

Paekakariki Community Trust Meeting Minutes

Wednesday 06 September 2023, held at 3/27 Beach Road Paekakariki – 7pm



Trust Members Present	<ul style="list-style-type: none"> Ian Clark (Interim Chair) Robyn Mills (Treasurer) Francis Mills Helen Gardiner 	<ul style="list-style-type: none"> Paul Riley Susanna Lyle Grant Lees
Trust Member Apologies	<ul style="list-style-type: none"> Julie Warren 	<ul style="list-style-type: none"> Sean Treacy
Minute Secretary	<ul style="list-style-type: none"> Frances Broatch 	
Visitors	<ul style="list-style-type: none"> n/a 	

Agenda Item	Topic	Minutes & Action Points
1	Welcome	A welcome to everybody from Ian Clark
2	Resolutions required	The resolutions required on the appointment of a Chair and a Secretary at this meeting have been postponed to the next Trust meeting on 11 October 2023.
3	Minutes for the last meeting – 02 August 2023	No changes. Minutes moved by Ian Clark as true and correct. 2 nd by Paul Riley. All in favour.
4	Matters Arising	All tasks were addressed – see update in Task Summary below.
5	Financials	<ol style="list-style-type: none"> It was agreed that \$240.00 of paint (intergrain) can be purchased to re-paint the woodwork around the hall garden. Robyn Mills moved the adoption of the Income & Expenditure Year-to-Date for the 5 months ended 31 August 2023 and the PCT Balance Sheet as at 31 August 2023, 2nd by Ian Clark. It was noted that some Trust funds could not be put into a Term Deposit at this stage; we are waiting for the KCDC Consent for the hall basement alterations so that this work can be costed; we also have potential Lotteries funding.
6	Property (Repairs, Maintenance, and Improvements)	<ol style="list-style-type: none"> Derek has finished painting the green picket fence. Derek has repainted exterior of Kitchen Door. Grant has purchased the additional wireless lighting option. Francis has added three additional old Par Cans on stage – controlled from Control Room – for extra lighting options. Pete McFarlane has installed an external hose Tap on southwest corner of Hall. (Materials cost only \$137.) <p>Appreciation was given from the Trust to the people involved for the hard work in painting the green picket fence.</p>
7	Administration	Booking Statistics for August 2023: <ul style="list-style-type: none"> New Booking Submissions: 28 Hosted Bookings: 8 Regular Hirers: 18

		<ul style="list-style-type: none"> • Fundraiser Support: nil • Funerals: nil • Market Stalls: 25 • Weddings: nil • PCT use of hall: 1 <p>Notes:</p> <ol style="list-style-type: none"> 1. Booking submissions were twice the average amount for a month, with bookings well into 2024. Jan doesn't know the reason, and can only imagine that because July was quiet, that people have surfaced after winter, and people are starting to think about end of year activities and into 2024. 2. An average month for all other aspects of hiring. 3. Helen Gardiner has been trained to take on bookings in Jan's absence if required. 4. Market Day is fully booked until the end of the year. 5. Paekakariki Christmas Fete planning is all in hand. Stalls are fully booked with a waiting list started. The church has been kept informed of all planning details.
8	Any other business	<ol style="list-style-type: none"> 1. Trustee roles: <ul style="list-style-type: none"> • Francis – Building, Repairs and Maintenance • Robyn - Treasurer • Grant - Information Technology & Electrical issues • Paul – Hall Kitchen Resourcing • Art (Art Show) – Susanna • Helen – Bookings back-up • Julie & Susanna - Book Fair • Tba – Film Festival (it was suggested that this could occur once a month) <p>It was noted that at all times Trustee Members are willing to help on any issue if they have the required skills/availability.</p> 2. Community Board Funding: <ul style="list-style-type: none"> • The Trust received a proposal from Jan Borland to contact the Community Board for funding for advertising material for the Paekakariki Christmas Fete. The proposal was accepted by Ian Clark 'The PCT agrees for Jan Borland to apply for funding for advertising material for the Paekakariki Christmas Fete'. This was 2nd by Francis Mills.
Next Meeting	Wednesday 11 October 2023; 7.00pm. Venue: 3/27 Beach Road (Hall in use)	

