

Paekakariki Community Trust (PCT)

Minutes- Annual General Meeting – 20 August 2023, 2pm, at St Peter's Village Hall

Attendees:

Trust members – Ronda Thompson, Robyn Mills, Paul Riley, Jan Borland, Francis Mills, Sean Treacy

Invited Guests – Derek Borland (Acting Chair)

Guests - 13

Apologies – Ian Clark (PCT Chair) Julie Warren (PCT Deputy Chair), Reverend Lynda Wards (Minister of the Paekakariki Anglican Church)

Welcome:

Derek Borland, as Acting Chair, opened the meeting with a Karakia and welcomed guests.

Minutes of the AGM – 18TH September 2022

These were circulated and tabled as read.

Resolution: That the Minutes of the AGM of 18 September 2022 be accepted as true and correct

Eric Rodler / Janet Holborow / Approved

Matters Arising

Nil

Correspondence

Nil

Chair's Report – Derek Borland read Ian Clark's Report in his absence.

Kia ora tātou

Welcome everyone.

This last year has seen the end of covid restrictions and a reopening of St Peter's Hall to an ever-widening range of events. Bookings are rising and the additional income has enabled us to complete a backlog of improvements that we have long wanted to undertake. There is a palpable feeling of relief that at last things appear to be getting back to normal.

You will have noticed that the front and east side of the hall have been repainted during a spell of fine autumn weather, thanks to the efforts of a dedicated group of volunteers, led by Derek Borland and Francis Mills. Inside the hall the sound system and lighting have been upgraded to a high standard, attracting music events, and ensuring the 100-year-old hall remains a magnet for events of all kinds.

Our three major fundraisers were reestablished in 2023, following cancellations due to covid. The Art Show took place during Waitangi weekend, a reduced Film Festival was held during the month of June and the Book Fair took place on 7,8,9 July. People in the community responded with enthusiasm to a reopening of life in the hall, with a dedicated bunch of volunteers joining in to make the events enjoyable as well as profitable. We rely heavily on these events to provide us with the income to maintain the hall to a high standard.

We started a system for hosting events last year and this initiative, led by Derek Borland and Francis Mills, has blossomed. The system ensures that people hiring the hall have a person assigned to them who guides them through the whole process from beginning to end, specifying their exact needs for everything, including catering, seating, and equipment. Feedback from hirers has been very positive.

Earlier this year we were asked to vacate the basement area because of non-compliance with fire and safety regulations. This meant the bike library had to be relocated temporarily until the hall could be upgraded to meet KCDC's requirements, and the entire basement area was locked up and closed off. This was bad news for us. After seeking advice from professional engineers, we are now in the process of applying for a consent from KCDC and when this has been achieved, we will go ahead to install fire detection equipment in the basement. We are hopeful of getting a grant from the Lotteries Commission to partly fund the installation, which is estimated to cost \$24,000.

We acknowledge the retirement of **Ronda Thompson**, one of the original trustees for the hall and the instigator and energetic leader for the Art Show since its beginning. She will be greatly missed. Also leaving us will be **Jan Borland**, who has been at the front and centre of our improved booking system for hall hiring. In this role she has been the face of St Peter's, being responsible for all hiring transactions. She will continue to undertake bookings, although not as a Trustee.

We'll have three positions to fill on the Trust, and I encourage anyone interested in St Peter's Hall to put their name up for election at the AGM.

The election process (if required):

1. The Trust deed allows for a show of hands for voting. We're going to improve on that by handing out a voting sheet, with the names of current Trustees and nominations we've already received.
2. Please add the names of any new nominations from the floor.
3. Mark with a tick the people you want to vote for.
4. You may tick up to 9 people We will choose two scrutineers, who will count and tell us the successful Trustees for next year. As you can see, we rely heavily on our wonderful and enthusiastic volunteers to help in all manner of ways. So, if you have the occasional hour to spare, have a

special skill, or are new to the community and would like to join in, please talk to a PCT trustee or email: paekakarikicomunitytrust@gmail.com

Thank you all for coming. It is people who make Paekākāriki such a special place.
Ian Clark
Chair Paekākāriki Community Trust

***Resolution: That the Chair's Report be accepted
Derek Borland / Robyn Mills / Agreed***

Janet Holborow spoke from the floor to thank Ian Clark for his work as Chair of the Trust: a view wholeheartedly supported by everyone present.

