposed that this will happen in conjunction with the front hall lighting. The budget commits \$3,000 towards the rear hall.
- vi. Sound (rear hall) | Security Cameras (capital):
- Parked until future meetings when more information will be available.
- vii. Professional fees – Engineering:
- Waiting for Eric to finish the cavity ties to the LHS facade so that we can submit information to EQSTRUC to issue a record of work. Estimate - \$700.00.

The budget also includes \$3,000 to develop the design for the bolted connection to restrain the parapet and canopy. Scheduled for 2026. A discussion around the feasibility of this work followed. Agreed that BGT Structures will prepare the design for the work, acknowledging any conflict. Refer to item 4 for further discussion on the professional fees.

Moved: Robert Watson Seconded: Wallace Bremner

viii. Bob's email of 9th June 2025 was further tabled:

a. "All projects requiring funding to be fully funded externally and reapproved individually" –

The budget process establishes the items that have been identified that require external funding. These are reported on as they progress through the funding and approval stages. The process is that where external funding is specified then this will be raised before expenditure occurs or the committee approves alternative funding options.

The process where projects have been agreed to be funded by the hall is that they go through the committee to confirm the work before it is signed off.

b. Fran has responded to Christmas and Brick Competition.

c. "All items in the budget are not approved until individually discussed costed and approved. Just because they are approved as part of the budget does not mean they are approved to go ahead."

The committee assumed that this referred to capital items and not to operational expenditure (refer to earlier minute reference ii (e)).

It was agreed that, when projects are approved (e.g. rear hall toilets), the committee sets a financial framework but how the work progresses cannot keep coming back for committee approval. Richard shared that quite often things we must do in the hall are unexpected and we just need to get on and do them. The budgeting and reporting processes ensure that the committee are informed of any variances in a timely manner.

Fran shared she used to teach schools that it is like a journey of how you get from A to B. It is your plan of actions, income, and expenditure. It does not mean you cannot take detours either purposely or because situations require, but you do so in a controlled situation. You then learn from variances and the following year you become better at planning. He who fails to plan, plans to fail. You must have a plan of actions and financials linked together.

ix. GST:

Based on the budget we have now reached the GST threshold of \$60,000 so we are required to register.

It was agreed to register from 1st July. The budget has been set on a GST exclusive basis.

x. Security Cameras:

A Request for Quotation, proposing the installation of 4 x security cameras to monitor the hall externally, was tabled. After discussion it was agreed to proceed to obtain two quotes.

xi. Approvals – whilst the budget has been approved in principal and capital purchases set, the full budget, updated, will be ratified in July.

3. CONFLICTS OF INTEREST: Andy confirmed that he is a director of BGT Structures.

4. ARCHITECTURAL

Andy reported that he had spoken to Mark and that the Building Sub-committee had produced a briefing document which will be circulated for everyone to give feedback. It is all about the journey of what the committee wants, what drivers for what is wanted to be achieved, the seismic issues, functionality etc.

There was a general discussion of the proposed stages and what was required for funding purposes. The Architectural Brief – Initial Scope Discussion was circulated and would be emailed to committee members for feedback and / or approval. The brief was based on 2 x years operational experience, hirer feedback and community interface, providing insight into the spatial use of the hall.

Stages:

Stage 1 Site Measure and Model Up Existing Building	Pro-Bono
Stage 2 Sketch Plans of Alterations and Additions and Earthquake Strengthening	\$6,500
Stage 3 Developed Design for committee sign-off	\$4,500
Stage 4 Contract Documentation and Building Consent	TBC
Stage 5 Contract Procurement and Site Observation Services	TBC

There was in-depth discussion, noting:

- a. Completion of Stages 1 and 2 is necessary to advance discussions with potential funders. Funding approval passed for \$6,500 plus GST under agenda item iii (c).
- b. Stage 3 would be required to progress construction funding. This stage would start to incur other professional fee costs. This stage would require funding.
- c. Initial discussion had been undertaken with Foundation North (Community Buildings Project) and Lotteries Commission (Lottery Community Facilities Fund) which would be pursued further once the Concept Sketch Plans are available.
- d. A driver for approving this project is the timing of the Foundation North Expression of Interest scheduled for circa April 2026. The more work completed the greater the chance of being accepted (refer Architectural Brief dated 9th June 2025, page 4, for timeframe and documentation requirements).

For applications we will need a wealth of information including detailed brief, business case, financials, viability study etc. The initial \$6,500 is necessary to develop a concept. After acceptance we then go into an application process which will require Stage 3 to progress. After that it is likely a further \$90,000 will be required to go to the next stage.

Ian thanked Andy for joining the committee stating that the experience that he contributes has given us the confidence to progress this significant project.

Community consultation following the brief will be undertaken and some form of community support through visual inclusions of artwork, named “bricks” or some initiative to be included.