Meeting finished at 8.30pm

Signed:  DATE: 11/10/23

Ian Clark – Chair Paekakariki Community Trust

Task Summary: 16 August 2023

Owner	Task
Robyn	- To approach the church on the implementation of a gate at the back of the church that will be installed to connect with the current fencing/trellis where steps lead down to the hall.

Task Summary: 06 September 2023

Owner	Task
Ian	- To meet with Julie to discuss her interest in being the Chair for the Trust
Francie	- To send Susanna the JD for the position of Secretary for her to consider
Paul	- To chase up with the Bank on getting a banking signature for trust accounts
Susanna	- To help Eric and Robyn with painting of the woodwork around the hall
Robyn & Susanna	- To talk to Ronda about Susanna being involved in the next Art Show
Francie	- To ask Sean to update the WhatsApp for current Trust members
Francie	- To circulate (on behalf of Paul) the offer from the Wellington Free Ambulance Heartbeat Training on 31 October 2023 1030-1200.
Francie	- To ask Trevor to help with setting up a group email address for the Trust.
Paul	- To contact Dave Johnston and introduce Susanna about the potential of the Trust hosting a Photography Event.

PCT Income & Expenditure Report for September 2023

Paekakariki Community Trust
For the month ended 30 September 2023

	SEP 2023	SEP 2022	VARIANCE %
A. ONGOING INCOME & EXPENDITURE			
Ongoing Operating Income			
Hall Hire			
Hall Hire	2,255.01	1,877.50	20.11% ↑
Hall Hire - Rooms	150.00	100.00	50.00% ↑
Hall Hire - Extras	1,213.00	378.00	220.90% ↑
Koha related to Hall Hire	10.00	150.00	-93.33% ↓
Total Hall Hire	3,628.01	2,505.50	44.80%
Monthly Markets			
Monthly Markets	420.00	575.00	-26.96% ↓
Xmas Market	-	25.00	-100.00% ↓
PCT Market stall sales income	195.75	241.00	-18.78% ↓
Total Monthly Markets	615.75	841.00	-26.78%
Other Income			
Grants	5,000.00	5,000.00	- —
Interest Income	4.81	7.51	-35.95% ↓
Total Other Income	5,004.81	5,007.51	-0.05%
Total Ongoing Operating Income	9,248.57	8,354.01	10.71%
Ongoing Operating Expenses			
Hall Maintenance			
Repairs and Maintenance	(300.00)	(30.31)	-889.77% ↓
Total Hall Maintenance	(300.00)	(30.31)	-889.77%
Hall Hire Expenses			
Bookings Admin Role	(300.00)	-	- —
Cleaning Contractors	(255.01)	(147.00)	-73.48% ↓
Cleaning Products	-	(344.02)	100.00% ↑
Depreciation	(865.94)	(696.51)	-24.33% ↓
PICI	40.00	-	- —
Light, Power, Heating	(338.56)	(285.54)	-18.57% ↓
Rates	(531.31)	(470.01)	-13.04% ↓
Rent	(683.30)	(683.30)	- —

