

## Paekakariki Community Trust Meeting Minutes

**Wednesday 08 March 2023 - meeting held in St Peter's Village Hall – 7pm**

<b>Trust Members Present</b>	<ul style="list-style-type: none"> <li>• Ian Clark (Chair)</li> <li>• Julie Warren (Deputy Chair)</li> <li>• Robyn Mills (Treasurer)</li> <li>• Francis Mills</li> </ul>	<ul style="list-style-type: none"> <li>• Paul Riley</li> <li>• Rhonda Thompson</li> <li>• Jan Borland (Secretary)</li> </ul>
<b>Trust Member Apologies</b>	<ul style="list-style-type: none"> <li>• nil</li> </ul>	
<b>Minute Secretary</b>	<ul style="list-style-type: none"> <li>• Frances Broatch</li> </ul>	
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• Derek Borland</li> <li>• Jan Nisbet</li> <li>• Trevor Weaver</li> </ul>	

Agenda Item	Topic	Minutes & Action Points
1	Welcome	A welcome to our visitors for joining the meeting.
2	Minutes for the Special Trust Meeting Minutes – 14 February 2023	No changes. Minutes moved by Ian Clark as true and correct; 2 <sup>nd</sup> by Julie Warren. All in favour.
3	Minutes for previous meeting – 01 February 2023	No changes. Minutes moved by Ian Clark as true and correct; 2 <sup>nd</sup> by Francis Mills. All in favour.
4	Matters Arising	All tasks were addressed – see update in Task Summary below.
5	Correspondence	Nil
6	Booking Statistics	<p><b>Booking Statistics for February 2023</b></p> <p>New Booking Submissions: 10            Actual Bookings hosted: 3            Fundraiser Support: 1            Regular Bookings: 9            Weddings: 2            Hirer Meetings: 1            PCT Use: 2</p> <p><b>Notes:</b></p> <p>It was noted that actual bookings in the hall were down in February due to use of the hall for the Art Show. However due to the wedding bookings, income was good for February.            A Wedding Hosts training meeting was held in February to discuss implications of larger scale events. Minor website updates and pricing of extras has been completed by Jan, Francis, Derek.            All reference to extensions of time have been removed from the website.</p>

		Discussion on a Booking Fee. It was decided that there will be both a Promotion Fee (previously called an Admin fee to cover advertising) at \$10.00, and the application of a new Booking Handling Fee of between \$10.00 - \$20.00 depending on the recipient, to be administered by the Bookings Admin person from 01 April 23. Moved by Ian Clark and 2 <sup>nd</sup> by Jan Borland.
7	Financials	<ol style="list-style-type: none"> <li>1. The PCT Balance Sheet shows that there is currently (\$10,000) put aside for 'Provision for Loss of Income'. It was decided that this should be reduced to (\$5,000) due to the upcoming recession implications in the economy. All Trust members agreed that Robyn Mills will make this adjustment.</li> <li>2. The PCT Balance Sheet shows that the 'Capital Reserve – Building Revaluation' (cost to rebuild) is currently \$1,102,612. All Trust members agreed that that Robyn Mills will contact the Trust Broker to 'up this amount'.</li> </ol> <p>Robyn Mills moved the adoption of the Report. 2<sup>nd</sup> by Jan Borland. All Trust members approved the content in the report.</p>
8	Property	<ol style="list-style-type: none"> <li>1. A new gazebo has been purchased along with four camping shower bladders to keep it stable on the ground.</li> <li>2. The basement is now locked with only Francis and Derek having the combination number to the lock.</li> <li>3. Lock box code and gate code have been changed – all relevant hirers have been notified.</li> <li>4. Deck cleaning is underway.</li> <li>5. A painting working bee is being organised for 13-16 April (note date change). All safety requirements are a priority to ensure that volunteers are allocated to tasks that they are comfortable with.</li> <li>6. A black border to be created around the sign of St Peter's Village Hall.</li> <li>7. A discussion to be had in the future about installing a new gate to restrict access to the hall from Arnes Street.</li> <li>8. A roller derby booking was declined recently due to concern over the impact of this on the hall floor. More research will be carried out on how other venues have hosted these events.</li> <li>9. Storage is at a premium – nothing further can be stored in the hall.</li> <li>10. Levelling platform on stage easily removed for Hirers or dismantled if need be.</li> </ol>
9	Bike Library and hall basement use	<ol style="list-style-type: none"> <li>1. At a Special Trust Meeting on 14 February 2023 the Trust discussed the use of the hall basement. It became evident that current basement use does not comply with permitted public access. This impacts the use of the Green Room, the Bike Library space and book storage. At the meeting, the Trust decided to immediately halt all use of the basement pending further investigation and information.</li> <li>2. The only activity below the hall, in the basement, is strictly for the inspection of services.</li> <li>3. The Trust is committed to finding a way to enable use of the basement. Its first action is to enlist appropriate professionals to conduct a pricing and feasibility study to ensure basement-use meets current the Fire Safety Code. At present, public access to the basement is barred. It was agreed that \$2,000 - \$3,000 be available for consulting work. Optimistically, even minor remedial work could take up to two years to complete. This will be confirmed once further advice has been sought so that timeframes and funding can be addressed with confidence.</li> </ol> <p>This amount was approved, moved by Ian Clark and 2<sup>nd</sup> by Robyn Mills.</p>

