



**Far North  
District Council**



# **TŪHONOTANGA MINITI ATTACHMENTS MINUTES**

**Kaikohe-Hokianga Community Board  
Meeting**

**17 May 2024**

# Te Paeroa Kaupapa / Table of Contents

8.1 Kaikohe Hokianga Community Hall Annual Information 2022-2023.

2022-23 Kohukohu Town Hall Information and Statistics

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By: John Wigglesworth, (Chair since July 2023)

Please note that this report covers the period April 2022 – March 2023

HALL DETAILS			
Name of Hall:	Kohukohu Town Hall		
Physical address:	Beach Road, Kohukohu		
Postal address:	NA		
Booking Officer Name	Not sure who was booking officer during this period – Currently Magdalena		
Booking Officer Contact Info	Ph.:	Mobile: 0273438440	Email: oratiocor@gmail.com
Afterhours Contact Name	NA		
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name	NA		
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Please see list at end of report				

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?	Approx. 6 times during 2022/23 until March 2023 Currently 12 meetings per year
How often did the Committee meet in the year?	Approx. 6 times during 2022/23 until March 2023

HALL INFORMATION				
Usage Data				
Number of bookings:	0 as far as I can see, the hall was closed during this period			
Number of users:	0			
Type of use				
Community (regular users):				
Casual (one off):				
Commercial:				
Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2022/23 Financial Statement	Attached: Yes			
BWOF/Evacuation Plan	Photo Attached: No =- see below for further details			
Insurance - Contents	No	Value:		
Improvements completed	None			
Maintenance completed	None			
Other:				
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF 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	Main Hall – approx. 200 people – Supper Room (approx. 50 people). Both facilities closed during 2022/23
Kitchen facilities	Closed at present – closed during 2022/23

Toilets	3 unisex toilets (outside men's toilet closed)
Disabled access	I don't think we have a compliant disabled toilet, but there is a disabled access ramp
Parking	No off-street parking
Furniture available	Tables and Chairs
Other facilities / assets available e.g.: stage, lighting, heating	Stage, basketball facilities, table tennis table

## Committee Members 2022/23

## Up Until November 2022:

Sean Butler  
Trevor Kotlowski  
Delvene Morrissey  
Lindsey Davidson  
Celia Henry  
Julianne Nightingale  
Richard Nahi  
Phylis Nahi  
Pat Dargaville  
Jackie Thompson

## From November 2023:

Lennox Stones  
Vicki Lowe (Treasurer)  
Judith Blades (Secretary)  
John (?)  
Missy Brown  
Chicky Rudkin (Chair)

## Committee since July 2024:

John Wigglesworth (Chair)  
Vicki Lowe (Secretary) since resigned  
Colin Smith (Treasurer) since resigned  
Lennox Stones  
Magdalena (?) (Booking Clerk)  
John (?)  
Brian Crooks

## **Kohukohu Town Hall – Chairs report March 2023**

I want to acknowledge the other committee members, and all of their efforts over the last few years, many of whom have been involved in the town hall for many, many years. There have certainly been some trying times, and not only have we managed to get through, but we have also managed to get some traction with council towards getting our building up to spec.

Since being voted in as chair in 2019, we have managed to have several meetings with council, and have progressed their agreement to refurbish our town hall. This has not always been a smooth path, and on a few occasions it appeared to the committee that some people in council fear that if they spent the money, the hall would not be used. We have always seen the potential for the hall to be fully utilised by the community again, and not limited to monthly markets that made up the bulk of its use in the years prior often as a result of its already poor condition. I want to acknowledge the previous committee for keeping the income from the market coming in and managing to keep up with the monthly power bills and the enthusiasm and energy they have for the building.

In 2020 We all suffered the effects of delays due to Covid, and the impacts of travel lockdowns and restrictions often seeming to limit the actions of almost every person and business across the world, and the town hall was no

different, unfortunately, with little progress on anything at the hall to report on.

Our first milestone in achieving anything real was early in 2021 when we were advised that the re-piling of the floor was to take place, and that was to commence late 2021 after the wet winter months. Unfortunately, due to the remoteness of our location, when the tender was put out to market, council had no builders express their interest, and that made that part of the project stall. They approached a local contractor to put his tender in, and a price was put forward of \$350 000. As there was now only one tender, council could not approve it, and we were stuck in a bureaucratic loop. This caused council to do a re-think on their strategy for the hall and put the project forward as a whole, in the hopes of attracting bigger companies to the job as it would in the long term be more financially viable for them to take on a large-scale project and change it up from a piece-meal type scenario.

In the meantime, to access more funding a full conservation report was done on the building and as a committee we really felt like we were getting somewhere! This is a 100-page document and has been sent to key members of the community who expressed an interest when it was completed, and which we can forward on to anyone who is interested.