	SEP 2023	SEP 2022	VARIANCE %
Telephone & Internet	(40.00)	(40.00)	- —
Total Hall Hire Expenses	(2,974.12)	(2,666.38)	-11.54%
Other Hall Costs			
Bank Fees	(21.74)	(21.74)	- —
Accounting software	(56.93)	(53.48)	-6.45% ↓
General Expenses	(20.00)	(56.00)	64.29% ↑
Total Other Hall Costs	(98.67)	(131.22)	24.81%
Total Ongoing Operating Expenses	(3,372.79)	(2,827.91)	-19.27%
Total A. ONGOING INCOME & EXPENDITURE	5,875.78	5,526.10	6.33%
B. ANNUAL FUNDRAISING EVENTS			
Annual Book Fair			
Book Fair Sales	-	9,807.31	-100.00% ↓
Book Fair expenses	-	(1,040.80)	100.00% ↑
Total Annual Book Fair	-	8,766.51	-100.00%
Total B. ANNUAL FUNDRAISING EVENTS	-	8,766.51	-100.00%
C. SPECIAL PROJECTS			
Bike Library			
Bike Library Subs	820.00	528.00	55.30% ↑
Bike Library Bike Sales	-	150.00	-100.00% ↓
Bike Library A/c Interest	25.99	3.46	651.16% ↑
Total Bike Library	845.99	681.46	24.14%
Total C. SPECIAL PROJECTS	845.99	681.46	24.14%
Trust Operating Surplus	5,875.78	14,292.61	-58.89%

PCT Balance Sheet as at 30 September 2023

Paekakariki Community Trust As at 30 September 2023

	30 SEP 2023	30 SEP 2022
Assets		
Liquid Assets		
Bank Accounts		
Business Account - Main	45,406.86	20,103.81
Bike Library	12,610.68	5,677.84
Film Club	2,057.51	11,380.15
Total Bank Accounts	60,075.05	37,161.80
Term Deposits		
BNZ Term Deposit 1 year	15,000.00	15,000.00
BNZ Term Deposit 6 months	10,000.00	10,000.00
Total Term Deposits	25,000.00	25,000.00
less Provision for Contingencies		
Provision for Planned Repairs & Maintenance	(9,724.18)	(10,000.00)
Provision for Loss of income	-	(10,000.00)
Contingency for Capital Expenditure	(10,000.00)	(1,602.00)
Music Project Reserve	(4,776.00)	-
Total less Provision for Contingencies	(24,500.18)	(21,602.00)
Total Liquid Assets	60,574.87	40,559.80
Current Assets		
Accounts Receivable	6,354.00	7,025.38
Bike Library	6,500.00	6,500.00
Other Current Assets	430.72	430.72
Total Current Assets	13,284.72	13,956.10
Fixed Assets		
Buildings	1,270,500.00	1,270,500.00
Other Assets	32,714.86	27,160.30
Total Fixed Assets	1,303,214.86	1,297,660.30
Non-current Assets		
Fire safety upgrades to Hall basement	7,562.38	-
Total Non-current Assets	7,562.38	-
Total Assets	1,384,636.83	1,352,176.20
Liabilities		
Current Liabilities		
Bank Account Transfers	(0.03)	-
Hall Hire Bond (refundable)	-	200.00
Resident Withholding Tax - Contract Cleaners	10.40	10.40
Total Current Liabilities	10.37	210.40
Total Liabilities	10.37	210.40

	30 SEP 2023	30 SEP 2022
Net Assets	1,384,626.46	1,351,965.80
Accumulated Funds		
Current Year Earnings	23,999.53	13,449.60
Opening Balance Operating Surplus	282,515.11	257,506.20
Contingency Reserve	(24,500.18)	(21,602.00)
Capital Reserve - Building Revaluation	1,102,612.00	1,102,612.00
Total Accumulated Funds	1,384,626.46	1,351,965.80

Notes to the Accounts

Liquid Assets are Bank Account balances and term deposits 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.

Income & Expenditure Year-to-Date

Paekakariki Community Trust

For the 6 months ended 30 September 2023

	APR-SEP 2023	APR-SEP 2022	VARIANCE %
A. ONGOING INCOME & EXPENDITURE			
Ongoing Operating Income			
Hall Hire			
Hall Hire	13,181	9,928	33% ↑
Hall Hire - Weekend charge	500	-	- —
Koha related to Hall Hire	10	790	-99% ↓
Hall Hire - Deposit	200	550	-64% ↓
Hall Hire - Rooms	995	410	143% ↑
Hall Hire - Extras	5,472	1,822	200% ↑
Total Hall Hire	20,358	13,500	51%
Monthly Markets			
Monthly Markets	3,450	3,235	7% ↑
Paekakariki Christmas Fete	-	25	-100% ↓
PCT Market stall sales income	1,405	1,003	40% ↑
Total Monthly Markets	4,855	4,263	14%
Other Income			
Grants	5,000	5,000	- —
Donations	893	375	138% ↑
Interest Income	824	34	2,299% ↑
Total Other Income	6,717	5,409	24%
Total Ongoing Operating Income	31,930	23,172	38%
Ongoing Operating Expenses			
Hall Maintenance			
Repairs and Maintenance	(5,276)	(1,207)	-337% ↓
Fire Alarm Maintenance	(553)	(547)	-1% ↓
Total Hall Maintenance	(5,828)	(1,754)	-232%
Hall Hire Expenses			
Bookings Admin Role	(2,400)	-	- —
Cleaning Contractors	(1,878)	(1,557)	-21% ↓
Cleaning Products	(637)	(815)	22% ↑
Depreciation	(4,826)	(3,680)	-31% ↓
Insurance	(4,392)	(5,199)	16% ↑

	APR-SEP 2023	APR-SEP 2022	VARIANCE %
Rates	(1,001)	(894)	-12% ↓
Rent	(4,100)	(4,100)	0% ↓
Water Rates	(242)	(185)	-31% ↓
Light, Power, Heating	(1,681)	(1,463)	-15% ↓
Telephone & Internet	(240)	(200)	-20% ↓
PICI	70	10	600% ↑
Minor Equipment	(493)	-	- —
Total Hall Hire Expenses	(21,820)	(18,083)	-21%
Other Hall Costs			
General Expenses	(949)	(3,180)	70% ↑
Bank Fees	(134)	(126)	-6% ↓
Accounting software	(342)	(321)	-6% ↓
Charities Fee	(51)	-	- —
Sale of Asset Proceeds	-	(9)	100% ↑
Total Other Hall Costs	(1,475)	(3,636)	59%
Total Ongoing Operating Expenses	(29,124)	(23,473)	-24%
Total A. ONGOING INCOME & EXPENDITURE	2,806	(301)	1,032%

	APR-SEP 2023	APR-SEP 2022	VARIANCE %
B. ANNUAL FUNDRAISING EVENTS			
Annual Art Show			
Art Show sales	400	-	-
Total Annual Art Show	400	-	-
Annual Film Festival			
Film Club Subs	360	-	-
Film Club Door Sales	1,454	4,450	-67% ↓
Film Club Licence Fees	(748)	(569)	-31% ↓
Film Club costs	(173)	(1,862)	91% ↑
Film Club Cafe Receipts	955	2,143	-55% ↓
Film Club Cafe Expenses	-	(121)	100% ↑
Total Annual Film Festival	1,849	4,042	-54%
Annual Book Fair			
Book Fair Sales	9,649	9,807	-2% ↓
Book Fair expenses	(993)	(1,041)	5% ↑
Total Annual Book Fair	8,656	8,767	-1%
Total B. ANNUAL FUNDRAISING EVENTS	10,905	12,809	-15%
C. SPECIAL PROJECTS			
Bike Library			
Bike Library Subs	2,850	1,253	127% ↑
Bike Library Parts Sales	120	376	-68% ↓
Bike Library Bike Sales	355	1,115	-68% ↓
Bike library parts	(1,339)	(1,814)	26% ↑
Bike Library A/c Interest	152	13	1,101% ↑
Total Bike Library	2,139	942	127%
Music Project			
Music Project Grants	8,500	-	-
Music Project Expenses	(350)	-	-
Total Music Project	8,150	-	-
Total C. SPECIAL PROJECTS	10,289	942	992%
TRUST OPERATING SURPLUS	24,000	13,450	78%