

Paekakariki Community Trust Minutes – Annual General Meeting - 031021

Minutes for meeting held on Sunday 3rd October, 2pm, at St Peter’s Village Hall,

PRESENT

Trust Members – Ian Clark, Ronda Thompson, Robyn Mills, Paul Riley, Jan Borland, Dominique Joslen, Graeme Browne, Sarah te One, Francis Mills.

Community Board Representative – Dan O’Connell.

Guests - 23

APOLOGIES

Val Little

WELCOME

Ian welcomed the visitors

MINUTES OF PREVIOUS MEETING

Resolution: That the Minutes of the meeting of AGM November 1st 2020 be accepted as true and correct.

Eric Rodler / Jenny Clark / Agreed

MATTERS ARISING

Nil

CORRESPONDENCE

Nil

CHAIR’S REPORT (presented by Ian Clark)

Kia ora tatou and welcome everyone

This is my first report as chair, taking over from Graham Coe last year.

My first year has been a year of consolidation and with a focus on development of volunteering for events in St Peter’s. I now understand what a huge amount of work Graham did over his many years as chair, and the efforts he made to leave the Trust in a great position for the future. Graham, along with others, initiated the notion of a hall run by people of Paekākāriki for locals. I believe we need to see the hall for what it is – a focal point for everything that happens in Paekākāriki.

After lockdown last year, and all the cancellations and disappointments of 2020, I suppose we all felt that 2021 must be better. We’ve been fortunate that the three big fund raising events of the year, the Arts Show, the Book Fair and the Film Festival all happened successfully, before the latest lockdown forced us to shut the hall to bookings.

You may remember that last year we had a big rethink about the Trust deed and what it means to us. We considered amending it and spent much time and effort in considering our options, before ultimately deciding that we would retain the current Trust Deed intact.

Let’s take a look at the objectives of the Deed

- a) To refurbish and maintain St Peter’s Hall at Paekākāriki and to manage it as a community centre and resource for the whole community
- b) To establish any new facility which enhances the social wellbeing of the community as a whole
- c) To encourage the economic and social sustainability of Paekākāriki to help ensure that local services are retained for the benefit of present and future generations
- d) To increase employment opportunities for Paekākāriki residents in the Paekākāriki area
- e) To assist cultural, not for profit, heritage and community services in Paekākāriki
- f) To undertake activities that are conducive to the attainment of the above objectives and anything else that will advance any of these aims
- g) To develop partnerships with other organisations and agencies that will help the Trust achieve its objectives

I firmly believe everything we do as a Trust meets these objectives. St Peter's Hall is a fantastic community asset that enables us to offer accommodation for the likes of:

Toastmasters; The Textile Group; Yoga; Drama; Musical events, dances, concerts and the local orchestra; Weddings; Funerals; History days; Meetings; Market Days; Bike Library.

It never stops, except during a lockdown, and it's thanks to the team of trustees and many others who volunteer their time and energy that we succeed in offering this outstanding facility.

I'll ask Ronda Thompson to tell us about the Art Show, and Graeme Browne to speak about the Film Festival. I ran the Book affair along with Jenny, my wife, and these three events together make up a large portion of the finances to keep the hall running. The Book Fair saw us collecting books for many weeks before the event, and it involved a team of around 20 fantastic volunteers who carried, sorted and sold many many thousands of books. It's hard work, but we wouldn't do it unless it wasn't also great fun, enabling the volunteers to meet other local people, to laugh and have a good time. Paekākāriki residents appear to love their book fair, judging by the crowds attending, and incidentally we raised around \$8,000.

Jan Borland manages the hall bookings, where most of our income comes from. I can't proceed without thanking Jan for her efforts and efficiency in doing a really complicated job, involving dealing with people and their many demands.

This year we raised the price of hiring to \$25 an hour and also offered many options for enhanced lighting and projection facilities, and a much improved sound system. Most of these were paid for by the Film Festival.

We continue to monitor our pricing and other conditions of hire, such as the time of closing at night and acceptable noise levels.

Developments this year include repainting inside the hall, and the refurbishing of the green room and this is now available for hire in its own right. You may also notice the new fence in Ames street, and the beginning of a new retaining wall at the southern end. Derek and Francis will cover these in their property report

I must emphasise that nearly everything we have done has been achieved by volunteers who have willingly given their time and expertise.

Future developments include a review of our online presence, through linking with Paekākāriki NZ, and the possibility of solar power.

We're losing three Trustees; Sarah Te One, Dominique Joslen and Graham Browne, who have all been fantastic contributors. We'll be sorry to lose them as Trustees, but I know they will continue to volunteer as much as they are able. That means we have three vacancies, and I encourage anyone interested in St Peter's to put their name up for election.

I'll outline the election process now:

1. The Trust deed allows for a show of hands for voting. We're going to improve on that by passing out a voting sheet, with the names of current Trustees and nominations we've already received.
2. Please write the names of any new nominations
3. Mark with a tick, the people you want to vote for
4. You may tick up to 9 people

We have two scrutineers, Dan O'Connell and Mike Freeman who will count and tell us the successful Trustee

Resolution: That the Chair's Report be accepted.

Judith Aitken / Mike Freeman / Agreed

FINANCIAL REPORT (presented by Ronda Thompson)

Financial Report read and the following items were discussed:

- the Hall valuation 2021 is \$1.2 million.
- the Hall has been brought into the balance sheet as an asset.
- generally, the Hall has no liabilities.
- grants have been taken out of income.
- \$700 per week to run the Hall, including depreciation.
- the grant for the floor was split between two financial years.
- no Art Show in 2020 due to Covid.

Ronda Thompson has done the accounts for 11 years and although is wishing to stay on the Trust, has handed over the responsibility of the finances to Robyn Mills, as the new Treasurer. Robyn will be assisted by Eric Rodler.

Robyn thanked Ronda for her years of dedication, saying she has put her heart and soul into it, and the Trust was very grateful.

Robyn Mills presented the PCT Balance Sheet as at 31st March 2021; and the Income & Expenditure Monthly and Year to Date for the six months ending 30 September 2021.

- PCT uses Xero Accounting package now with Eric Rodler and Jan Borland working together - Eric working at the reporting end of it and Jan Borland on data entry.
- Covid is affecting our income and will do so over the next few months.
- The property budget is \$10K per year.
- Covid contingency is \$10K per year.
- Other unexpected costs contingency if \$10K per year.
- the Bike Library now has a stock value for the bikes and tools.
- the Art Show netted \$18K in 2021.
- Film Festival netted \$6620.00.
- Book Fair \$7296.00.
- the balance sheet is looking healthy at the moment.

Resolution: That the Financial Report for the Year ending 31st March 2021 be accepted.

Judith Aitken / Dan O'Connell / Agreed

PROPERTY REPORT (presented by Derek Borland, and prepared with Francis Mills)

Since the last AGM there have been some operational changes for the Hall. For a number of years Francis Mills had been in the role of Hall Manager, singlehandedly looking after many matters to do with the Hall, including maintenance, improvements, and managing events when the Hall was hired. Over this time - due to Francis' passion for hirers to have the best possible experience at their event - the popularity of the Hall increased, bookings of the Hall became more frequent, and this placed a huge workload on Francis. Lately as Francis' wife Nada has become unwell and he has pulled back from the Hall in order to care for her, the extent of the load that Francis had been carrying became apparent to others. As this came to light over the last year, the Trust has become increasingly aware of the need to manage this workload, acknowledging that while trust fund-raising initiatives have tended to hold a high profile, the core business of hall hire – which in itself generates similar income for the Trust as all other fund-raising initiatives combined – needs to be well-scaffolded with the attention it deserves. With this in mind, over the last few months a team of eight Hall Hosts has been established, and this facet of hall operations is now being shared amongst the team. Once Jan has a booking confirmed a Host is assigned, and their job involves: communication with the hirer; working out what equipment and spaces will best suit the event; meeting and briefing the hirer; and ensuring responsible management of the property during the event.

