

**MINUTES OF SOUTH HOKIANGA WAR MEMORIAL HALL COMMITTEE ANNUAL GENERAL MEETING
HELD ON WEDNESDAY 11TH SEPTEMBER 2019 IN THE HALL SUPER ROOM AT 6PM**

Committee Present: Dave Adams (Chairperson), Gayle Sinclair (Secretary), Diane Hunia (Member), Penny Samson (Member).

Attending: Louis Toorenborg (Community Board Member).

Apologies: Jenny Read (Treasurer), Lyn Brown (Member), Ian Leigh-McKenzie (Member), Alan Hessel (Community Board Member), Mike Watson (RSA Representative).

Minutes of the last AGM held on 12th Sept 2018:

Read and moved to be accepted by Dave A. /Diane H. Passed unanimously.

Chairperson's Annual Report: Read by Dave A. (see attached copy) Moved by Dave A. / Diane H.

Treasurer's Annual Report: Provided by Jenny R and read by Dave. (see attached)

Moved to be accepted by Dave A. / Penny S. Passed unanimously.

Election of Officers: The existing committee was nominated and re-elected unopposed. Passed unanimously.

Chairperson: Dave Adams

Secretary: Gayle Sinclair

Treasurer: Jenny Read

Committee Members: Diane Hunia, Penny Samson, Ian Leigh-McKenzie and Lyn Browne.

General Business:

Hall Charges: Dave congratulated Jenny R. for her work on the new hall charges (see attached). Discussed and adopted in principal, subject to adjustments as agreed by the Committee eg. Koha for funerals, sound system and Meeting Room charges. Decided that 'a refundable \$200.00 bond is payable where liquor is involved' will be at the SHWMHC discretion.

Moved to be accepted; Dave A. /Gayle S. Passed unanimously.

Auditor: Louie T mentioned the need for an auditor, discussion followed, and it was felt by the committee that more information was needed. Dave said he would follow up with Nina Gobe, FNDC Facilities Staff.

Action: Dave A to follow up.

Signed as a true and correct record: _____ Chairman

Next Committee Meeting: Wednesday 13th Nov at the new agreed time of 5.30pm in the Supper Room

AGM Meeting closed at 6.50pm.

**Agenda for the South Hokianga War Memorial Hall Committee Annual
General Meeting to be held at 6pm on Wed 11th September 2019 in the
Hall Meeting Room**

Greetings by the Chairman

Apologies

Minutes of the last AGM held Sept 12th 2018

Matters Arising

Chairman's Annual Report

Secretary's Annual Report

Treasurer's Annual Report

Election of Officers: Chairman, Secretary, Treasurer, Committee

General Business

Confirmation of new hall charges & who pays

Any other AGM business

Next normal committee meeting

Meeting Closure

South Hokianga War Memorial Hall Committee

15 STATE HIGHWAY 12, P.O. BOX 33, OPONONI, KAIKOHE, 0445

Chairman's Report for SHWMHC AGM 11th Sept 2019

The new committee took over on the 12th September 2018 and it has been a very busy year. There is so much that has happened in the last 12 months and currently underway that I have summarised this below and will speak to this at the AGM.

Highlights

Introduction of the online booking system, version 1 and version 2

Account balance and chasing up of debts

Working Bees

Roof repairs on the South West corner

Fire Exit and occupancy levels report completed by external consultant Frank Burton

Front guttering repairs

Chairs, tables and assorted equipment purchased from Kerikeri RSA

Protective box and cover placed over incoming water tap

Provision of trolley for table and relocation of tables to under the stage

Handrail supplied and fitted to the stairs in the SW corner

1st edition of the community newsletter

We have a list of requirements from the council for the kitchen upgrade

Appointment of Karen Morunga as the hall caretaker effective 20 August 2019

Rubbish from under and on top of the stage dumped

Old chairs scrapped

Revised hall charges

In Progress:

Application for sign with council

Application for chairs purchase with council

Fire exit doors jamming, with council

Provision of basic sound system for hall meetings

Kitchen upgrade options & costings

Liquor licence

On Hold:

Application for supper room ceiling fixing and supper room painting (until Kitchen upgrade finalised)

To do:

Get power quotes

Upgrade the hall contract

Document the cleaning procedure

Fix/remove locks on the dressing room door

Separate the toilet and kitchen cleaning equipment

Decision on the piano

Frustrations:

Dealing with a council that has frequent staff changes

The time taken to get things done

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SHWMHC FINANCIAL YEAR 01.08.2018. to 31.07.2019.

SUMMARY- INCOME 01.08.18 to 31.07.19

HALL HIRE	4155.00
DONATION RSA @\$50 monthly from 11/18	450.00
BOND	200.00
LOAN (to purchase chairs)	5002.50
Total	<u>\$9807.50</u>

SUMMARY - EXPENDITURE 01.08.18 to 31.07.19

POWER	1439.09
WATER	253.98
CARETAKER	1000.00
CLEANING PRODUCTS	357.56
BOND RETURNED	200.00
DONATIONS (Hospital Aux \$500 S.Jackson gift)	810.00
BUILDER	368.53
SUNDRIES (Paint, Light bulbs, Toilet seat etc.	553.58
ADVERTISING	10.00
GENERAL ITEMS (Kerikeri RSA)	286.45
CHAIRS 145	5002.50
Total	<u>\$10,281.69</u>

INCOME OVER EXPENDITURE	-\$474.19
Opening Bank Account	4821.17
Plus income to 31.07.19	9807.50
Less Expenses to 31.07.19	10,281.69
Closing Balance as @ 31.07.19	4346.98
Statement Balance as @ 31.07.19	4346.98

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Opononi Hall Charges (V2.0 effective 1st January 2020)

Functions Main Hall

Full Day (8am – 5pm)	\$100
Evening (5pm till late)	\$100
Per hour or part thereof	\$20
Setting up evening before	\$25

Function Kitchen/Supper Room

Catering Purposes	\$30
Use of Zip only	\$10

Meetings

Hall (per hour)	\$20
Supper Room	\$25
Meeting Room (max 50 pers)	\$50

A refundable \$200 bond is payable where liquor is involved

A cleaning fee will be charged if the hirer fails to adequately clean the premises

Policy Statement

The Hall Committee manages the hall on behalf of the FNDC. Income from hall hirers is used to pay for hall expenses such as power, water, internal building maintenance, cleaning materials and the caretaker.

As a guide organisations, individuals and community groups are expected to pay for the use of the hall.

Exceptions are: OORRA and groups using the hall for community fundraising, ie Lions, Hokianga Health and the RSA.

The Hall Committee have the final say on who pays and who has free use of the hall.