Motion: Resolution attached

Richard said what a huge amount of work has been done since August 2022.

5. ADMINISTRATION & COMPLIANCE

- a. Donee Status - awaiting a response from the IRD.
- b. The annual accounts for 2024-25 have been filed and the website has been updated with all the minutes including the approved AGM 2024, financial statements for 2024-25 and chairperson’s report. Thank you to Virginia Warren for circulating this report on Harrisville Road. Angela M stated that lots of people are impressed with what is happening at the hall – great feedback.

6. COMMUNITY RESPONSE

a. Community Response Expo – Saturday, 4th October 2025

The proposed layout plan was shared, detailing all participants, activities, and initiatives. The event is supported by Auckland Emergency Management, Waikato Emergency Management and 4 x local Community Response Groups and other stakeholders

The objective is to showcase how a community emergency event would be dealt with to encourage participation, knowledge on how to be prepared and to raise awareness of the community collaboration in this space.

Prizes will also be available through a passport registration, Physical AED training, first aid and emergency communication will be in operation. The LCD will feature an emergency response SITREP.

The committee is requested to commit to coming along and getting involved.

The EXPO is funded by Auckland Council from a fund established by Red Cross.

Neighbourhood Support will be present. The committee discussed the proposal to become a member, as emailed 23rd May 2025. The intent is to register vulnerable members of our community. After discussion, it was agreed to proceed.

Motion: To formally approve the promotion of the Community Response Expo and to join Neighbourhood Support.

Moved: Ian Farrant

Seconded: Angela Christy.

b. Activities

The activities for May were reported verbally and committee members were invited to attend a cross-border event being organized by Waikato Emergency Management for Monday, 16th June 2025 at the Onewhero Golf Club at 6.30 p.m. Angela Christy and Angela Morey expressed an interest in attending.

7. MARKETING & EVENTS

a. THE GREAT BRICK COMPETITION – Already discussed.

b. FRANKLIN'S GOT TALENT

Monique pages for FGT set up on TikTok and Instagram. 27 registered, 5 have put in an official entry and 2 auditions received. Slowly picking up and advertising continues. Mostly females that have entered – need more males! Three of four judges confirmed and are still seeking a comedian. Robert to share info of potential person. Flynny has been paid \$700. Looking for corporate sponsors if anyone has any suggestions. Fran has developed a corporate application letter. Monique also approaching places like Snowplanet and Wet Workshops to see if they will give vouchers. We are registered to be advised when Expressions of Interest are invited by the Local Board Arts Council Fund, expected in early July.

c. QUIZ – Matt has offered to run a quiz which was great news

8. STAGE PRODUCTION PROJECT

Demo of new lights after the meeting. Installation will be completed when Sam returns from Canada, late June.

9. MAINTENANCE & IMPROVEMENTS

- a. Painting front canopy and parapet exterior – Bob has advised that he is having a back operation which will put him out of action until late July. Richard has scaffold available. Robert, Monique, Richard, Ian and maybe Colin agreed to help if the weather allows. This will mean that we can finally erect the sign Stuart generously made last year.
- b. Ladies’ toilets need to be finished (awaiting completion of cavity ties to enable phot record.
- c. Wallace offered his help with the cavity ties. Ian to follow up with Eric.
- d. All this work required to be finished well in advance of Franklin’s Got Talent on 6th September.

10. STRATEGIC & OPERATIONAL PLAN

With everything on a review of the plan has been deferred and until the purchase of the resource to assist the strategic process.

11. FUNDING

- a. Auckland Council Agreement executed for the Community Response EXPO funding.
- b. Accountability Report was submitted to Four Winds for the stage production lighting funding and advice received that the Application has been closed.

12. GENERAL BUSINESS

The committee when into committee to discuss a situation which had occurred regarding the relocation of the Anglican Church.

There being no further business, Ian thanked everyone for their attendance and the meeting was declared closed at 8.55 pm

2025 MEETING DATES:

- Monday, 7th July
- Monday, 11th August
- Monday, 8th September
- Monday, 6th October
- Monday, 10th November
- Monday, 8th December

Committee Resolution

At a meeting held on Monday, 9th June 2025, the following resolution was passed unanimously.

IT WAS RESOLVED THAT:

- I. Andy Gaul, be authorised to instruct Solutions Architecture Limited (Mark Brown) to proceed with:
 - a. Stage 1 Site Measure and Model up Existing Building Pro Bono
 - b. Stage 2 Sketch Plans of Alterations and Additions and Earthquake Strengthening \$6,500 + GST

Be approved.

- II. Stage 3 Developed Design for Committee Sign Off requires funding prior to approval to proceed.
- III. The Architectural Brief, circulated for review and comment, be received.

Moved: Ian Farrant | Seconded Richard Seeger | Passed unanimously

No conflicts of interest were registered.

Dated this: 9th day of June 2025

Signed: *I. L. Farrant* Chair | Committee |