Financial Report for Year ending 31 March 2023: (attached)

Financial Statements for the year ended 31 March 2023 were presented by the Trust's Treasurer, Robyn Mills.

***Resolution: That the Financial Statements for the year ending 31 March 2023 be accepted
Robyn Mills / Ronda Thompson / agreed***

Administration and Bookings Report:

The Administration and Bookings Report was presented by Jan Borland.

I work as the Bookings Coordinator for the Trust, as well as being the Trust Secretary.

These are two different roles, and I am pleased to report that this year the Trust has acknowledged the role of the Bookings Co-ordinator as being a separate position to a Trust member and have offered a small monthly remuneration for this. This is really important for the ongoing position, in what is administering a busy events centre.

This role involves a substantial amount of administration work from the start of a booking until the end, including handling enquiries, and the processing and invoicing of all Hall and Market Day bookings.

Our main Trust income is from hiring the hall - the figures I'm reporting are from the last financial year, when we still were at the tail end of Covid – numbers have all risen since then. There are usually around 12-15 new booking requests coming in each month.

There were 90 hosted events in the last financial year – these are events where our team of Hosts communicate and guide the hirer through the process of hiring. Typically, they are larger type events like band performances, fundraisers, funerals, weddings, drama productions, birthdays, and other celebrations.

Each month there are typically 8-10 large hosted events and 16-20 regular classes. Our regular local groups are valued and looked after, with a discounted rate. Local funerals, as well as fundraising initiatives, are also subsidized and supported by the Trust. There were six funerals, and four local fundraisers supported last year.

Our Hosting system is well developed now - we currently have 12 Hall Hosts who give up their time to make the hiring experience a memorable one. An assigned Host guides the hirer through the whole process, helping the hirer remember their experience as one where they are not simply handed a set of keys, but are provided with personal service - this is our point of difference at St Peter's Village Hall. It starts with a good experience at the time of booking; and ends with an event where the hirer feels satisfied and looked after by a Host.

My husband Derek is responsible for the training of Hall Hosts - a Host is assigned depending on their skill level and availability. We are so grateful to those who give up their time to do this valuable service, and to Derek for overseeing this part of the hall running.

Market Day has become another major fundraiser and community activity which the Trust runs. Most months there are around 25-30 stalls, both inside and out, and a waiting list is normal most months. There has been a lot of work done in building relationships with stallholders and in raising the standard of the market in general. The vibe has become a lot more positive and fun, with outside stalls and entertainment. This benefits the whole community.

This year the Trust is running the inaugural Paekakariki Christmas Fete – we have a team of people running this with the support of the church, using their grounds as well as the hall. The intent is to involve the whole community including all the businesses in the CBD. There will be stalls, entertainment, Father Christmas, and much more. Look out for this on December 9th.

Most people don't realise the volunteer hours that go into keeping St Peter's Village Hall alive. There's so much work to do, and most of it is unseen. The hall is busier and more vibrant than it has ever been, and because of that, I would like to see the community more engaged and connected to the Community Trust who are responsible for running St Peter's Village Hall. As someone who has been fully involved with the day to day running, I have concerns that the model of a small Trust running such a busy operation, without a person acting as a manager, may not be sustainable for future years.

It's a central focus in our community, a meeting place, an events centre, a place where relationships are built. So much goodness comes from this place.

Due to my health, I am not standing for the Trust this year, but will continue in the role of Bookings Co-ordinator. I will be looking to train up another person for backup and succession planning later in the year.

What I would add – this Trust is a “working” Trust – it doesn’t sit on top of others who are expected to do all the work. All are volunteers and all expected to work.

It’s been a privilege to serve the community on the Trust – and remember if you put your hand up, it’s not a life sentence; you can give some time for now, and then make way for others to serve when you’re ready to move on.

Jan Nisbet spoke from the floor. The subject of the hall having a manager has been debated in the past with the main obstacle being funding.

