## **Minutes of GRA Committee Meeting – october 2023**

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| **Date:** | 07/11/23 | | | **Time** | | 19.15 | | |
| **Venue:** | Committee Meeting Room, Greenhithe Village Community Hall | | | Minutes Taker  Tricia Moore | |  | | |
| **Attendance**:  Ab = Absent  Ap = Apologies  P = Present  \*: Executives | **Committee Members** | | | | | | | |
| Ken Forrest\* | Ap | Trish Cassone\* | | Ap | Adele Piper\* | P | |
| Tricia Moore\* | P | Michelle Heald | | Ap | Jackie Miles | P | |
| James Chong | P | Wendy Turner | | Ap | Annie Yong | P | |
| 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 called the meeting to order at 7.15 p.m.

***Apologies: Trish Cassone, Wendy Turner, Anna Atkinson, Uzra Casuri Balouch, AnnieYong, Adele Piper, Nika Osbourne.***

Ken welcomed members of the Committee as well as Mimi Gilmore who addressed the meeting on accessible playgrounds.

Mimi introduced herself. She has three children the eldest of which is wheelchair bound.

Some information sheets were handed to the Committee members outlining the type of equipment Mimi would like to have installed at an existing playground in Greenhithe i.e. War Memorial Park or Collins Park. Mimi would like to have an accessible swing, or merry go round so that her daughter can participate in the same activities as her other children. The proposed equipment would be user friendly for all children. She would like to be instrumental in campaigning for this through fund raising and liaising with the Council. Ken will write to Council in support of this proposal.

#### 2. Correspondence

E mail from Cameron Harrison regarding the installation of an outdoor basketball court within Greenhithe.

Resignation from Samantha Joyce.

Received a signed lease on the OSB land back from Council.

Ken met with Cameron Brewer local National MP for Greenhithe. He will ensure that he stays well known in the Community and would like to participate and be supportive of local community events.

#### 3. Minutes from Previous Meeting

Approval of Previous Meeting Minutes 15/08/23.

***Motion #1***

*MOVED by Ken , Seconded by Chris.*

*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 31 Oct 2023
* MYOB bank matches the actual bank account and as at the 31 October 2023 – balance 132485.88
* The $10000.00 on term deposit which was started on 28/02/2023 has earned $183.62 as at 31/10/2023 – reconciliation balances.
  + Total for two banks as at 31 Oct 2023 - $142669.50
* Summary of the year to date:-
  + YTD to we are up on main hall rental by $5087 compared to last year and down on the OSB by $272 – a net increase of $4815 for the year so far.
  + Income for the two halls stands at $26625 YTD
  + Our expenses are up YTD by $10739, mainly the insurance of $9031.
  + Water has stabilized and we are down compared to last year by $228.
  + We have made an overall operating loss of $5919 which is greater than last year by

$5807.

* + Our profit for the year is $9639 compared to a loss of $1923 for last year.
  + We owe $7226 to suppliers, the invoices are however included in the expenses and are loaded into ASB to release on their due dates. The main one is Renovation Builders

– their payment needs to be approved and released.

* + The rates have been set up in the bank and will release on 30/11/2023 - $608.82.

General note:

* The new budget has been done and will be tabled at the meeting for approval. We will need to work smartly to get the repairs done with the funds we have.
* Following on from the last meeting, the refund we had due from Mercury was in fact spam
* We received notice via the previous Treasurer that the Charity’s Annual Return is due. I can’t access the portal as I have no log in details and the “forgotten password” default email is Steve’s personal email so that didn’t work either. An elected office bearer will have to contact the Charities Services and request to update the details and renew log in details so we can complete the return as soon as possible – an email as such was sent to Ken on 03/11/2023. Once we have new log in details we will be able to submit the return with the financials.

Regarding the above Ken made the following comments:

He enquired from Michelle re cleaning costs which were down she responded this was due to cleaner being away.

He commented on the charge for alarm monitoring due to a call out. Michelle commented that it was probably due to a “dead bug” and alarm required a reset.

Insurance well up as in previous years being that we are now longer covered by Council.

Repairs and maintenance well up some $14,000 on repairing fire exit doors.

Year to date operating loss of $6,000 which has been offset by the Council grant we received for the refurb.

Net profit for year to date is running just under $10,000.

**Motion #2**

*Being that the financials had not been circulated to members of the Committee prior to the meeting Ken proposed that the financials be circulated post meeting and members of the Committee to respond by e mail.*

*The above suggestion MOVED by Ken, Seconded by Jackie.*

In addition Adele has prepared the budget which Ken will circulate. Projection that we would run at a cash loss of $97,000 against the amount of $140,000 in the bank. This projected budget to allow for heat pump to be installed at OSB and refurbishments to be carried out on the main hall. Having carried out all of the abovementioned refurbishments would result with roughly $40,000 in the bank at the beginning of the new year.

