

Paekakariki Community Trust Meeting Minutes

Wednesday 01 February 2023

Meeting held at 3/27 Beach Road – 7pm

Trust Members Present	<ul style="list-style-type: none"> • Ian Clark (Chair) • Francis Mills • Paul Riley • Ronda Thompson 	<ul style="list-style-type: none"> • Julie Warren (Deputy Chair) • Robyn Mills (Treasurer) • Jan Borland (Secretary) • Sean Treacy
Trust Member Apologies	<ul style="list-style-type: none"> • Frances Broatch 	
Minute Secretary	<ul style="list-style-type: none"> • Jan Borland 	
Visitors	<ul style="list-style-type: none"> • n/a 	

Agenda Item	Topic	Minutes & Action Points
1	Welcome	Ian started the meeting with a karakia
2	Minutes for the last meeting – 07 December 2022	Minutes moved by Ian Clark; 2 nd by Julie Warren. All in favour.
3	Matters Arising	<ul style="list-style-type: none"> - Ian has been trying to engage with Graham Coe re the invitation to Anne Cunningham re the Community Consultation meeting. He will keep communication going. - The subject of debt was raised – we have one outstanding. Discussed methods of debt collection, using a professional, and it was decided that no policy was required, and this action would not be taken. If the Bookings Admin person feels uncomfortable or unsure about a hirer's ability to pay, then a deposit be invoiced and advance payment will be required. This particular outstanding debt will not be written off but will continue to be chased. - Ian raised the idea of a stipend/gratuity for the Bookings Admin person, as this was a "job" as opposed to Trust activity, or voluntary work. Jan said that we were running an Events Centre and this was a 52 week per year position of around 8-10 hours per week. Agreement was reached in principle that some sort of payment be made. Robyn to look at the options for payment and will come up with a proposal for the next meeting. Ian suggested \$300 per month as a guide. Discussion around affordability; reimbursement of costs; Trust work versus other work. It was acknowledged that other people, such as the Accountant were also putting in hours of work. - Jan talked about the role going forward, and that it was unlikely the Trust would find someone to do this level of work in a voluntary capacity, and we need to think about the future. - Hall hire income needs to cover the cost of the Bookings Admin person, as opposed to using fundraising income, and we may need to look at an increase in hall hire.

		-The date for the AGM is set for Sunday August 20 th . Jan to inform PICI to see if they wish to combine.
4	Correspondence	Nil
5	Booking Statistics	<p>Booking Statistics for December 2022 and January 2023</p> <p>Requests new Bookings: 6 / 12 Actual Bookings hosted: 6 7 Regular Bookings: 11 / 1 Market Stalls: 30 / 0 Tangi: 1 / 0 Hirer Meetings: 0 / 2</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> - Bookings are steady and manageable with enquiry at an all-time high. - No regular meetings until after the Art Show. - Grant Lees welcomed as a new Host – he’s very capable and is switched onto what is needed.
6	Financials	<ul style="list-style-type: none"> - Surplus of \$14,000 compared to this time last year. - Increase in many areas of income. - Expenses remain fairly consistent with previous years. - \$8400 spend in fixed assets – fridge and oven <p>Ian Clark moved the adoption of the PCT Balance Sheet report. Seconded by Ronda Thompson.</p> <p>All Trust members approved the content in the report.</p>
7	Property	<ul style="list-style-type: none"> - Francis reported that the marquee has some repair work to do on the canvas covers. - When the team are putting the marquee away, any maintenance needs to be noted - Francis and Derek have met with Jan Nisbet re her requirements in the basement re shelving, with some re-configuration to be done so that all needs are met. - Borer treatment was completed end January. - Ongoing discussion re puddle/flooding problem.
8	Market Day	<ol style="list-style-type: none"> 1. Monthly Market – bookings well under way with some months nearly full. 2. Community Christmas Market - a committee is in place and 20x stalls already booked.
9	Art Show	<ul style="list-style-type: none"> - All is underway and almost ready for the weekend. - Ronda meeting with Sue Muers re food quantity. - Expecting 120 people on opening night at \$10 per head. - Some discussion on alcohol consumption and the monitoring of that. - Ronda outlined her system for accounting for paintings sold. She reconciles the payments each night after the show. The balance remaining after paintings sold, will be door takings income. - Discussion about payment into the wrong suffix – not a problem as transfers have been done. - All is going well.