Building Maintenance and Improvements Report:

The Building Maintenance and Improvements Report was presented by Francis Mills.

1. Fire Safety:

In February 2023 - PCT was made aware that the basement area was non - compliant and would require a Fire Safety Upgrade. All ongoing activity in basement ceased.

A consultant is currently engaged to advise and liaise with KCDC to install a Fire Alarm System throughout the hall and basement.

Plans are currently with KCDC and we hope to be fully compliant before the end of this year.

2. Lighting / Electrical:

- a) Two hanging strip lights have been installed on stage to bring brightness level up, to match the hall level. (on/off from the control room.)
- b) The performance lights and leads (LED’s) on and facing the stage, have all been replaced and a new Lighting control desk installed in the Control Room.
- c) Four new power points have been added, up high on stage to enhance lighting options. (on/off from the Control Room)
- d) An outside power outlet has been installed on the front of the building to assist outside events and maintenance, including a double plug in the meter room. (on/off from the meter room)

3. Painting:

The north face of the hall has been repainted including parts of the east walls.

The west side picket fence is in process of being repainted green to match the hall.

- *We plan to repair and repaint the west wall during spring and summer.*

4. Cleaning Cupboard:

A 4x door, floor to ceiling cupboard has been built in the toilet lobby to store cleaning equipment and supplies etc.

5. Repairs & Maintenance:

A metre wide section of the lower interior wall cladding has been replaced.

NOTE - Damaged by a Hirer - but due to the age and borer ridden nature of the cladding, no recompense was required.

- The accessible areas of the basement, hall and ceiling space have been recently treated for Borer.
- Bait stations for rodents have been recently installed inside and outside the building.

6. Security:

A lockable security gate has been installed at the south end of the building – to be used only when appropriate – ie during commercial events.

7. Wish List:

We intend to further assess the possibility of installing a sprinkler system to protect the building.

This could easily cost in the vicinity of \$200,000. Involving water tank storage.

Note: Current and future alarm systems are designs to save lives not buildings.

I envisage adding a full-length deck (2.4m wide?) to the west wall of the hall, at floor level.

- *Including a lockable access door, replacing the existing central window. (opposite the existing double exit doors to the deck on the east wall.)*
- *Including decking over the existing concrete bunker, across to the fence, at the north end.*
- *This deck would be made available at appropriate events, providing an outside area, on the sunny side of the building.*
- *It would also greatly enhance the appearance of the building and help facilitate all future painting and maintenance work.*

Francis added some personal comments – he is now the longest serving Trust member; the total focus of the Trust is running the hall; and it relies on much work from Trustees and volunteers.

Bike Library Report:

The Bike Library Update was presented by Jan Nisbet.

2022 – 23 was the 10th year of bike library operating as part of the PCT, helping to fulfil its social support objectives.

Demand for bikes has been steady and the trend that started after Covid Lockdown of more adults wanting bikes has continued. The volunteer fix it team has remained steady in number; they have repaired over 800 bikes to date.

Volunteer hours are approximately 50 per week for 48 weeks (2400 hours) and more when we have Saturday openings.

All the bikes are donated and prior to issue each bike is given a complete safety check and Bike library helps when anything goes wrong during the annual hire period.

PBL was initially set up to ensure bikes were available for Paekakariki students to be able to ride to college, but demand and supply soon outgrew that it now services Paekakariki to Peka Peka because we get our bikes from that area and there is a demand for bikes. Every bike that we have has been donated so a big shout out to those generous people as they are absolutely essential to this community initiative.

Other Reports / Bios:

Robyn Mills, BCA, CA

- Parents moved to Paekakariki in 1971.
- Robyn and husband Eric Rodler moved permanently to the Beach Road, Paekakariki family home 8.5 years ago.
- Eric has for 2.5 years been the volunteer Trust Accountant.

Work record:

Chartered Accountant specialising in financial service industry tax for nearly 37 years:

- 20 years: NZ Group Tax Manager.
- 17 years: Technical Specialist Adviser in the IRD Significant Enterprises Division.