James made the comment to have a report reflecting more how revenue is being generated and take out repeated expenditure that has occurred on repairs and maintenance so that we can have a better understanding how, as a rental business, it is operating.

Ken referred to the Charity’s Annual return which he will sign as current Chair and Secretary (Tricia) as second contact.

He also referred to annual IRD return which he has actioned.

#### 5. HALL REPORT

**5-1 Hall Booking**

Bookings going well. Possibility of new booking at OSB next year. Michelle is hopeful that once refurbishment on hall has taken place regarding painting, new chairs, curtains and carpet we will have more wedding function bookings.

**5-2 Maintenance**

Nothing to report. Brian has been unwell. Possibly contact a Greenhithe Resident (Neil) who said he could help out with minor repairs.

**5-3 Compliance Certificate**

Ken had a meeting with the builder from Rocon who had previously been involved with renovations to the Hall and identified some outstanding matters relating to obtaining a Village Hall Compliance Certificate. Of significance were some fire protection issues. Illuminated strips needed to be installed on outside steps as well as exit signage. The step outside the door to the back garden as it exists at the moment does not comply with exit regulations. Builder to get quote on this. He would also get certificates from sub contractors i.e. plumber, electrician previously been involved. Chris requested that he be present at final inspection.

#### 6. HALL maintenance/BUILDING PROJECTS

**Community Hall Renovation Design**

**6-1 Installation of street sign –** Old street sign has been removed. Ken enquired if someone from the Committee could sell the old signs on market place and generate some extra income for the Hall. Jackie said she would place an advert on Community Facebook page.

Chris is arranging installation of the sign.

**6-2 Painting**

James/ Mick to get quotes on painting.

**6-3 Floor**

Ken had Jacobsens Flooring inspect the floor. They confirmed that another resand was possible and Ken obtained two quotes which he has circulated to the Committee. This would last for another five years.

One quote is $15,3006.27 incl GST and the other is $16,500 not inclusive of GST. The latter quote included repair of a number of floor boards. These quotes are a much more realistic option than to replace floor which would cost $24,000 - $33,000.

However the down side of resanding means closing Hall down for a few weeks to allow for 3/4 coats of polyurethane to cure. Ideally work to be carried out prior to Christmas/early next year. However we need to have painting to be carried out prior to this.

**6-4 Foyer Carpet**

Ken to obtain some samples from Jacobsens for carpet floor tiles once floor and painting has been done. $5,000 to be allocated for this project.

**6-5 Chairs**

Budget allowed for chairs $24,000. Based on 150 chairs Ken obtained two quotes $15,300 from local supplier however he has a contact who could better that quote to $12,300. These quotes will be circulated to Committee for their approval.

Some of the old chairs will go to OSB and remaining to be sold off on Trade Me.

**6-6 Deferred to next summer**

OSB roof replacement.

#### 7. council/LOCAL BOARD REPORT

No report to hand Anna and Uzra were absent at the meeting.

#### 8. COMMUNITY PROJECTS

**GERG Greenhithe Emergency Resilience Group**

Michelle to attend next meeting.

#### 9. MARKETING AND PUBLICITY

Tricia arranged with Annie to have an article published in the first edition of Greenhithe Life. The article was entitled The Importance of Keeping Greenhithe’s Heritage Alive. The article outlined the function of the GRA, the importance of paying $20 towards running costs of the Village Hall and OSB as well as including information on hireage of the two halls.

A suggestion was made that once the refresh (i.e. painting, floor rejuvenation, chairs, curtains, foyer carpet) has taken place to have an open day, possibly to coincide with the next AGM.

#### 10. GENERAL BUSINESS

Tricia requested that acknowledgement go to Alison Aldrich and members of the Greenhithe Garden Club for all the work they have done in creating a stunning garden outside the front of the Hall. Michelle said she would put some images on the Greenhithe Community Facebook page.

**Membership Officer**

Ken appointed James as Membership Officer. He will be responsible for forming and keeping up to date a database of all GRA members. Chris to try and make a better awareness of importance of contributing $20 towards operating costs of the two halls within the Community.

Mick enquired why Pohutukawa tree died at War Memorial Park. Anna not present to respond.

ADJOURN **There being no further business the meeting was adjourned at 9.31 p.m.**

#### next meeting(s)

**The next regular Committee meeting will be on Wednesday 7th February 2024.**