

MINUTES OF GRA COMMITTEE MEETING – AUGUST 2024

Date:	07/08/24	Time	19.00
Venue:	Committee Meeting Room, Greenhithe Village Community Hall	Minutes Taker Tricia Moore	
Attendance:	Committee Members		
AB = Absent Ap = Apologies P = Present *: Executives	Ken Forrest*	Ap	Trish Cassone P Cameron Powell P
	Tricia Moore*	P	Michelle Heald P Jackie Miles* P
	Ehsan Zabihi	AB	Chris Fraser P Nika Osbourne Ap
	Mick Sinclair	P	
	Guests		
	Anna Atkinson, Upper Harbour Local Board		

1. WELCOME, INTRODUCTIONS & APOLOGIES

Jackie in Ken's absence called the meeting to order at 7.10 p.m.

Apologies: Ken Forrest, Nika Osbourne

2. CORRESPONDENCE

Accountability report LG2327-229 - \$15,000 funded to GRA - done.

Upgrade of Collins Park playground. E mail from Travis Committie regarding Collins Park playground renewal "Have your say".

Request from Ray King regarding sign to be placed on Old School building denoting year it was built.

3. MINUTES FROM PREVIOUS MEETING

Motion #1

MOVED by Michelle, Seconded by Cameron

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

Carried.

4. TREASURER'S REPORT

4.1 The financial reports are for the period Apr – July 2024

- Bank accounts reconciled to 31 July 2024:
 - o Cheque account balance \$6,641.78
 - o Savings account balance \$110,642.59
- Overall net change in cash position + \$4,652.49 so far this financial year
- Debtors – there are 11 overdue invoices to Hall hirers totalling \$2,900.75 which Michelle is following up
- Rates invoice was July 24 – June 25 year received totalling \$2,668.37 – set up direct debit to spread payments out 7 months (Aug 24 – Feb 25). \$258.58 per month
- Now keeping any surplus funds in savings account to maximise interest income
- Unpaid creditors (lawns & cleaning) total \$587.00 which will be included in payment run in August
- Income – YTD income is at \$23,568.72 which is well up on \$14,428.13 at same point last year:
 - o Subs are at \$1,473.61 compared to \$290.91 at same point last year. The membership drive before the AGM really helped
 - o Hall rental income totals \$18291.25 compared to \$14,137.22 at same point last year
 - o We received a \$3,803.86 donation from GAAB
 - o Total expenses total \$18,921.97 compared to \$21,398.81 at same point last year although we are yet to receive the invoice for the new Hall decking – Ken is following up
 - o Cleaning is \$3,324.73 compared to \$1,454.85 in PY
 - o Insurance of \$11,544.30 compared to \$9,031.37 in PY
 - o Interest income of \$360.72 compared to \$83.52 in PY due to surplus funds being transferred to savings account
 - o \$1,200 in bonds held - Michelle advised – only three bonds \$400 each
 - o \$313.05 in other income is cleaning fees recovered from Hall hirers

Cameron made the comment he does one regular pay run a month but if any other urgent payments need processing to notify him.

ACTION: Michelle to get a new token. Cameron can apply for her.

Tricia to send a note of thanks to GAAB for their donation Ken has contact.

Motion #2

That the financial report be adopted.

MOVED by Mick, Seconded by Trish

Carried.

5. HALL REPORT

5-1 Hall Booking

Michelle reported casual hall bookings on the increase – no Saturday daytime slots available in September. October bookings on the increase.

Michelle received an enquiry about a pizza food truck to be parked outside the hall on a Friday night. The Committee agreed that it probably was not a good idea as could harm local businesses.

Lost one regular user of OSB (drama class).

Jackie enquired about recent damage to hall floor due to a party. Was there a bond for that? Michelle responded only bonds are required for night time functions. Floor was made slippery because of use of bubble machine. However extra cleaning costs were recovered from hall hire.

Trish Cassone thanked Michelle for her prompt actioning of a refund for an amount incorrectly charged to a Greenhithe resident when they hired the hall for a memorial service.

5-2 Maintenance

Installation of heat pump at OSB. Heritage Society paid a recent visit to ascertain whether this was possible on a building with heritage status.