13	Any Other Business	<ul style="list-style-type: none"> - Smoke Alarm – Derek reported by email. KCDC happy to issue a building warrant of fitness with no protection other than the call points we have in place now, and if we install anything further it will require building consent and a fire report from a fire engineer, before issuing further WoF's. - Derek has contacted Dave McLean, a local consulting engineer, who will do a preliminary investigation to ascertain what will be required for suitable fire protection, and whether the previously quoted system will be sufficient. An estimate of his costs has been asked for. - Logo – Julie talked to this topic, after emailing options to PCT. The general feeling was the options emailed around didn't look like the original photo taken. There were varying opinions. Sushel has offered to mock up a draft logo for PCT. - A small committee of Robyn, Ronda, and Francis to bring back something to the wider team. It was agreed that two logos were needed – one with the wording of Paekakariki Community Trust. It was something that we needed to get right as it will be in place for a long time. - Inclusive of Maori – Ian had talked with Karl Farrell who felt it was appropriate. Our meetings to start and end with a karakia. Pronunciation was discussed and how we can learn to do this correctly – it was felt we can correct each other if we notice anything. - Pamphlets – Ian's granddaughter had drafted up something for St Peter's Village Hall as a practice on a software programme. The meeting felt these could be helpful to use and place around libraries, funeral homes etc. Jan to edit the existing one and bring back to the meeting. - Art Show 2024 – it was decided that Waitangi Weekend was not good timing and dates were discussed for 2024. Anzac Day public holiday is Thursday 25th April 2024. Many will take Friday off work, and it was decided to return to the previous arrangement of Anzac Weekend. - Dates – Opening night Wednesday 24th April, with the show being open all-day Thursday, Friday, Saturday. The hall will be blocked from Sunday 21st April until Monday 29th April 2024 (inclusive).
14	Pulse Check	<ul style="list-style-type: none"> - Paul – preparation for Friday night and what was the expectation? - Ronda – thanked PCT and volunteers for their work for the Art Show. The bar has been lifted. - Robyn – frame around trellis. - Jan – nil. - Julie – Friday night is generally for the locals and a way we give back to the community as it fits within the objectives of PCT. - Sean – Talked about logo and using artists to create. - Francis – AGM and attracting new members; always good to be looking for new people.
Next Meeting		Wednesday 08 March 2023, 7pm, Village Hall

Meeting finished at 8.35pm

Signed: 

Ian Clark – Chair Paekakariki Community Trust

Date 

PCT Income & Expenditure Report for 1 April - 31 Jan 2023

Paekakariki Community Trust
For the 10 months ended 31 January 2023

	APR 2022-JAN 2023	APR 2021-JAN 2022	VARIANCE %
Ongoing Income & Expenditure			
Ongoing Operating Income			
Hall Hire			
Hall Hire	16,687	15,808	6% ↑
Hall Hire - Deposit	750	(2,000)	138% ↑
Hall Hire - Rooms	1,000	175	471% ↑
Hall Hire - Extras	4,353	980	344% ↑
Total Hall Hire	22,790	14,963	52%
Bike Library			
Bike Library Subs	3,017	3,371	-11% ↓
Bike Library Parts Sales	1,107	1,531	-28% ↓
Bike Library Bike Sales	1,687	-	- —
Bike Library donations	-	30	-100% ↓
Bike library parts	(2,130)	(4,810)	56% ↑
Total Bike Library	3,681	122	2,915%
Markets			
Monthly Markets	3,586	1,485	141% ↑
Xmas Market	829	-	- —
PCT Market stall sales income	1,325	-	- —
Total Markets	5,740	1,485	287%
Other Income			
Grants	5,000	5,000	- —
Fundraising	-	215	-100% ↓
Donations	2,076	1,531	36% ↑
Interest Income	74	13	485% ↑
Bike Library A/c Interest	45	6	644% ↑
Total Other Income	7,194	6,765	6%
Total Ongoing Operating Income	39,405	23,334	69%
Ongoing Operating Expenses			
Bank Fees	(215)	(228)	5% ↑

	APR 2022-JAN 2023	APR 2021-JAN 2022	VARIANCE %
Accounting software	(549)	(533)	-3% ↓
Cleaning Contractors	(2,650)	(3,016)	12% ↑
Cleaning Products	(921)	(812)	-13% ↓
Depreciation	(6,957)	(7,432)	6% ↑
PICI	-	(110)	100% ↑
General Expenses	(3,824)	(4,736)	19% ↑
Insurance	(5,199)	(3,777)	-38% ↓
Fire Alarm Maintenance	(820)	(1,275)	36% ↑
Charities Fee	-	(51)	100% ↑
Sale of Asset Proceeds	(9)	-	- —
Light, Power, Heating	(2,561)	(1,972)	-30% ↓
Rates	(1,364)	(1,199)	-14% ↓
Rent	(6,833)	(5,875)	-16% ↓
Water Rates	(271)	(259)	-4% ↓
Repairs and Maintenance	(7,250)	(10,921)	34% ↑
Minor Equipment	(1,284)	-	- —
Telephone & Internet	(360)	-	- —
Total Ongoing Operating Expenses	(41,067)	(42,197)	3%
Total Ongoing Income & Expenditure	(1,662)	(18,863)	91%

Annual Fundraising Events

Annual Art Show

Art Show sales	2,480	57,613	-96% ↓
Artist Payout	-	(39,470)	100% ↑
Art Show Costs	(1,432)	(1,831)	22% ↑
Art Show Hanging Fee	2,135	1,690	26% ↑
Total Annual Art Show	3,183	18,001	-82%

Annual Film Festival

Film Club Subs	-	2,280	-100% ↓
Film Club Door Sales	4,450	4,469	0% ↓
Film Club Licence Fees	(626)	(845)	26% ↑
Film Club costs	(1,862)	(2,778)	33% ↑
Film Club Cafe Receipts	2,143	3,002	-29% ↓

	APR 2022-JAN 2023	APR 2021-JAN 2022	VARIANCE %
Film Club Cafe Expenses	(121)	(564)	79% ↑
Total Annual Film Festival	3,985	5,565	-28%
Annual Book Fair			
Book Fair Sales	9,807	9,195	7% ↑
Book Fair expenses	(1,041)	(1,438)	28% ↑
Total Annual Book Fair	8,767	7,756	13%
Total Annual Fundraising Events	15,934	31,322	-49%
Trust Operating Surplus	14,272	12,459	15%

PCT Balance Sheet

Paekakariki Community Trust As at 31 January 2023

	31 JAN 2023	31 JAN 2022
Assets		
Liquid Assets		
Bank Accounts	25,362	64,466
Term Deposits		
BNZ Term Deposit 1 year	30,000	-
BNZ Term Deposit 6 months	10,000	-
Total Term Deposits	40,000	-
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	43,760	34,466
Current Assets		
Accounts Receivable	400	(435)
Bike Library	6,500	6,500
Other Current Assets	431	-
Total Current Assets	7,331	6,065
Fixed Assets		
Buildings	1,270,500	1,270,500
Other Assets	28,059	23,874
Total Fixed Assets	1,298,559	1,294,374
Art Show	3,149	-
Total Assets	1,352,799	1,334,905
Liabilities		
Current Liabilities		
Resident Withholding Tax - Contract Cleaners	10	-
Total Current Liabilities	10	-
Total Liabilities	10	-
Net Assets	1,352,789	1,334,905
Accumulated Funds		
Current Year Earnings	14,272	12,459
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	1,352,789	1,334,905

Notes to the Accounts