During this year the Green Room refurbishment has been completed and this has created an extra space available for hire. The old West and North-west boundary fence wire has been replaced with timber pickets, and a number of additional items of maintenance or upgrade have been completed. Details and costs of these can be found in minutes of Trust meetings. An annual amount of \$10,000 is currently budgeted for minor maintenance and improvements, and

this is additional to the approximately \$30,000 p.a. required to cover the overheads of the Hall. The next major work to be undertaken is at the South end of the hall, with two lots of retaining to be installed, a soak-pit created for stormwater drainage, a veranda built to shelter the Green Room door (which doubles as the access to the Bike Library); and access along that southern side improved by means of steps and sections of staged decking. This will all be done through voluntary labour, and Derek is interested to hear from anyone who might like to assist with this.

This year we would particularly like to thank Rod Parkin for the massive hours he has spent painting in the main hall and in the Green Room. Each year a number of village residents who are not Trust members willingly give their time to help with maintenance and development projects of our hall, which is indicative of our collective sense of ownership of this wonderful property. Another example this year is Allan Wehipeihana who has done a beautiful job of crafting pickets out of the old Hall flooring for a gate which is soon to be hung on the East side of the Hall between the timber deck and the footpath.

FILM FESTIVAL REPORT (presented by Graeme Browne)

The 2021 Film Festival was the most successful to date.

The committee comprised of Graeme Browne, Dominique Joslen, Andrew Armitage, and Jan Borland.

There were 42 subscribers. The Café brought in as much as the door takings and was a real draw card. This format will continue in 2022, and another eight movie nights are planned.

The equipment upgrade from funds raised has been completed.

RE-ELECTION OF TRUST MEMBERS

Ian Clark thanked Dominique Joslen, Graeme Browne, and Sarah te One who are not seeking re-election.

STATEMENTS BY PEOPLE SEEKING ELECTION

Paul Riley –

Paul with his wife Sue, has been a resident for 30 years. Became a PCT member in 2020 and has learned a lot in the past year. It has taken 30 years for him to realise there is a basement in the Hall. Has recently become a Host for events where he was more nervous than the performers, but he enjoyed it, and would like to carry on his learning and work with PCT. Likes the name St Peter's Village Hall and would not want to see that changed. If there was a better hall in the country than this, then he would like to see it.

Francis Mills – report as presented

I am, 2nd to Rhonda, our longest serving, current trustee.

Which is to say - Trustees come and go, since the formation of this Trust - back around the time of the "Great Flood".

When the original Trust deed was drawn up, along with the 6 original Objectives.

And prior to - the acquisition of a shabby, old, Village Hall. Necessitating the insertion of a 7th - no1 - additional Objective. "*The Resurrection of St Peter's Hall*".

During my time on this Trust, however much I delve, I find no evidence of workable plans or ideas, that our predecessors may or may not have had - to realise those original 6 objectives.

Conclusion: Without this Hall - the Paekakariki Community Trust would have faded away through lack of focus or support.

Expanding on this point: during my involvement, and stressing the shared Community Ownership Aspect, it's clear that the additional 7th objective, stands apart from - and essentially overrides those original 6. Precluding the use of the Hall or its assets, from attempts to satisfy those earlier, broader, aspirational objectives.

In other words: Reality Check:

How can this Community Trust, meaningfully, without tokenism, favouritism, cronyism or bias, realistically manage anything other than the ongoing daunting commitment, to the entire Community, by way of St Peter's Hall?

On a lighter note: it needs saying that my availability is currently limited. However - each and every resulting gap has been more than filled by Derek Borland (a man, not dissimilar to me, in terms of body type, skin colour, hair style, sense of humour and general good looks) - with the expanding assistance of the crack Hosting Team that he has created. May the records show - gratitude duly noted. Thank you - one and all.

Ronda Thompson -

Ronda has served 11 years on the trust, having recently stepped down from managing all the finances. Her greatest achievement is the Art Show – there have been six Art Shows and each year the revenue has increased, where work is only taken from professional artists. Ronda enjoys all the activities relating to the hall, and is involved in all the fundraising.

Robyn Mills –

Robyn is the daughter of Pearl Mills who moved to Paekakariki 50 years ago. She been working on the garden that borders the hall and the church along with a team of volunteers. Although this is the church property the hall benefits from how it is presented. Her brother, John Mills, has donated materials and labour, and he was thanked. A retaining wall is to be built and the community will be asked if they want to be part of a tree plan.

Anna-Maria O'Brien asked about the historical graveyard on that site and Robyn said that they were aware and have consulted the appropriate people.