5-3 Compliance Certificate

Chris commented that he had met with the Council inspector relating to issues that need to be addressed, many were fire related. Fire egress is an important consideration with regard to a Commercial building. A summary of the points raised were:

1. MV for cladding change from cedar to flat sheet hardies.
2. Access to roof to view junctions
3. Gaps under joiner head flashings.
4. Clarification on how fascia/wall junction above side door.
5. All fire exit signage to be in place.

6. Nominated fire doors, when both doors used in an event, one door negates the use of another exit. Suitability of finished egress routes such as landing to allow a safe route out of building.
7. Clarification on exit design for doors and landing from hire room and existing hall. Current stair tread is too narrow to comply with a fire exit.
8. Fire door to Hall exits onto existing concrete steps. If this is deemed an exit path why was no consideration to install a handrail as steps have 4 risers.
9. Exterior of exit doors to be suitable and safe. E4 exit 4 runs to uneven concrete slab. Suggest installing a level entry timber deck.
10. There is a requirement for new steps to existing stage and also to existing deck exit. Need to consult with fire engineer whether these are required as part of fire upgrade.
11. All accessibility features are deemed existing and no upgrade part of this consent.
12. As this is an existing building (circa 1950-60) upgrading of the systems to be fully compliant with current regulations and codes could be considered very onerous in regards to removing existing parts of the building, cost and also in performance. Consideration may apply in regards to s.112 of the 2004 Building Act.

Chris made the comment he did not have a firm quote for any additional work needed to rectify the above, that was not included in the original quote i.e. new fire door from Committee Room and repairs on corner junction where new renovation meets old building. Chris estimates approximately \$3,000.00 +, he will confirm exact amount via e mail to Committee.

6. HALL MAINTENANCE/BUILDING PROJECTS

Community Hall Renovation Design

The following are still outstanding:

6-1 Painting

No firm quote or date to hand.

6-2 Foyer Carpet

Ken to obtain samples. Tricia knows of carpet layer.

6-3 OSB Roof Replacement

Tricia made the comment that we should possibly look into getting a grant under heritage status. Anna advised how to go about applying for grant possibly through Regional Historic Grants . We need to get at least two quotes – Chris said he could make some enquiries. Jackie also said she is happy to assist with application.

7. COUNCIL/LOCAL BOARD REPORT

Anna referred to adoption of Annual Works Programme regarding funding projects within Greenhithe as follows:

Collins Park playground upgrade. Discussion took place with Committee members. Michelle made comment that there be “no closed in areas”. Also there had been a request from Community regarding fencing the playground.

Ecology – park rangers programme including programme to look at Inunga (whitebait) spawning at Admirals Reserve.

Representation from Greenhithe School approached the Local Board regarding basketball court in Greenhithe this has been put in the “proposed work programme”.

Chris enquired whether any funding has been allocated to cleaning up bottom of Marae Road due to storm damage. Anna responded that it was in the works programme.

Anna referred to Shoreline Adaptation Plan which we need to be aware of affecting reserves, wharfs etc. and how this will impact Greenhithe. Council will be cutting back on building sea walls etc.

She also referred to Governance Training courses that the Community Board fund. This could be useful in terms of drawing up New Constitution and duties expected of the Executives of the Committee.

8. COMMUNITY PROJECTS

GERG Greenhithe Emergency Resilience Group

Michelle made the comment that Amanda Mitchel (GCT) received a grant for a generator to be kept at the Fire Station, and equipment that could be useful in the event of any disaster in the Greenhithe area i.e. chainsaws for cutting down fallen trees, radios to keep people informed etc.

GERG will have a stand at the Scout Pancake Breakfast.

9. MARKETING AND PUBLICITY

Good publicity was had in donation drive outside dairy and made Greenhithe Residents more aware about GRA. Very useful having the booklet that Nika designed to hand out .

10. GENERAL BUSINESS

Jackie has made contact with someone to administer web page.

Tricia commented that Committee members could possibly update their profiles.

Turnout of AGM not any increase in attendees.

Ray King requested a sign to be erected on OSB depicting date it was built. Jackie suggested that Nika arrange to have a sign made.

ADJOURN There being no further business the meeting was adjourned at 8.58 p.m.

NEXT MEETING(S)

The next regular Committee meeting will be on Wednesday 9TH October 2024.