

Paekakariki Community Trust Meeting Minutes

Wednesday 07 February 2024, held at St Peters Village Hall – 7pm



Trust Members Present	<ul style="list-style-type: none"> • Ian Clark (Chair) • Julie Warren • Robyn Mills (Treasurer) • Francis Mills 	<ul style="list-style-type: none"> • Grant Lees • Susanna Lyle • Sean Treacy • Helen Gardiner • Paul Riley
Trust Member Apologies	<ul style="list-style-type: none"> • n/a 	
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	Minutes for the last meeting – 06 December 2024	A change has been made to Agenda Item 10 Stall Holder Fees. Previously ‘This was agreed by a majority of members’ – Now ‘This was agreed by Trustees’ Minutes moved by Ian as true and correct. 2 nd by Robyn. All in favour.
3	Matters Arising	All tasks were addressed – see update in Task Summary below.
4	Bad Debts	Trustees agreed that a more robust process needs to be put into place to address hirers with a history of bad debts. More information is needed on how a bad debtor is flagged in advance and how hosts can help.
5	Financials	<p>Robyn moved the adoption of the Income & Expenditure Report for January 2024; the Income and Expenditure Year to Date 9 months ended 31 January 2024; and the PCT Balance Sheet as at 31 January 2024. 2nd by Julie. It was noted that these figures include the Grant for the Music Programme.</p> <p>The Trust is currently covering its costs.</p>
6	Building Repairs & Maintenance Update	<p>1 – Septic System: Derek and Francis have discussed the Hall Septic System with our Plumber Pete Bartholomew and JB’s – the recommendation to PCT is that they clean the Filter 3 x a year using the tap outside Green Room door and the hose that’s kept in the basement. Plus: they check the actual “crust” formed on top of the septic tank and decide, based on that inspection, whether the tank needs emptying.</p> <p>2 – Protective Mats: There are two large square carpet tiles that now live on the stage floor. These are to be used on the Hall floor to protect it from heavy objects – such as large bass speakers.</p> <p>3 – West Wall Project: The internal lining of the basement is proceeding well. However, we have not yet received the Structural Drawings for KCDC of the area adjacent to the concrete bunker. We have not yet received a date for when bunker is to be removed.</p>

		<p>We cannot finish the internal cladding of walls and ceiling / or the external weather boards replacement until the bunker is removed and the adjacent structural work is completed.</p> <p>Since our last informal meeting, Derek and Francis have rethought the ceiling lining with the emphasis now on reducing noise transference from the Hall above into the basement. We are receiving professional advice and Gib is back under consideration, including a Rondo system involving rubber and the appropriate Batts or the equivalent.</p> <p>We meet with a sound expert on site on Thursday 8th.</p> <p>4 – Retaining Wall: At some future point it might be useful to advocate for a low retaining wall - 2.5m from and parallel to the west wall – to achieve more useable flat land running the length of the west wall.</p> <p>5 – Bunker: At this point we have no idea what the space will look like when the concrete bunker is removed. We hope to have the opportunity to suggest to the contractor and KCDC that they consider the possibility of leaving the north, the west, and the east walls of the bunker intact, including the floor and installing a new roof. This would create a very useable, open fronted space. 3.4m long x 2150mm wide.</p> <p>6 – Basement: Due to the refurbishment of the basement, it is now clear that the space could, at some future time, have a variety of uses, during the Art Show and the Book Fair for instance. In the future, the space could be kept clear and seen in the same light as the Hall above. That is, hirers use the space and leave it as they found it. There could be storage cupboards built in the east side of the basement, that are made available to repeat hirers – as we currently do for the Toastmasters.</p> <p>7 – Paper Towel Holder: The plastic closing mechanism broke – the unit has been replaced.</p> <p>8 – Basement Door: Toilet: Kitchenette: We may, when the current project is finished, look at the possibility of (A) an entrance door to the Basement on the west wall. (B) a new toilet to service the Basement / Greenroom. (C) a kitchenette to service the Basement / Greenroom.</p> <p>9 – Big Event Hires: Recent wedding events have highlighted the possibility of damage and disruption due to large numbers and alcohol. The Hosts are having a get together later in the month – they will discuss this issue and whether it is appropriate to have a pair of Hosts for these larger events.</p> <p>10 – Basement Power: 12 pairs of double plugs have now been installed in the Basement. (12m x 4m room)</p> <p>11 – Chalk Board: Susanna has painted green, the back and the frame of the Chalk Board across the road from the Hall.</p>
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7	Basement Budget	<p>Derek Borland provided an Estimated Budget for the Basement work in an email dated 18 December 2023 to all Trustees. Francis proposed that the costing estimate of \$25,200 be accepted. 2nd by Ian. This was agreed by Trustees.</p> <p>There are 2 different projects at present.</p> <ol style="list-style-type: none"> 1. Fire Alarm Maintenance – Upgrade of Hall fire detection and alarm system is required to achieve compliance for The Hall Basement. 2. West Wall Repairs – part-funding being sought from KCDC. <p>Note:</p> <ul style="list-style-type: none"> • Budget approved for the West Wall Repairs for the next financial year 01 April 2024 – 31 March 2025. Work still needs to be done to align the funding we potentially get from KCDC for the removal of the bunker so that a more accurate budget can be developed for this work. Going forward the Trust will receive a report on budget spend separately to the financials so that Trustees have visibility of the expenditure against budget. The Trust needs to submit plans for the repairs to the KCDC and is yet to do this – KCDC need to authorise the work needed for the removal of the bunker; Steve Ransley organising a meeting with a qualified person to help draw up the plans for discussion by the PCT. • Current expenditure is coming out of the Repairs and Maintenance budget. <p>Julie proposed that the Trust hold a special meeting to come up with a Work Plan for the next 5 years. This was 2nd by Ian.</p>
8	Funding Activity Update	A Grant was logged at the end of January for lighting and sound upgrades. We expect a response in about 6 weeks. A response to a funding application for the fire safety upgrade is expected in April.
9	Market Day	All but 5 stalls are booked for the March 2024 market.
10	Stall Holder fees	A proposal from Jan Borland in December 2024 recommended that the Christmas Fete fee was increased this year from \$30.00 to \$40.00 per stall. Julie proposed that the fee can be set between \$30.00 and \$50.00 by the Christmas Fete Committee going forward. 2 nd by Robyn.
11	Art Show	<p>Susanna opened up a discussion on the holding of the Art Show on Anzac Day. Trustees discussed this and agreed that no concerns had been raised by this in the past. Julie confirmed that it was legally allowed to operate on Anzac Day.</p> <p>Applications are starting to come in.</p>
12	Hall Cleaner – Pay Review	Julie proposed that the hall cleaner be given a pay rise due to Helen’s willingness to work at short notice and at all times. It shows the Trusts appreciation for the quality work involved in cleaning the hall. This was 2 nd by Susanna. This will take effect from 01 March 2024 .
13	Film Show	Pat would like to host a Film Festival this year. Trustees asked for a proposal to come back to the next meeting outlining a draft programme.
14	Music Programme Update	<p>Trustees could not agree about whether the Music Programme should pay for the use of the hall for its activity in line with other events that take place in the hall. Some Trustees are concerned about perceived inconsistency across charging for users of the hall.</p> <p>Robyn updated members on the Application for the Programme and received feed back which will be incorporated in an updated version.</p>
15	Administration	Booking Statistics for December 2023 & January 2024:

		<ul style="list-style-type: none"> • Booking Submissions = 7/21 • Hosted Events = 9/3 • Regular Hires = 10/8 • Fundraisers = 0 • Funeral/Tangi = 0 • Dani's Kitchen = 0 • Market Stalls = 0 • Weddings = 1/2 <p>Notes: Booking requests remain steady with January recording our highest number of 21 submissions to process. Weddings have kept our Wedding Hosts busy and created good cashflow. No issues to report.</p> <p>Jan and Helen like to keep things simple on the topic of fees that are charged for the use of the hall. A lot of work goes on behind the scenes to ensure a smooth process.</p>
16	Security Camera	Grant proposed that the Trust agrees to a trial indoor security camera for the hall. It will cost \$200 to trial and install it. The trial would run for a year. 2 nd by Julie. This was agreed by Trustees.
Next Meeting	Wednesday 06 March 2024 - 7.00pm. Venue: St Peters Village Hall, Paekakariki	

