

Monday 30 September 2019

Chairperson  
Elle Reihana  
3368 Horeke Road  
RD3  
Kaikohe 0473

Dear Elle

Please note that as part of the Council's 2015 Halls and Facilities strategy (attached), there is an expectation that the hall committee will submit to Council information pertaining to the previous year's use of the hall, that is for the period 1 July 2018 to 30 June 2019.

This is also an opportunity to ensure Council has the correct contact details of the hall and its committee members.

We would appreciate it if a representative of the committee could complete the below table.

Please provide this information, in full, to Council by Friday 29 November 2019. This will allow staff time to prepare and report your hall information to your local Community Board in early 2020.

HALL DETAILS	
Physical address:	3272 State Highway 12 Taharua Hokianga
Postal address:	c/o E. Reihana, 3368 Horeke Road, Taharua
Phone number:	RD3 Kaikohe 0473 - Ph 0944011575 work
Email address:	taharua.communitycentre@gmail.com
Website:	NO
Other:	NIL

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Murray Harding	3368 Horeke Road, Taharua, RD3 Kaikohe		
Secretary	Elizabeth Martlock		ejmartlock@yahoo.com	
Treasurer	Elle Reihana		pemey@blakkiwi.nz	

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Six times or more as required
How often did the Committee meet in 2018/19?	Six times

HALL INFORMATION 2018/19	
<b>Usage Data</b>	
Number of bookings:	6
Number of users:	2
<b>Type of use</b>	
Community (regular users):	V.U.R.L. Club - Rugby league trainings, home game
Casual (one off):	Hires for birthday <sup>and meetings</sup> occasions.
Commercial:	NIL
<b>Hire rates (per hour)</b> <del>\$1000</del>	
Community:	\$700 annual fee
Casual:	\$100 hire fee per day/night i.e. weekends.
Commercial:	NIL
Other:	Kala for meetings
<b>2018/19 Financial Statement</b>	
Attached: yes / no <input checked="" type="checkbox"/> / <input type="checkbox"/>	
<b>BWOF</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Expiry Date:
<b>Insurance - Contents</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Value:
<b>Improvements completed</b>	Nil
<b>Maintenance completed</b>	Nil
<b>Other:</b>	Nil

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

<b>Hall / meeting room details and capacities e.g.: Main hall – 250 pp</b>	Hall approx 150 people max.
<b>Kitchen facilities</b>	Basic - old stove, sink bench - blocks occasionally no running hot water; water urn; fridge.
<b>Toilets - Outside - Men's one toilet, old stinky urinal, Ladies - 2 toilets</b>	Hirees must provide own equipment ie. cups, plates etc.
<b>Disabled access - No disabled access to hall and toilets.</b>	one block often basic hand basin - concrete block, inside particle board is rotting, old as.
<b>Parking</b>	No designated parking - vehicles use grass areas.
<b>Furniture available</b>	Old steel tables with particle tops x 6 Approx 20 black fold up chairs 4 tall tables - Built in seating around one side of hall.
<b>Other facilities / assets available e.g.: stage, lighting, heating</b>	Minimal lighting inside hall and one power point (not working)

Thank you for providing the requested information, please return in the envelope provided or email to [districtfacilities@fndc.govt.nz](mailto:districtfacilities@fndc.govt.nz)

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely



Ngawaiata Harris  
 District Facilities Support Staff

Society Name: **TAHEKE UNITED COMMUNITY CENTRE INCORPORATED**

Society No. **2642991**

Financial Statement for year ended: 31 March 2019

<b>INCOME</b>		
Hireage fees	700.00	
Affiliation fees	700.00	
Koha	200.00	
<b>TOTAL INCOME</b>	<b>\$1,600.00</b>	
<b>EXPENSES</b>		
Power accounts	1,732.00	
Ad for AGM	78.50	
Refund hireage fee Centre not used	100.00	
<b>TOTAL EXPENSES</b>	<b>\$1,910.50</b>	
Deficit	\$310.50	
<b>ASSETS</b>		
Cash in bank – cheque account	\$1,504.20	
<b>TOTAL ASSETS</b>	<b>\$1,504.20</b>	
<b>LIABILITIES</b>		
Nil		
<b>Total funds as at 31 March 2019</b>	<b>\$1,504.20</b>	

**FINANCIAL STATEMENT FOR YEAR ENDING 2019**

I certify that this financial statement has been submitted to and approved by the members at a general meeting held on the 28 August 2019

Signed: E A Reihana

Name and Designation: Ellenice Reihana (Treasurer)