		<ol style="list-style-type: none"> <li>4. Derek Borland currently in discussions with fire engineers and others, to seek advice. It is looking like any remedial work will entail major and expensive work – engineers, design, consultancy, draftsmen, etc.</li> <li>5. The Bike Library has removed all potentially flammable items (solvents and lubricants) from the space and is no longer operating from this location.</li> <li>6. Sophie Handford, our local Ward Councillor for KCDC, has been in touch with the Trust to open the communication lines. A meeting with KCDC is being proposed with Ian, Derek representing the Trust and Jan Nisbet representing the Bike Library. KCDC has voiced its support for the continuation of the Bike Library. Ian Clark will ring Sophie to organise.</li> <li>7. The earnings from the Bike Library are part of the wider Trust operational budget. Additional funding might be needed to fund the Bike Library in the future if there are costs involved in its re-location. It was noted that funding in today's environment is 'tight'.</li> <li>8. Jan B and Trevor – discussion around: the use of containers and their suitability; timeframes; consideration of limiting activities to servicing bikes already out on hire for the time-being. The future of the Bike Library operation will be discussed at their next meeting.</li> <li>9. The Bike Library will come back with their views on how they might operate in the short-term, depending on venue options. This will inform the meeting with KCDC.</li> <li>10. The top priority for the Trust is to ensure public safety in hall and basement use.</li> <li>11. The Trust is aware that it needs to keep the community up to date with Bike Library operations and its support for them.</li> <li>12. Derek meeting with a fire sprinkler company on 9<sup>th</sup> March, to get a quote on a sprinkler system.</li> </ol>
10	Pulse Check	<p>Francis – the pie warmer has proved large and heavy to move around the kitchen. He will come back to the Trust with options for a replacement.</p> <ul style="list-style-type: none"> <li>– the piano in the hall needs to be replaced. Robyn and Julie will explore fund-raising options such as a concert later in the year. The Trust noted the exercise needs to be cost neutral to PCT.</li> <li>– Pat McIntosh has approached Andrew Armitage to discuss holding the Film Festival again with a broader appeal. Pat to work on this with a committee.</li> <li>– The Trust Objectives need to be re-visited. The current wording gives a false impression about what the Trust is currently doing. Ian, Julie, and Robyn to come up with suggested changes. They need to be clear about the difference between objectives and goals. It was noted that all Trust members need to be given 28 days' notice of proposed wording changes before discussion and decisions are made.</li> </ul> <p>Julie – nil. Francie – nil Ian – nil. Jan – nil. Robyn – nil Rhonda – nil Paul – the Trust needs to look at all the objectives and potentially refocus.</p>
Next Meeting	Wednesday 05 April 2023, 7 pm	

Meeting finished at 8.40pm.

Signed:   
 Ian Clark – Chair Paekakariki Community Trust

Date: 5/4/23

# PCT Income & Expenditure Report for 1 April 2022 - 28 Feb 2023

Paekakariki Community Trust  
For the 11 months ended 28 February 2023

	APR 2022-FEB 2023	APR 2021-FEB 2022	VARIANCE %
<b>Ongoing Income &amp; Expenditure</b>			
<b>Ongoing Operating Income</b>			
<b>Hall Hire</b>			
Hall Hire	18,838	16,463	14% ↑
Hall Hire - Deposit	950	(2,000)	148% ↑
Hall Hire - Rooms	1,390	225	518% ↑
Hall Hire - Extras	5,144	980	425% ↑
<b>Total Hall Hire</b>	<b>26,322</b>	<b>15,668</b>	<b>68%</b>
<b>Bike Library</b>			
Bike Library Subs	3,082	3,607	-15% ↓
Bike Library Parts Sales	1,107	2,101	-47% ↓
Bike Library Bike Sales	1,687	-	- —
Bike Library donations	-	30	-100% ↓
Bike library parts	(2,130)	(4,810)	56% ↑
<b>Total Bike Library</b>	<b>3,746</b>	<b>927</b>	<b>304%</b>
<b>Markets</b>			
Monthly Markets	4,191	1,495	180% ↑
Xmas Market	829	-	- —
PCT Market stall sales income	1,325	-	- —
<b>Total Markets</b>	<b>6,345</b>	<b>1,495</b>	<b>324%</b>
<b>Other Income</b>			
Grants	5,000	5,000	- —
Fundraising	-	215	-100% ↓
Donations	2,296	1,531	50% ↑
Interest Income	215	24	810% ↑
Bike Library A/c Interest	56	7	746% ↑
<b>Total Other Income</b>	<b>7,566</b>	<b>6,776</b>	<b>12%</b>
<b>Total Ongoing Operating Income</b>	<b>43,979</b>	<b>24,866</b>	<b>77%</b>
<b>Ongoing Operating Expenses</b>			
Bank Fees	(237)	(248)	5% ↑

	APR 2022-FEB 2023	APR 2021-FEB 2022	VARIANCE %
Accounting software	(606)	(587)	-3% ↓
Cleaning Contractors	(2,887)	(3,053)	5% ↑
Cleaning Products	(948)	(812)	-17% ↓
Depreciation	(7,790)	(8,198)	5% ↑
PICI	20	(90)	122% ↑
General Expenses	(3,972)	(4,736)	16% ↑
Insurance	(5,199)	(4,300)	-21% ↓
Fire Alarm Maintenance	(820)	(1,549)	47% ↑
Charities Fee	-	(51)	100% ↑
Sale of Asset Proceeds	(9)	-	-
Light, Power, Heating	(2,684)	(2,096)	-28% ↓
Rates	(1,364)	(1,199)	-14% ↓
Rent	(7,516)	(6,462)	-16% ↓
Water Rates	(368)	(259)	-42% ↓
Repairs and Maintenance	(8,164)	(12,787)	36% ↑
Minor Equipment	(2,266)	(170)	-1,233% ↓
Telephone & Internet	(400)	-	-
<b>Total Ongoing Operating Expenses</b>	<b>(45,210)</b>	<b>(46,598)</b>	<b>3%</b>
<b>Total Ongoing Income &amp; Expenditure</b>	<b>(1,231)</b>	<b>(21,733)</b>	<b>94%</b>
<b>Annual Fundraising Events</b>			
<b>Annual Art Show</b>			
Art Show sales	32,346	57,613	-44% ↓
Door Sales	3,121	-	-
Artist Payout	(22,642)	(39,470)	43% ↑
Art Show Costs	(2,795)	(1,831)	-53% ↓
Art Show Hanging Fee	2,205	1,690	30% ↑
<b>Total Annual Art Show</b>	<b>12,235</b>	<b>18,001</b>	<b>-32%</b>
<b>Annual Film Festival</b>			
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-FEB 2023	APR 2021-FEB 2022	VARIANCE %
Film Club Cafe Expenses	(121)	(564)	79% ↑
<b>Total Annual Film Festival</b>	<b>3,985</b>	<b>5,565</b>	<b>-28%</b>
<b>Annual Book Fair</b>			
Book Fair Sales	9,807	9,195	7% ↑
Book Fair expenses	(1,041)	(1,438)	28% ↑
<b>Total Annual Book Fair</b>	<b>8,767</b>	<b>7,756</b>	<b>13%</b>
<b>Total Annual Fundraising Events</b>	<b>24,986</b>	<b>31,322</b>	<b>-20%</b>
<b>Trust Operating Surplus</b>	<b>23,755</b>	<b>9,589</b>	<b>148%</b>

# PCT Balance Sheet

Paekakariki Community Trust  
As at 28 February 2023

	28 FEB 2023	28 FEB 2022
<b>Assets</b>		
<b>Liquid Assets</b>		
Bank Accounts	24,995	62,257
<b>Term Deposits</b>		
BNZ Term Deposit 1 year	30,000	-
BNZ Term Deposit 6 months	10,000	-
<b>Total Term Deposits</b>	<b>40,000</b>	<b>-</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	(1,602)	(10,000)
<b>Total Provision for Contingencies</b>	<b>(21,602)</b>	<b>(30,000)</b>
<b>Total Liquid Assets</b>	<b>43,393</b>	<b>32,257</b>
<b>Current Assets</b>		
Accounts Receivable	1,970	(330)
Bike Library	6,500	6,500
Other Current Assets	431	-
<b>Total Current Assets</b>	<b>8,900</b>	<b>6,170</b>
<b>Fixed Assets</b>		
Buildings	1,270,500	1,270,500
Other Assets	27,226	23,108
<b>Total Fixed Assets</b>	<b>1,297,726</b>	<b>1,293,608</b>
Art Show	12,262	-
<b>Total Assets</b>	<b>1,362,282</b>	<b>1,332,035</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Resident Withholding Tax - Contract Cleaners	10	-
<b>Total Current Liabilities</b>	<b>10</b>	<b>-</b>
<b>Total Liabilities</b>	<b>10</b>	<b>-</b>
<b>Net Assets</b>	<b>1,362,271</b>	<b>1,332,035</b>
<b>Accumulated Funds</b>		
Current Year Earnings	23,755	9,589
Opening Balance Operating Surplus	257,506	249,834
Contingency Reserve	(21,602)	(30,000)
Capital Reserve - Building Revaluation	1,102,612	1,102,612
<b>Total Accumulated Funds</b>	<b>1,362,271</b>	<b>1,332,035</b>

## Notes to the Accounts