Meeting finished at 9.00 pm

Signed:

DATE: 06/03/2024
Ian Clark – Chair Paekakariki Community Trust

Task Summary: 07 February 2024

Owner	Task
Helen	- To talk to Jan about how to best flag a person with previous bad debts in the booking system
Grant	- To talk to Derek about how Hosts can get information in advance of events
Francis	- To come back to the next meeting with an update on his meeting Derek on 08 February 2024 to discuss the ceiling lining with a professional
Francie	- To advise Eric of the approval of \$25,200 for a Basement Budget for the next financial year. Also to implement a separate report for PCT Meetings for visibility of spend.
Ian	- To ask Pat to provide the PCT with a draft proposal for her programme for the Film Festival this year.
Francie	- To advise Eric of the \$200.00 spend on a trial security camera for the hall
Francie	- To advise Eric of the fee of \$20.00 for the use of the hall by the Music Programme.
Robyn	- To change the wording of the application form as a result of the discussion.
Julie	- To organise a Special Meeting for Trustees to come up with a 5 Year Plan for the hall.

Date	Owner	Task
15 Nov 23	Sean	- To come back to the Trust with some suggestions on how to boost the Market.

PCT Balance Sheet as at 31 January 2024

Paekakariki Community Trust As at 31 January 2024

31 JAN 2024 31 JAN 2023

Assets

Liquid Assets

Bank Accounts

Business Account - Main	64,914.99	10,421.86
Bike Library	25,022.79	8,376.68
Film Club	2,128.06	6,563.28
Art Show	50.00	3,149.37
Total Bank Accounts	92,115.84	28,511.19

Term Deposits

BNZ Term Deposit 1 year	-	30,000.00
BNZ Term Deposit 6 months	-	10,000.00
Total Term Deposits	-	40,000.00

less Provision for Contingencies

Provision for Planned Repairs & Maintenance	(8,620.03)	(10,000.00)
Provision for Loss of income	-	(10,000.00)
Contingency for Capital Expenditure	(10,000.00)	(1,602.00)
Music Project Reserve	(2,408.79)	-
Total less Provision for Contingencies	(21,028.82)	(21,602.00)

Total Liquid Assets 71,087.02 46,909.19

Current Assets

Accounts Receivable	470.00	440.00
Bike Library	6,500.00	6,500.00
Other Current Assets	430.72	430.72
Total Current Assets	7,400.72	7,370.72

Fixed Assets

Buildings	1,270,500.00	1,270,500.00
Other Assets	26,114.55	29,236.08
Musical Instruments	4,169.00	-
Less Accumulated Depreciation on Musical Instruments	(337.40)	-
Total Fixed Assets	1,300,446.15	1,299,736.08

Non-current Assets

Fire safety upgrades to Hall basement	7,692.38	-
Total Non-current Assets	7,692.38	-

Total Assets 1,386,626.27 1,354,015.99

Liabilities

Current Liabilities

Bank Account Transfers	209.97	-
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	31 JAN 2024	31 JAN 2023
Resident Withholding Tax - Contract Cleaners	10.40	10.40
Total Current Liabilities	220.37	10.40
Total Liabilities	220.37	10.40
Net Assets	1,386,405.90	1,354,005.59
Accumulated Funds		
Current Year Earnings	22,287.61	15,489.39
Opening Balance Operating Surplus	282,535.11	257,506.20
Contingency Reserve	(21,028.82)	(21,602.00)
Capital Reserve - Building Revaluation	1,102,612.00	1,102,612.00
Total Accumulated Funds	1,386,405.90	1,354,005.59

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.

PCT Income & Expenditure Report for January 2024

Paekakariki Community Trust
For the month ended 31 January 2024

	JAN 2024	JAN 2023	VARIANCE %
A. ONGOING INCOME & EXPENDITURE			
Ongoing Operating Income			
Hall Hire			
Hall Hire	2,467.51	1,045.00	136.13% ↑
Hall Hire - Deposit	(200.00)	-	- -
Hall Hire - Rooms	360.00	100.00	260.00% ↑
Hall Hire - Extras	1,202.00	270.00	345.19% ↑
Total Hall Hire	3,829.51	1,415.00	170.64%
Monthly Markets			
Christmas Fete			
Christmas Fete Income	-	(25.00)	100.00% ↑
Total Christmas Fete	-	(25.00)	100.00%
Total Monthly Markets	-	(25.00)	100.00%
Other Income			
Interest Income	785.39	11.49	6,735.42% ↑
Total Other Income	785.39	11.49	6,735.42%
Total Ongoing Operating Income	4,614.90	1,401.49	229.29%
Ongoing Operating Expenses			
Hall Maintenance			
Repairs and Maintenance	-	(3,829.50)	100.00% ↑
West Wall Repairs	(937.14)	-	- -
Fire Alarm Maintenance	(276.29)	-	- -
Total Hall Maintenance	(1,213.43)	(3,829.50)	68.31%
Hall Hire Expenses			
Bookings Admin Role	(300.00)	-	- -
Cleaning Contractors	(105.01)	(233.55)	55.04% ↑
Cleaning Products	(6.99)	-	- -
Depreciation	(882.58)	(854.13)	-3.33% ↓
PICI	(20.00)	(20.00)	- -
Light, Power, Heating	(261.18)	(155.03)	-68.47% ↓
Rent	(683.30)	(683.30)	- -

	JAN 2024	JAN 2023	VARIANCE %
Bad Debts	(425.00)	-	-
Telephone & Internet	(40.00)	(40.00)	-
Total Hall Hire Expenses	(2,724.06)	(1,986.01)	-37.16%
Other Hall Costs			
Bank Fees	(21.74)	(21.74)	-
Accounting software	(61.24)	(56.93)	-7.57% ↓
General Expenses	(166.00)	-	-
Total Other Hall Costs	(248.98)	(78.67)	-216.49%
Total Ongoing Operating Expenses	(4,186.47)	(5,894.18)	28.97%
Total A. ONGOING INCOME & EXPENDITURE	428.43	(4,492.69)	109.54%
B. ANNUAL FUNDRAISING EVENTS			
Annual Art Show			
Art Show sales	-	2,480.00	-100.00% ↓
Art Show Costs	-	(1,020.75)	100.00% ↑
Art Show Hanging Fee	100.00	1,385.00	-92.78% ↓
Total Annual Art Show	100.00	2,844.25	-96.48%
Total B. ANNUAL FUNDRAISING EVENTS	100.00	2,844.25	-96.48%
C. SPECIAL PROJECTS			
Bike Library			
Bike Library Subs	660.00	610.00	8.20% ↑
Bike Library Parts Sales	77.00	496.09	-84.48% ↓
Bike library parts	(326.66)	(325.85)	-0.25% ↓
Bike Library A/c Interest	573.28	11.90	4,717.48% ↑
Total Bike Library	983.62	792.14	24.17%
Music Project			
Music Project Koha	156.00	-	-
Total Music Project	156.00	-	-
Total C. SPECIAL PROJECTS	1,139.62	792.14	43.87%
Trust Operating Surplus	528.43	(1,648.44)	132.06%

Income & Expenditure Year-to-Date

Paekakariki Community Trust
For the 9 months ended 31 January 2024

	APR 2023-JAN 2024	APR 2022-JAN 2023	VARIANCE %
A. ONGOING INCOME & EXPENDITURE			
Ongoing Operating Income			
Hall Hire			
Hall Hire	21,871	16,687	31% ↑
Hall Hire - Weekend charge	1,000	-	-
Koha related to Hall Hire	20	1,516	-99% ↓
Hall Hire - Deposit	-	750	-100% ↓
Hall Hire - Rooms	1,865	1,000	87% ↑
Hall Hire - Extras	9,679	4,353	122% ↑
Total Hall Hire	34,435	24,306	42%
Monthly Markets			
Standard Markets			
Monthly Markets	3,950	3,626	9% ↑
PCT Market stall sales	1,493	1,325	13% ↑
Total Standard Markets	5,443	4,951	10%
Christmas Fete			
Christmas Fete - PCT Stall sales	371	-	-
Christmas Fete Income	1,280	829	54% ↑
Christmas Fete expenses	(128)	-	-
Total Christmas Fete	1,523	829	84%
Total Monthly Markets	6,966	5,780	21%
Other Income			
Grants	5,361	5,000	7% ↑
Donations	903	560	61% ↑
Interest Income	1,624	74	2,109% ↑
Total Other Income	7,889	5,634	40%
Total Ongoing Operating Income	49,290	35,720	38%
Ongoing Operating Expenses			
Hall Maintenance			
Repairs and Maintenance	(5,990)	(7,250)	17% ↑
Fire Alarm Maintenance	(1,105)	(820)	-35% ↓

	APR 2023-JAN 2024	APR 2022-JAN 2023	VARIANCE %
West Wall Repairs	(5,062)	-	- —
Total Hall Maintenance	(12,157)	(8,070)	-51%
Hall Hire Expenses			
Bookings Admin Role	(3,660)	-	- —
Cleaning Contractors	(3,156)	(2,650)	-19% ↓
Cleaning Products	(1,277)	(921)	-39% ↓
Depreciation	(8,390)	(7,064)	-19% ↓
Insurance	(4,392)	(5,199)	16% ↑
Rates	(1,533)	(1,364)	-12% ↓
Rent	(6,833)	(6,833)	0% ↓
Water Rates	(347)	(271)	-28% ↓
Light, Power, Heating	(2,977)	(2,561)	-16% ↓
Telephone & Internet	(400)	(360)	-11% ↓
PICI	20	-	- —
Minor Equipment	(493)	-	- —
Bad Debts	(425)	-	- —
Total Hall Hire Expenses	(33,862)	(27,222)	-24%
Other Hall Costs			
General Expenses	(2,414)	(3,824)	37% ↑
Bank Fees	(221)	(215)	-3% ↓
Accounting software	(587)	(549)	-7% ↓
Charities Fee	(51)	-	- —
Sale of Asset Proceeds	-	(9)	100% ↑
Total Other Hall Costs	(3,272)	(4,597)	29%
Total Ongoing Operating Expenses	(49,291)	(39,890)	-24%
Total A. ONGOING INCOME & EXPENDITURE	(2)	(4,170)	100%

	APR 2023-JAN 2024	APR 2022-JAN 2023	VARIANCE %
B. ANNUAL FUNDRAISING EVENTS			
Annual Art Show			
Art Show sales	400	2,480	-84% ↓
Art Show Hanging Fee	100	2,135	-95% ↓
Art Show Costs	-	(1,432)	100% ↑
Total Annual Art Show	500	3,183	-84%
Annual Film Festival			
Film Club Subs	360	-	- —
Film Club Door Sales	1,454	4,450	-67% ↓
Film Club Licence Fees	(748)	(626)	-19% ↓
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	3,985	-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	11,005	15,934	-31%
C. SPECIAL PROJECTS			
Bike Library			
Bike Library Subs	5,550	3,017	84% ↑
Bike Library Parts Sales	297	1,107	-73% ↓
Bike Library Bike Sales	565	1,687	-67% ↓
Bike library parts	(2,677)	(2,130)	-26% ↓
Bike Library A/c Interest	815	45	1,727% ↑
Total Bike Library	4,551	3,725	22%
Music Project			
Music Project Grants	8,500	-	- —
Music Project Koha	156	-	- —
Music Project Expenses	(1,922)	-	- —
Total Music Project	6,734	-	-
Total C. SPECIAL PROJECTS	11,285	3,725	203%
TRUST OPERATING SURPLUS	22,288	15,489	44%