## **Minutes of GRA Committee Meeting – 04/04/23**

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| **Date:** | 4th April 2023 | | | **Time** | | 7.30 p.m. | | |
| **Venue:** | Committee Meeting Room, Greenhithe Village Community Hall | | | Minutes Taker  Tricia Moore | |  | | |
| **Attendance**:  Ab = Absent  Ap = Apologies  P = Present  \*: Executives | **Committee Members** | | | | | | | |
| Ken Forrest\* | P | Trish Cassone\* | | P | Adele Piper\* | Ab | |
| Tricia Moore\* | P | Michelle Heald | | Ap | Jackie Miles | Ap | |
| James Chong | Ap | Wendy Turner | | P | Annie Yong | Ap | |
| Chris Fraser | p | Samantha Joyce | | Ap | Nika Osbourne | | P |
| Mick Sinclair | Ab | Ehsan Zabihi | | Ab |  | |  |
|  | **Guests** | | | | | | | |
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#### 1. Welcome, Introductions & Apologies

Ken Forrest called the meeting to order at 7.30 p.m.

***Apologies: Annie Yong, Michelle Heald, Samantha Joyce, Jackie Miles, James Chong, Uzra, Anna***

#### 2. Correspondence

Ken attending to Community Outcomes Plan on lease of OSB a number of criteria need to be addressed specifically what role the OSB has in relation to the Community. Need to be encouraging recycling and reuse – involves installing signage.

Ken has submitted grant application to Council so that we can obtain funding for a number of renovation projects.

Valuations have been received on Village Hall and OSB in respect of insurance on both buildings.

Premium at the moment $6,000 . Currently the OSB has had a downturn in rental so need to address amount of insurance with respect to replacement value. Possibly apply for a grant to help with insurance i.e. Steadfast Foundation or COGS (Community Organisation Grant Scheme).

#### 3. Minutes from Previous Meeting

Approval of Previous Meeting Minutes 06/12/23.

***Motion #1***

*MOVED by Trish Cassone, Seconded by Chris Fraser*

*That the minutes are accepted and approved as a true and correct record.*

*Carried.*

#### 4. TREASURER’S REPORT

**4.1** **Financial Overview**

Adele reported the following:

The financial reports are up to an including the 31st March 2023.

MYOB bank matches the actual bank account and as at the

31st March 2023 = Balance $143 610.41

We have $10 000.00 now place in an “on call account” which was started on 28/02/2023 and we have earned $1.12 on that so far – reconciliation balances.

Total for two banks – $153 611.53

**Summary of the year to date:-**

YTD to we are up on main hall rental by $9 966 compared to last year and up on the OSB by $2 106 – a net increase of $12 071 for the year so far.

Our expenses are down YTD by $5 532. This year’s R&M for the OSB is up by $2 728 and the main hall down by $12 151.

Water is still up from last year - $777 more.

Our cleaning costs are up by $2 689 which is consistent with the hall being busier.

We have made an overall operating profit of $5 506 which is an improvement on the loss from last year of $8 080.

We now have the invoice for the hall custodian which is for $5 520, this was for the financial year. As the system works on a payment basis it will only show as an expense in April as the invoice was paid 04/04/23. If we take this into account the costs for the year are up by $4 400 and that is because there were not hall custodian fees charged for lockdown period.

We have other income of $119 109 which is mainly made up of the land sale value of $117 073 which was paid into the bank end of March 2023.

GST is due end of March, payable 8 May. We can do our own GST, just waiting on IRD to link it up to MYOB – emailed again on Sunday. Due to the GST on the land sale we will be due to pay $19 627 by 8 May 2023 – this will have to be factored in to any cash flow.

Our profit for the year is $124 615 compared to $9611 for last year, the main increase being the land sale.

**4-2 Funding updates**

Nothing to report.

**4.3 Approval of Financial Statements**

**Statements had not been received at time of meeting.**

Ken to draft an advertisement for Treasurer vacancy. Tricia to load onto Community Facebook Page as well as GRA Facebook page.

#### 5. HALL REPORT

**5-1. Hall Booking**

Bookings for Hall static downturn on OSB bookings.

**5.3 Land Sale**

Land sale has been finalised and payment has been lodged into bank account.

**5.4** **Maintenance**

Brian addressed maintenance issues via e mail.

He will attend to a number of issues i.e.

Village Hall: Sail

OSB: ladies toilet stuck window.

Chris has attended to drainage problems at NW end of carpark. Cleaned out cesspit.

Pipe needs to be trimmed back on overhead gutter. Chris will attend to this.

Kitchen exit door – Chris to attend to this.

**5.5** **Gardens**

Ken to approach Greenhithe Garden Club to do maintenance of back garden.

Ken to enquire what has happened to quote from Connor of Kiwiscape to address tidy up of front garden.

#### 6. HALL maintenance/BUILDING PROJECTS

**6-1 Community Hall Renovation Design**

**PLANNED WORKS**

**Hall Signage**

Signage has been delivered.

Nika commented that the posts delivered are of inferior quality. Nika will ask for refund on posts. Chris recommended that they be replaced with GLULAM Posts which are much more stable and he will get a quote.

Ken to approach Leigh of Kiwi Excavate to take out existing posts and install new ones. Karl will install sign on building.

Ken to organise rubbish removal i.e. old signs and posts.

**AWAITING OUTCOME OF GRANT APPLICATION BEFORE ANY OF THE FOLLOWING WORK CAN BE UNDERTAKEN – outcome expected end of April.**

**Interior Painting**

**Hall floor**

**Curtains and blinds**

**Foyer**

**Chairs**

**6-2 Deferred**

OSB roof replacement still awaiting funding.

#### 7. council/LOCAL BOARD REPORT

Local Board members absent so no report to hand

#### 8. COMMUNITY PROJECTS

**Greenhithe Emergency Management**

Greenhithe Emergency Resillience Group (GERG) are hosting a “ Good Sorts Thank You” for people who helped out during the recent floods within the local Community and this will be held after the AGM on Sunday 21st May. They will also give a brief presentation on the role of GERG.

#### 9. MARKETING AND PUBLICITY

GERG to help with advertising of AGM.

A good opportunity to promote GRA at AGM and request donation of $20.

#### 10. GENERAL BUSINESS

**AGM**

Date: Sunday 21st May at 3.00 p.m.

Speakers: Labour Party Candidate: Vanushi Walters: National Party Candidate: Cameron Brewer.

Chris raised his concerns about the bottleneck at the top end of Tauhinu Road in relation to school children catching the bus in the morning. A large number of school children choose to catch the bus from this stop in order to get a seat on the bus. All other stops pretty empty. This in turn is resulting in several busses lining up at the same time and causing a traffic hazard as the road is already down to one lane due to subsidence caused from recent floods. Trish suggested that The Community Constable be made aware of this situation which is a dangerous situation for the school children and motorists alike.

Furthermore Chris pointed out that children are sometimes being left at the side of the road as the bus is full - a situation made worse when it rains as there is no shelter.

ACTION:

Approach Community Constable and AT.

A good time to promote GRA at AGM and collect $20 donation.

Tricia made a suggestion that the Meeting time be moved to 7 p.m. the Committee agreed.

A vote of thanks from the Committee to Brian and Tricia for painting of boards underneath ramp/stairs of Village Hall.

ADJOURN **There being no further business the meeting was adjourned at 8.50p.m.**

#### next meeting(s)

**The next regular Committee meeting will be on Tuesday 6th June 2023.**