

# Paekakariki Community Trust Minutes

06 07 2022

Minutes for meeting held on Wednesday 6<sup>th</sup> July 2022, in the Green Room, St Peter's Hall.

## PRESENT

Trust Members – Jan Borland, Ian Clark, Ronda Thompson Cath Robinson, Paul Riley, Dan O'Connell

## APOLOGIES

Robyn Mills (Eric Rodler attending)

Francis Mills (Derek Borland attending)

## WELCOME and acknowledgements

Ian welcomed Trust members.

Ian welcomed both Derek and Eric to the meeting

## MINUTES OF PREVIOUS MEETING

**Resolution: That the Minutes of the meeting of 1<sup>st</sup> June 2022, be accepted as true and correct.**

***Moved by Ian/Seconded by Jan/Agreed***

## MATTERS ARISING

## CORRESPONDENCE

No items of correspondence noted.

## BUSINESS UPDATES

### Hall Bookings

Jan reported that bookings continue to steadily improve with June numbers as follows:

New Bookings -13

Hosted Events--13

Regular Hires-23

PCT use of Hall -3

Market Day stalls-22

The steady recovery in bookings and hire for the hall was reflected in the later report on financials tabled by Eric

### Property update

Derek reported on the following

- o Further Inquiries on the cost of options for borer treatment were completed, concluding that the recommended option for full treatment will cost \$3330 plus GST. This option comes with Certificate of Treatment

Trustees agreed to proceed with this option, as although not in the estimated costs for this year's property budget, there were sufficient funds in the Trust's contingency budget. It was also agreed to lock in the dates of 24<sup>th</sup>/25<sup>th</sup> Jan 2023, given three weeks' notice would be required for regular hall users, and the Hall would need to be vacated for 24 hours when the treatment was applied. Derek agreed to progress the contract on those terms.

**Action Moved by Ian/Seconded by Paul /Agreed**

- A cheaper lighting option for hirers was now available, which Francis had been able to set up with the donation of a small lighting desk now in the Control Room. This means hirers can now hire LED stage lights for \$50 or cheaper lights for \$25.
- The new tarpaulin to rainproof the marquee has been purchased and installed and was working well.
- New and improved marquee lighting now in place
- New oven and pie warmer purchase and installed, and both proving successful. The old oven remains to be sold on Trade Me
- The Hall Cleaning Bee was a great success, with 9 volunteers involved. Work included high dusting from scaffold of lights, cleaning of skirting boards and walls, spring clean of kitchen and toilets, and exterior washed and water blasted.
- The old movie matinee poster which Francis had found, has been documented by Bob Zuur (2 photo records) Copies have gone to Frank Whelan to build a sandwich board for future matinee movie programmes and the original poster is to be gifted to the Railway Museum for safe keeping. This item led to discussion about exploring the concept of aligning a kids matinee movie session each month, in tandem with the monthly market.
- The ongoing 'puddle problem' remained although action was imminent.

In addition, Derek noted that with Francis on leave, the work involved in the day to day running of the Hall was exposed as being a big load being carried by Francis, and an additional go-to person, other than Derek, was needed as and when required. **ACTION: Eric agreed to pick this up.**

It was also noted that the Hall 's volunteer team had lost Gus and was now losing Dan, and it would be good to do some thinking around succession planning

The western deck idea was raised re next steps, especially as Victoria University has offered a couple of Architectural students to create some concept drawing s, at no cost to the Trust, of how such a development might be designed in in sync with the age and ambience of the building.

After some discussion it was agreed that as development of a western deck would be a major project to research and progress it needed to be integrated into the overall long-term priorities agreed by Trustees in forthcoming strategy sessions being planned.

**ACTION: Trustees agreed to schedule the first of these strategy /planning sessions for Thursday 11<sup>th</sup> August, from 9 – 1 pm, with the discussion to be facilitated by Derek, and Ian and Derek to shape the agenda. This workshop will be held at Robyn and Eric's home. Trustees to bring a plate.**

#### Website Update

Continues to progress

#### Financials

Eric presented the financial reports, on behalf of Robyn who is unwell .and unable to attend the meeting. It was noted that the figures showed that returns on hall use, and resultant income was continuing to track upwards, signalling that the finances were recovering from the Covid crunch.

It was agreed that better use of the contingency funds could be made by utilising the value of term deposit returns and that \$10 K from the bike library funds and \$15K from the main accounts be invested into term accounts. **Action: Eric (and Robyn) would investigate best options available and progress this.**

**Resolution: That the Financial Reports for June 2022 be accepted.**

Ian/ Jan / Agreed

**FUNDRAISING****Market Day – first Saturday of each month**

Jan reported that 22 stalls had booked for the July market. Trustees noted that the July market was Dan's last day, given his imminent departure for Invercargill. Dan's terrific contribution to the smooth running of the Market over the years was acknowledged by the Trustees. In his absence, **Eric agreed to provide support to the Market every second month.**

**Film Festival-June/July**

It was noted that Film Festival attendances have been down on last year, and café receipts have also declined. Given changes in personnel planned after this year's Festival, some discussion ensued about the nature and future of the Film Festival, and it was agreed to discuss further at the strategy discussion on future priorities being planned.

**Annual Book Fair -September 2022, 9-11th**

Ian reported books were rolling in. Promotion of the Fair will begin in August.

**Annual Art Fair-Waitangi Weekend, Feb 2023, 3-6th**

As noted in previous minutes planning will get underway closer to the date., with letters to artists due to go out in October.

**AGM Update**

Not discussed

**Other Business:****GRANT Applications**

Jan reported that the KCDC application for \$2K towards the website was not successful. Ian reported that the request for \$500 towards picture hangers for the Art Show was not successful in this financial year but that the request could be resubmitted.

**West Deck for Hall**

Trustees deferred further discussion until strategic planning meeting

**Logo**

In progress. Ian to follow up with Jono.

**Update on Impact Study**

Ian reported that he had had some discussion with Tina Pope on this work, being undertaken by the Council, and that Anne Cunningham, a consultant, had be commissioned to progress this study. He would monitor this and keep Trustees informed.

Meeting finished at 8.15 pm

Signed:



Date:

3/8/22

Next meeting Wednesday 3 August, at St Peter's Hall

# Income & Expenditure Monthly and Year-to-Date

Paekakariki Community Trust  
For the month ended 30 June 2022

	JUN 2022	MAY 2022	APR 2022	YEAR TO DATE
<b>Ongoing Income &amp; Expenditure</b>				
<b>Ongoing Operating Income</b>				
<b>Hall Hire</b>				
Hall Hire	2,100	1,618	898	4,615
Hall Hire - Deposit	-	-	550	550
Hall Hire - Rooms	75	(25)	25	75
Hall Hire - Extras	484	415	50	949
<b>Total Hall Hire</b>	<b>2,659</b>	<b>2,008</b>	<b>1,523</b>	<b>6,189</b>
<b>Bike Library</b>				
Bike Library Subs	85	240	285	610
Bike Library Parts Sales	150	145	51	346
Bike Library Bike Sales	500	465	-	965
Bike library parts	(1,078)	(746)	10	(1,814)
<b>Total Bike Library</b>	<b>(343)</b>	<b>104</b>	<b>346</b>	<b>107</b>
<b>Markets</b>				
Monthly Markets	490	525	945	1,960
PCT Market stall sales income	482	11	-	493
<b>Total Markets</b>	<b>972</b>	<b>536</b>	<b>945</b>	<b>2,453</b>
<b>Other Income</b>				
Donations	50	175	500	725
Interest Income	1	1	1	3
Bike Library A/c Interest	2	2	2	6
<b>Total Other Income</b>	<b>53</b>	<b>178</b>	<b>503</b>	<b>734</b>
<b>Total Ongoing Operating Income</b>	<b>3,341</b>	<b>2,825</b>	<b>3,316</b>	<b>9,482</b>
<b>Ongoing Operating Expenses</b>				
Bank Fees	(21)	(21)	(21)	(62)
Accounting software	(53)	(53)	(53)	(160)
Cleaning Contractors	(475)	(367)	(101)	(942)
Cleaning Products	-	(208)	(263)	(471)
Depreciation	(643)	(529)	(529)	(1,701)
PICI	30	(30)	20	20
General Expenses	(242)	(2,211)	-	(2,453)
Insurance	-	-	(5,199)	(5,199)
Fire Alarm Maintenance	-	-	(273)	(273)
Light, Power, Heating	(157)	(131)	(101)	(389)
Rates	(424)	-	-	(424)
Rent	(683)	(779)	(587)	(2,050)
Water Rates	-	(98)	-	(98)
Repairs and Maintenance	(295)	(319)	(40)	(654)

	JUN 2022	MAY 2022	APR 2022	YEAR TO DATE
Telephone & Internet	(40)	(40)	-	(80)
<b>Total Ongoing Operating Expenses</b>	<b>(3,003)</b>	<b>(4,786)</b>	<b>(7,147)</b>	<b>(14,937)</b>
<b>Total Ongoing Income &amp; Expenditure</b>	<b>338</b>	<b>(1,961)</b>	<b>(3,831)</b>	<b>(5,454)</b>
<b>Annual Fundraising Events</b>				
<b>Annual Film Festival</b>				
Film Club Door Sales	590	-	-	590
Film Club Licence Fees	(213)	-	-	(213)
Film Club costs	(54)	-	-	(54)
Film Club Cafe Receipts	760	-	-	760
Film Club Cafe Expenses	(70)	-	-	(70)
<b>Total Annual Film Festival</b>	<b>1,014</b>	<b>-</b>	<b>-</b>	<b>1,014</b>
<b>Total Annual Fundraising Events</b>	<b>1,014</b>	<b>-</b>	<b>-</b>	<b>1,014</b>
<b>Trust Operating Surplus</b>	<b>1,352</b>	<b>(1,961)</b>	<b>(3,831)</b>	<b>(4,440)</b>

# Paekakariki Community Trust Balance Sheet

## Paekakariki Community Trust

As at 30 June 2022

	30 JUN 2022	30 JUN 2021
<b>Assets</b>		
<b>Liquid Assets</b>		
<b>Bank Accounts</b>		
Business Account - Main	27,708	43,115
Bike Library	14,848	13,592
Film Club	8,215	7,513
Special Fund Account (Julie)	-	2,288
<b>Total Bank Accounts</b>	<b>50,770</b>	<b>66,507</b>
<b>Provision for Contingencies</b>		
Provision for Planned Repairs & Maintenance	(10,000)	(10,000)
Provision for Loss of income	(10,000)	(10,000)
Contingency for Capital Expenditure	(10,000)	(10,000)
<b>Total Provision for Contingencies</b>	<b>(30,000)</b>	<b>(30,000)</b>
<b>Total Liquid Assets</b>	<b>20,770</b>	<b>36,507</b>
<b>Current Assets</b>		
Accounts Receivable	670	810
Inventory - Bikes	5,000	5,000
Tools to repair bikes	1,500	1,500
Cash floats for events	400	-
<b>Total Current Assets</b>	<b>7,570</b>	<b>7,310</b>
<b>Fixed Assets</b>		
<b>Buildings</b>		
Buildings	412,293	412,293
Grants received for Building work	(244,405)	(244,405)
Building Revaluation	1,102,612	1,102,612
<b>Total Buildings</b>	<b>1,270,500</b>	<b>1,270,500</b>
<b>Other Assets</b>		
Audiovisual equipment	33,029	32,339
Fixtures & Fittings	15,622	15,622
Other Assets	37,618	31,245
<b>Total Other Assets</b>	<b>86,269</b>	<b>79,206</b>
<b>less Accumulated Depreciation on Other Assets</b>		
Less Accumulated Depreciation on Audiovisual Equipment	(25,884)	(21,439)
less Accumulated Depreciation on Fixtures & Fittings	(8,858)	(6,981)
Less Accumulated Depreciation on Other Assets	(25,089)	(22,869)
<b>Total less Accumulated Depreciation on Other Assets</b>	<b>(59,831)</b>	<b>(51,289)</b>
<b>Total Fixed Assets</b>	<b>1,296,938</b>	<b>1,298,417</b>
<b>Total Assets</b>	<b>1,325,278</b>	<b>1,342,234</b>

30 JUN 2022 30 JUN 2021

**Liabilities**

	30 JUN 2022	30 JUN 2021
<b>Current Liabilities</b>		
Suspense	(400)	(400)
<b>Total Current Liabilities</b>	<b>(400)</b>	<b>(400)</b>
<b>Total Liabilities</b>	<b>(400)</b>	<b>(400)</b>
<b>Net Assets</b>		
	<b>1,325,678</b>	<b>1,342,634</b>
<b>Accumulated Funds</b>		
Current Year Earnings	(4,440)	20,188
Opening Balance Operating Surplus	257,506	249,834
Contingency Reserve	(30,000)	(30,000)
Capital Reserve - Building Revaluation	1,102,612	1,102,612
<b>Total Accumulated Funds</b>	<b>1,325,678</b>	<b>1,342,634</b>

**Notes to the Accounts**

**Liquid Assets** are Bank Account balances less annual budgeted capital expenditure, budgeted maintenance and possible loss of income due to events such as Covid 19. It is intended to give a more realistic cash position for the Trust than the bank balances do.