Robyn is now the Treasurer – she is a Chartered Accountant and along with Eric Rodler, manages the accounts for PCT. Robyn thanked all the volunteers for their wonderful service to the Hall.

Jan Borland – report as presented.

I first joined the Trust this time last year, after showing some interest in the Hall, and in particular with volunteering to sorting out the workings of the kitchen. From those humble beginnings my role at the Hall has grown somewhat. I did not realise until I got involved in the Trust, just how busy this hall is; it takes a great deal of work, energy, and many hours from a team of people, to manage it both as a community resource and as a financially viable asset. It has developed for me into what is at least 10 hours per week on a voluntary basis. I still look after the kitchen; and I have taken on the Bookings Administrator role, previously held by Dominique Joslen, who relinquished the role to take care of other things in her life during this year. At this point I want to acknowledge Dom and the systems that she created, and the tireless hours put into what is a very busy role. Thankyou Dom.

So... I handle the Hall Booking system, and Market Day bookings, and all the related invoicing and administrative tasks for both. The hiring of the Hall is its core business, bringing in approximately half the revenue needed to keep it running.

For your interest – there have been 180 booking requests in the past 12 months relating to events that need hosting at the hall (that is, private functions, gigs, parties etc) – an average of 3.5 weekly events; plus, all of the other regular meetings of community groups.

I am also the Trust Secretary and that role involves taking and generating the monthly Minutes.

I get involved in all of the fundraising events – generally around food - with overseeing the Film Festival Café; and feeding the volunteers during Book Fair week.

I said last year that if you voted for me, you'll get two for the price of one – and that is surely what you have got. My husband Derek has taken on the Hall Management role, in Francis Mills' absence, and he will present his report shortly.

I am happy to stand again – I am totally dedicated to the efficient running of the Hall, and as an administrative geek I love being involved in the management and financial side of things.

I'm also very aware of the Trust Deed objectives, and although I think we are meeting most of these within our existing framework; I would like to see us become more intentional to ensure these are at the forefront of our decision-making in this coming year.

Ian Clark –

Ian originally joined because he used to come to gigs in the hall and was drawn in that way. He is concerned with the current situation with Covid and would like to see PCT break event. He is involved with organising the Book Fair along with his wife Jenny, and is seeking re-election.

Ian Clark called for further nominations –

Jan Borland nominated Jonathan Aitken – he is a local business man; much younger than the others on PCT; and has a real heart for the hall as is always asking about how it's going.

Jonathan Aitken –

Johnathan owns the Fruit Shop and is part of the local scene through that, but also having lived here and attending gigs and functions at the hall. He loves the hall and agrees it is a fantastic asset for the community and is the lungs (the breather) of the community. He referred to the mask wearers amongst the visitors but not the PCT members up the front in a humorous way; he commented on his age and questioned the reason for the lack of interest in the guests of his age group, and he said he would be in it for the long haul.

Derek Borland nominated Cath Robinson – she is a worker, and was involved in the Film festival Café, and would roll her sleeves up and be the type of person PCT needed.

Cath Robinson –

Cath loves the hall and community, and has been involved both with the Art Show and Film Festival café. She believes the hall delivers a steadfast heartbeat to the community. She has lived here 4.5 years. Her background is in the Arts and Education. Cath talked about the Pauatahanui Hall which has now become the cinema, and what happened there. She offered her time and commitment as she is about to retire and she wishes to get to know more people in the community. She talked about her late husband Peter, Little Dog Barking, and how this Hall has become important to her for a number of reasons.

Pat McIntosh was nominated by various people but turned down the opportunity due to other commitments. Jan Borland thanked Pat for the work she does as a Host on the operational side of the hall.

The following were declared duly elected as Trustees, with no voting required:

Jonathan Aitken
 Jan Borland
 Ian Clark
 Francis Mills
 Robyn Mills
 Paul Riley
 Cath Robinson
 Ronda Thompson

Dan O'Connell said he would be available and happy to continue as the Community Board Representative.

Janet Holborow thanked the members of the Trust on behalf of the community for the huge amount of work done to keep the hall operational – the Hall draws musicians and business to the local community.

Meeting closed at 3.20pm – followed by afternoon tea.

Signed:

Date: