Paekakariki Community Trust Meeting Minutes

Wednesday 05 October 2022

Meeting held in Green Room of St Peter's Village Hall – 7pm

Trust Members Present	• Ian Clark (Chair) • Francis Mills • Paul Riley • Robyn Mills (Treasurer)	• Sean Treacy • Julie Warren (Deputy Chair) • Jan Borland (Secretary)
Trust Member Apologies	• Ronda Thompson	
Minute Secretary	• Frances Broatch	
Visitors	• Grant Lees	

Agenda Item	Topic	Minutes & Action Points
1	Welcome	Grant has joined the meeting to show his interest in the Trust. He is a potential Host as he has experience in lighting etc.
2	Minutes for the last meeting – 03 August 2022	The typo on Page 3, 4th line from the stop – formerly needs to be amended to read formally A reminder about the Action Point on 'Speaker Repair'. The speaker is crackling and is hard to hear out of.
3	Matters Arising	n/a
4	Correspondence	The BNZ requests for correspondence have all been addressed. The IRD has charged the Trust $50 for a late submission of a return. They have been advised that this is a Trust, so no tax return is required.
5	Appointments for current year: • Chair • Secretary • Treasurer	The appointment of Ian Clark to the position of Chair was nominated by Robyn Mills. Seconded by Paul Riley. All agreed. The appointment of Robyn Mills to the position of Treasurer was nominated by Ian Clark and seconded by Francis Mills. All agreed. The appointment of Jan Borland to the position of Secretary was nominated by Paul Riley and seconded by Robyn Mills. All agreed. Robyn put forward a proposal that the Trust has a Deputy-Chair. The was agreed by the Trust Members. Julie Warren was nominated by Robyn Mills and seconded by Ian Clark. All agreed.

6	Booking Statistics	**Booking Statistics for August / September (no meeting in September to report on August)** Requests new Bookings: 16 / 16 Actual Bookings hosted: 6 / 11 Regular Bookings: 18 / 20 Market Stalls: 24 / 24 Tangi: 1 in September Hirer Meetings: 2 in September PCT Use: Book Fair and AGM in September	
7	Financials	A report was presented by Robyn on the Financials for 01 April – 30 September 2022. Robyn Mills moved the adoption of the report. Seconded by Jan Borland. All agreed. It was noted that Repairs and Maintenance is not currently tracked (spend against budget). Robyn asked for an update on the annual spending in the Property budget from Francis. Robyn put forward the proposal that the Bike Library finances, and in particular the invoicing system, need to be transferred into Xero processing to reconcile with the bank account. This was approved by the Trust and seconded by Ian Clark. All agreed. The Finance Report was approved by the Trust and seconded by Ian Clark.	
8	Signatories – to be moved / seconded / agreed and minuted	Resolution: 'The Paekakariki Community Trust agrees that the following are current signatories of the BNZ account' Moved by Jan Borland, seconded by Ian Clark. All agreed.	• Ian Clark • Janet Borland • Robyn Mills • Ronda Thompson • Eric Rodler • Jan Nisbet
9	Property	1. Water is coming into the building on the eastern side of the building when it rains – a soak pit is needed in the sand. 2. Decking (basement) for a floor at a cost of $50 per square metre is currently being scoped. It will be 1650 wide and will cost approx. $1,000. People are currently walking on sand. • A de-clutter of the basement is required. 'Old stuff' needs to be cleared as storage is needed for books for the Book Fair. It was suggested that people can drop books off when the Bike Library is open. Francis to get a quote for a skip compared to the use of a trailer. Helpers are required to help with this task. • There is borer throughout the building – this is booked for 24 January 2023. • The hall is lacking storage space 3. Robyn requested a wooden wall be erected at the end of the deck to replace the netting. Francis agreed to this. 4. The space in the kitchen where the small old fridge used to be had created a gap. Francis currently getting a quote for 2 shelves to go into this space.	

10	Market Day	1. Ian Clark proposed that Jan has the mandate to deal with issues around promotional groups requesting a stall as they come up. If she is uncomfortable, then she can contact Ian for clarity and if required the issue can be put on the agenda for the next Trust meeting. It was agreed by the Trust that one non-commercial activity can occupy a stall once a month. This was seconded by Jan Borland. 2. One space can by used at the Market for promotional groups at each Market Day at the discretion of Jan. If there is space and the waiting list has been exhausted, then Jan can contact people requesting two stalls. Proposed by Ian Clark and seconded by Jan Borland. 3. Jan has requested support for the Christmas Market on the 10th of December 2022. The Market is currently full. 4. It was noted that the market will start up again in March 2023 after Christmas given that the Art Show is in February.
11	Book Fair	The revenue for the Book Fair was approx. $9,000 this year. The best so far. This was due to the quality of the books for sale and the fact that 2 dealers came on the Friday night and paid double for each book they purchased. It was proposed by Ian Clark that the Book Fair next year is held in July 2023 as this had been the case in previous years. This was agreed by the Trust. It was agreed that the hall will be booked for the Book Fair for 2-10 July 2023 with the Book Fair confirmed for 7, 8 and 9 July 2023. Ian Clark proposed that Eric Rodler shared the responsibility for the running of the Book Fair with Ian going forward. The plan is to give other people responsibility for carrying out tasks to help with the workload. This was seconded by Robyn Mills.
12	Community Liaison	1. Paul Riley proposed that the Trust send Horace and Bhavesh flowers to show support from the Trust for the recent break-in to the store. This was seconded by Robyn Mills who will organise the flowers. 2. Paul voiced concern over the empty buildings in the village. 3. Ian to invite the Community Board to a Trust meeting to ask them to share their vision for the village. 4. Ann Cunningham is holding a Community Consultation Meeting on 30 October 2022.
13	Any Other Business	1 Follow up on Vicar Julie conversation – Ian reported: • The suggestion of a deck on the west side of the building was discussed as an idea only at this stage. Julie expressed her concern over the structural nature of the building being an issue along with the septic tank being on this side of the building. • She expressed her appreciation of what the Trust is doing with the hall. 2. Discuss 'Kitchen Use Fee' introduction – Jan suggested that there is a separate fee for the use of the kitchen for meal preparation when the hall is hired. The Trust agreed that a one-off kitchen charge of $50 is now required (except for tea and coffee). This was seconded by Robyn. This will

		run as a trial at this stage to see if bookings drop due to the charge - Jan to monitor and keep the Trust informed. 3. Discuss 'Host Fee' introduction – Jan suggested that there be a separate fee for events in the hall that require a high level of support from the Host. The Trust agreed that this should be applied and wording to this effect needs to go onto the website. Suggested wording – 'A Host Fee may apply to your booking to help with the set up of your event'. Jan and Derek to confirm this. This fee will be applied after the event at the discretion of the host depending on the effort. The amount of $25 was agreed for the Host fee. 4. Village Watch – security update. This work is a work in progress with Jan and Francis attending a meeting early in the year. Bernie is organising a quote for cameras to be set up in the village. A community meeting will be set up with targeted groups by Bernie to progress with the discussion. The hall hire for this event will be free. • Robyn commented that the church was interested in security too, and she will await the quote from the Village Watch project to see if it includes security around the church. • Further discussion around the recent ram-raid of the Village Grocer and PCT decided to give flowers to both families.
14	Pulse Check	Paul – a new door lock is required for the front door of the hall. The current one sometimes locks if you leave the building. Francis to come up with some options and bring them back to the Trust for discussion/approval. Julie – pass Sean – to acknowledge the value of people who continually support the hall and the volunteers. Jan – pass Robyn – pass Francis – pass Grant – pass Ian – asked that all Trust members respect confidentiality of the meetings. Agenda items of particular note will be advised by the Chair at the meeting in regard to confidentiality.
Next Meeting	Wednesday 02 November 2022, 7 pm	

Meeting finished at 9pm.

Signed:.....
Ian Clark – Chair Paekakariki Community Trust

Date.....2/11/22.....

PCT Balance Sheet

Paekakariki Community Trust
As at 30 September 2022

	30 SEP 2022	30 SEP 2021
Assets		
Liquid Assets		
Bank Accounts	37,162	70,895
Term Deposits		
BNZ Term Deposit 1 year	15,000	-
BNZ Term Deposit 6 months	10,000	-
Total Term Deposits	**25,000**	-
Provision for Contingencies		
Provision for Planned Repairs & Maintenance	(10,000)	(10,000)
Provision for Loss of income	(10,000)	(10,000)
Contingency for Capital Expenditure	(1,602)	(10,000)
Total Provision for Contingencies	**(21,602)**	**(30,000)**
Total Liquid Assets	**40,560**	**40,895**
Current Assets		
Accounts Receivable	7,025	130
Bike Library	6,500	6,500
Other Current Assets	431	-
Total Current Assets	**13,956**	**6,630**
Fixed Assets		
Buildings	1,270,500	1,270,500
Other Assets	26,578	26,336
Total Fixed Assets	**1,297,078**	**1,296,836**
Total Assets	**1,351,594**	**1,344,361**
Liabilities		
Current Liabilities		
Hall Hire Bond (refundable)	200	-
Resident Withholding Tax - Contract Cleaners	10	-
Total Current Liabilities	**210**	-
Total Liabilities	**210**	-
Net Assets	**1,351,384**	**1,344,361**
Accumulated Funds		
Current Year Earnings	12,868	21,916
Opening Balance Operating Surplus	257,506	249,834
Contingency Reserve	(21,602)	(30,000)
Capital Reserve - Building Revaluation	1,102,612	1,102,612
Total Accumulated Funds	**1,351,384**	**1,344,361**

PCT Inc & Exp Report 1 April - 30 Sept 2022

Paekakariki Community Trust

For the 6 months ended 30 September 2022

	APR-SEP 2022	APR-SEP 2021	VARIANCE %
Ongoing Income & Expenditure			
Ongoing Operating Income			
Hall Hire			
Hall Hire	9,928	10,733	-8% ↓
Hall Hire - Deposit	550	(100)	650% ↑
Hall Hire - Rooms	410	25	1,540% ↑
Hall Hire - Extras	1,822	30	5,973% ↑
Total Hall Hire	**12,710**	**10,688**	**19%**
Bike Library			
Bike Library Subs	1,253	1,530	-18% ↓
Bike Library Parts Sales	376	1,188	-68% ↓
Bike Library Bike Sales	1,115	-	- —
Bike Library donations	-	30	-100% ↓
Bike library parts	(1,814)	(2,342)	23% ↑
Total Bike Library	**930**	**407**	**129%**
Markets			
Monthly Markets	3,235	1,330	143% ↑
Xmas Market	25	50	-50% ↓
PCT Market stall sales income	1,003	-	- —
Total Markets	**4,263**	**1,380**	**209%**
Other Income			
Grants	5,000	-	- —
Fundraising	-	215	-100% ↓
Donations	1,165	740	57% ↑
Interest Income	34	11	209% ↑
Bike Library A/c Interest	13	4	260% ↑
Total Other Income	**6,212**	**970**	**541%**
Total Ongoing Operating Income	**24,114**	**13,444**	**79%**
Ongoing Operating Expenses			
Bank Fees	(126)	(145)	13% ↑
Accounting software	(321)	(319)	-1% ↓
Cleaning Contractors	(1,557)	(2,212)	30% ↑

	APR-SEP 2022	APR-SEP 2021	VARIANCE %
Cleaning Products	(815)	(812)	0%
Depreciation	(3,652)	(4,395)	17%
PICI	10	(130)	108%
General Expenses	(3,180)	(2,283)	-39%
Insurance	(5,199)	(2,050)	-154%
Fire Alarm Maintenance	(547)	(547)	-
Charities Fee	-	(51)	100%
Sale of Asset Proceeds	(9)	-	-
Light, Power, Heating	(1,463)	(1,438)	-2%
Rates	(894)	(775)	-15%
Rent	(4,100)	(3,525)	-16%
Water Rates	(185)	(179)	-4%
Repairs and Maintenance	(1,207)	(4,585)	74%
Minor Equipment	(610)	-	-
Telephone & Internet	(200)	-	-
Total Ongoing Operating Expenses	**(24,055)**	**(23,445)**	**-3%**
Total Ongoing Income & Expenditure	**59**	**(10,001)**	**101%**
Annual Fundraising Events			
Annual Art Show	-	18,001	-100%
Annual Film Festival	4,042	6,620	-39%
Annual Book Fair	8,767	7,296	20%
Total Annual Fundraising Events	**12,809**	**31,917**	**-60%**
Trust Operating Surplus	**12,868**	**21,916**	**-41%**