Voluntary activities:

- 3 years: PCT Trustee & Treasurer, helping at PCT fundraising activities.
- Establish & maintain church and hall gardens on the eastern & southern sides of the hall with the assistance of my family & PCT volunteers.

My purpose as a Trustee:

- Maintaining, improving and keeping the hall as a community hub for its charitable activities.
- As Treasurer ensuring PCT, its assets and charitable activities are safe and solvent.

Paul Riley

I have been a resident of Paekakariki for over 35 years and a Trustee of St Peter's for just a few of those years.

I have realised that if you put your hat into the ring for a nomination, you have to understand that it will be a commitment that can possibly take up a considerable amount of your time in order to make any kind of satisfactory contribution, both for yourself and for the Trust itself.

Our wonderful St Peter's Hall deserves nothing less.

My last few years have been dominated mainly by caring for an elderly mother. I feel I have contributed as much as my commitments have allowed me, acting as the occasional host, and assisting with our annual book, art, and film festivals, together with some private functions and acting as a Trustee on the PCT.

My mother has since passed and once I have gotten over the recuperation period of my injury, I intend to devote more time to the Trust in the operation of the hall.

We are losing the contributions of a number of wonderful people. People who have committed hugely over a number of years.

I now have more time available to step up and assist with the ongoing daily operation of our beloved hall, and very happily forward my name for re-election as a Trustee.

Finally, if there is a better village hall in Aotearoa New Zealand, then show it to me!

Julie Warren (Deputy Chair)

Julie Warren report as read by Jan Borland:

My name is Julie Warren, and I am the Deputy Chair of the Trust. I've been a Trustee for about a year and have grown to love the hall and respect the work the Trust and local volunteers put into both maintaining the hall and fundraising to enable that. I like to see myself as practical and a doer. I still have more to offer as a Trustee.

Jan adds: Julie is very humble in this report. I would like to add - she has been a great asset to the Trust as she is a worker and puts her hand up well before it's needed. She helps at Market Day with assigning stallholders to their sites and was a mainstay for the Art Show and Book Fair. She brings wisdom and a wealth of life and work experience to the Trust; as well as the required people skills to support not only the Trust members, but to also network in the community with volunteers. Her skills are much needed on the Trust. I would encourage you all to vote Julie onto the Trust.

Sean Treacy

I have now been on the Trust for one year and do not have time to be involved in Trust business as much as I would like but am happy to help when time permits.

Comments from the floor:

Janet Holborow showed her appreciation for the work from the Trust on behalf of the community. She thanked all Trustees for the enormous amount of work undertaken. In particular Jan and Ronda who have been essential and valuable to the Trust.

Trustees stepping down this year:

- Jan Borland
- Ronda Thompson

Trustee Nominations:

Current trustees seeking re-election are confirmed as follows:

- Ian Clark (current chair)
- Julie Warren
- Francis Mills
- Robyn Mills
- Paul Riley
- Sean Treacy

This left three vacancies with nominations from the floor received as follows:

1. Grant Lees

Grant has lived in Paekakariki for 30 years. He is involved in theatre, dance, and drama with a technical background. He already helps in the hall as a Host where his skills are valued. Derek Borland endorsed the work that Grant does as a Host.

2. Susanna Lyle

Susanna has moved to New Zealand from the UK and has lived in Paekakariki for 6 months. She enjoys the vibe of the village and sees the Hall as a central hub for the community. Her background is in arts and networking along with a knowledge of plants and soils. She has already helped with the recent Book Fair.

3. Helen Gardiner

Helen has lived in Paekakariki for 30 years and has operational and administrative skills. She is already a Host for the hall and enjoys working with stakeholders and diversity.

She has had a long career in education and management and retired at the end of last year from a director role at Whitireia and WelTec, after working there for 30 years. She sees St Peter's as an integral and important part of Paekakariki and the heart of the village.

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

Ian Clark, Julie Warren, Francis Mills, Robyn Mills, Paul Riley, Sean Tracey, Grant Lees, Helen Gardiner, Susanna Lyle.

It was moved that these nine people become the new Trustees.

Eric Rodler / Jan Nisbet

The meeting concluded at 3pm

SIGNED:

DATE: