

Thursday 5 November 2020

Whangaroa Township Hall
ccrooke@slingshot.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	Whangaroa Village Hall		
Physical address:	574 Whangaroa RA		
Postal address:	c/- PO Box 211, Kaeo 0448		
Booking Officer (name):	(Booking Officer will be added to our website)		
Booking Officer (contact):	Ph.: 01 4050023	Mobile: —	Email: ccrooke@slingshot.co.nz
Afterhours contact (name):	as above		
Emergency Contact (name):	DENIS WINTERS 01 4051022		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

FNDC ADMIN

16 NOV 2020

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Denis Winters	Malden. Stepping-st@xtra.co.nz		NZ 01 40510220
Sec/Treas	Sam Murray	SAM.MURRAY@redfish.co.nz		NZ 021 712070
Bookings	Cecilia Rooke	ccrooke@slingshot.co.nz		01 4050023

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?	Once
How often did the Committee meet in 2019/20?	2 (+ 2 phone meetings)

HALL INFORMATION 2019/20	
Usage Data	
Number of bookings:	47
Number of users:	9
Type of use	
Community (regular users):	5
Casual (one off):	3
Commercial:	2
Hire rates (per hour)	
Community:	By donation
Casual:	\$5 per hr
Commercial:	\$80 per day
Other:	
2019/20 Financial Statement	Attached: <input checked="" type="radio"/> yes / no
BWOF	Yes / No Expiry Date: FNDC
Insurance - Contents	Yes / No Value: FNDC

Improvements completed	RAMP ACCESS Maintenance & insulation NEW WATER TANK & filter			
Maintenance completed	Windows reputted NEW ROOF Weatherboards replaced			
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOFF certificate	Copy of Evacuation Plan	Form fully completed

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:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	
Kitchen facilities	Fridge, stove, microwave, kettles
Toilets	Public toilets over road
Disabled access	Yes
Parking	Yes
Furniture available	Tables & chairs
Other facilities / assets available e.g.: stage, lighting, heating	

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ngawaiata Harris', written in a cursive style.

Ngawaiata Harris
District Facilities

**WHANGAROA HALL COMMITTEE
BALANCE SHEET
AS AT 31 MARCH 2019**

Current assets	2019	2020
Cash at bank (current account)	-1.87	1573.87
Cash at bank (savings account)	7551.19	7901.72
Petty cash to hand at 31/3/2020	20.40	135.00
	\$7569.72	\$9610.59

1. Whangaroa Hall Committee

The Whangaroa Hall Committee is a non-profit organisation setup to administer the day-to-day running of the Whangaroa public hall.

2. Accounting basis

These financial statements have been prepared on a cash basis.

3. Explanatory notes on accounts.

Every month \$20 is transferred from our current account to the savings account (ensuring the higher interest rate).

4. Signatories

The ANZ were sent a letter of instruction allowing us to transfer money between accounts with only one authorising signature. All other transactions still require two signatures.

These accounts have been checked against all documents shown to me, and are correct.

Signed _____

Date _____

**WHANGAROA HALL COMMITTEE
FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020**

INCOME	2019	2020
Hall hire	736.60	2381.80
Bank interest (\$118.77 less \$20.79 RWT)	111.94	97.98
Total income	1048.54	2479.78

EXPENSES	2019	2020
Signage	165.00	—
AGM expenses & stamps	16.00	28.00
Keys cut	21.00	6.90
Rat bait	—	47.80
Eco-light bulbs	44.89	—
Replace whiteware	625.00	—
Replace carpet	2309.00	—
Slug bait for garden	—	9.00
	3173.17	91.70

**WHANGAROA HALL COMMITTEE
FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020**

Receipts

Date	Hirer & receipt number	Amount
05/04/19	Old School Friends #011533	36.30
12/04/19	Whangaroa Marina Mangement Trsut #011534	95.00
10/06/19	Old School Friends #011535	23.50
05/08/19	Old School Friends #011536	40.00
05/08/19	Yoga via Kathy Heath #011537	80.00
05/07/18	FNDC #0115022	200.00
13/10/19	Old School Friends #011538	37.00
08/12/19	Old School Friends #011539	35.00
01/01/20	Yoga via Kathy Heath #0011540	90.00
23/10/19	South Pacific Films Inv 356022	500.00
05/11/19	South Pacific Films Inv 356023	1120.00
08/12/19	Old School Friends #011539	35.00
01/01/20	Yoga via Kathy Heath #0011540	90.00
		2381.80

Payments

Date		Amount
01/04/19	Farm & Fuel (rat bait #1)	23.90
30/04/19	Farm & Fuel (rat bait #2)	23.90
12/07/19	Kaeo Four Square (stamps) <i>from petty cash</i>	12.00
18/08/19	AGM photocopying	16.00
20/08/19	Redwoods (Quash for garden outside)	9.00
21/10/19	Bunnings (keys cut) <i>from petty cash</i>	6.90
		91.70

Petty cash reconciliation

01/04/19	Opening Balance	\$20.40
01/04/19	Farm & Fuel (rat bait #1)	-23.90
5/04/19	Old School Friends #0011533 (retained as petty cash)	36.30
30/04/19	Farm & Fuel (rat bait #2)	-23.90
12/07/19	Kaeo Four Square (stamps) <i>from petty cash</i>	-12.00
05/08/19	Yoga (via Kathy) #011537 (retained as petty cash)	80.00
18/08/19	AGM photocopying	-16.00
20/08/19	Redwoods Garden Centre (non-toxic to mammals slug bait for garden)	-9.00
21/10/19	Bunnings (key cut) <i>from petty cash</i>	-6.90
01/01/20	Yoga (via Kathy) #011537 (retained as petty cash)	90.00
	Cash in hand at 31/03/19	135.00

Whangaroa Hall Committee Minutes AGM 2020

Held in Whangaroa Hall, 5 August 2019 at 2pm

Present

Denis Winters (Chair), Sam Murray (Secretary/Treasurer), Mary Hughes, Melanie Chandler Winters, Cecilie Rooke, Tony Shepherd, Eljon Fitzgerald, Bruce Mills

Apologies

Kathy Heath, Brenda Jenkins, Gayelene Harrison, Marion Jenkins, Sandra Moore, Olive Shepherd, Beth Shepherd, Bob Kidd

Chairpersons report

Attached.

Motion to accept Chairperson's report: moved Sam Murray, seconded Mary Hughes

A motion of gratitude to Denis Winters for all his work, including his project management of the restoration work, and co-ordination of tradespeople, was passed by acclaim.

Moved Sam Murray, seconded Cecilie Rooke.

Sam Murray suggested that an edited version of the Chairpersons report be sent to Whispers.

Minutes of previous AGM

Read and confirmed as a true record.

Moved Cecilie Rooke, seconded Melanie Chandler Winters

Matters arising from minutes

Tony Shepherd noted the minutes show that Olive Shepherd had intended to report back regarding the age of the Hall, and he will follow that up with her and see what she found out.

Secretary/Treasurers report

Copies of the financial report were distributed to all present.

Acceptance of finance report was moved by Mary Hughes, seconded Melanie Chandler Winters.

Election of officers and committee

Cecilie Rooke suggested that the previous officers be re-elected the same positions, and the committee remain the same as last year (being all attendees and those who sent apologies) subject to the acceptance by absent members.

Moved Cecilie Rooke, seconded Mary Hughes.

General business

Other general business was held over until the next committee meeting held immediately afterwards). Meeting closed at 2:30pm.