Of course, things haven't been easy in the construction industry and a shortage of workers as well as price increases in materials has complicated matters, along with the slow-

moving wheels of our Far North District Council, so progress has not been as fast as we would have liked it.

Late in 2020 we met with council in the town hall, and it was agreed that the cleaning of the inside of the hall was required, but that it was beyond the capability of our local community, and as it was due to no fault of our own, but rather the neglect of the (structural) envelope of the building (the exterior) that council would engage professional commercial cleaners to come and do the job. This was notified in an update that went out to community in May 2021 on Vision Kohukohu and Facebook and there were no objections brought forward to us at that time.

The cleaning was put on hold as we were anticipating the re-piling to be done, so to maximise this opportunity, we would delay the clean until after the construction mess and this would give us a great clean hall to once again operate in. And as mentioned above, that didn't happen, but council did engage Brian Crooks some time in 2021 to pest proof the building by closing up the areas where the possums and rats might still be getting in, to avoid further damage to the building. We as a committee were not party to this arrangement, and only knew of this on the 10<sup>th</sup> September 2022 when Brian disclosed that he had failed to do so. Therefore, as we did not know about this before that date, we were not aware there was anything for us to follow up on and see if it was in fact completed. These details were confirmed to us on two occasions by a FNDC staff member.

As chair, I offered up my services to council to clean up the exterior of the building at no cost to them so that at least the visible mould and dirt would be removed and a more presentable building would be visible to passers-by. However, as I am not Site-Wise NZ approved, my offer of this free service was declined, due to health & safety policies of council, and their operational protocols. Fortunately, just a few weeks ago, the Town hall received its scheduled exterior clean – at a cost of \$1500 - and this should assist in the exterior painting prep when the time comes for that to be done.

When we were able, in the days before Covid, our markets were still able to raise enough funds to pay our monthly power bill and once the hall closed, we had to be a bit more creative in how we met our obligations with that. We have hired out chairs, mainly for koha when it has been for private use, and we have leased space in the hall for storage. We have thus far not had to approach the community board to assist with any of those monthly outgoings. For two summers we rented out the kitchen space to a local business (note: not food related). Once renovations take place, we will approach the community board for funding of the power bills as we anticipate those to be higher with all of the electricity required in the works.

We also had a very successful calendar push at the end of 2019, and it is largely thanks to Dee (at first & now Phyllis) that there is a Kohukohu Calendar that sits next to the Rawene one.

We were reluctant to put anything out in writing when we were advised (verbally by council) that the full restoration work would be starting up, as we were mindful of getting people's hopes up, and didn't want to put anything out there that didn't eventuate, so there were many verbal communications with people in town letting them know what we had hoped would be coming up. I acknowledge now that that was wrong, and we should have put the news out in a written form sooner. As they say - The gift of hindsight. Our previous committee meeting addressed this, and we will actively ensure there are regular updates should the community support us in continuing as a committee.

I wish to thank all of the community who have approached us in person with their support, for those who have come to us to query the rumours and challenges that have been made, and for everyone's patience in getting things this far, and to my fellow committee members for all their mahi.

Nga mihi

Sean Butler

Chair, Kohukohu Town Hall Committee.

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**Kohukohu Town Hall**  
25 Beach Rd  
Kohukohu  
C/O PDC  
0491

BWOF / Evacuation Plan: Although not relevant in 2022/23, because the hall was closed, it is unlikely that the BWOF was displayed, but don't know if the evacuation plan was displayed.

We currently do not have a copy of the BWOF (I presume FNDC has a copy), but in its absence we have made an interim evacuation plan which is displayed at each fire exit in the hall.

Financial Report 2022/23:

Please find attached the report prepared by Delvene Morrissey July 2023, independent review / audit prepared by Lesley Emmet, and the Chairman's Report.



# Paria Frenare

## Project Planning, Accounting and Administration Services



**Date:** 24 August 2023

### Kohukohu Town Hall Committee

#### Review of annual accounts for the year ending 31 March 2023

The following observations arise and recommendations are made as a result of our examination of the accounts information as presented:

1. The review of accounts dated 7 February 2023 were previously provided for the years ending 31 March 2020, 31 March 2021 and 31 March 2022. This report reviews the period 1 April 2022 through to 31 March 2023.

It is understood that there have been some disruptions to the oversight of the Town Hall during 2023, and an Interim Committee was appointed.

2. No review of the period subsequent to 31 March 2023 has been carried out, as this falls within the year 2023 – 24.

The accounts and supporting information initially reviewed and reported at 7 February, plus additional information now reviewed to the end of the financial year at 31 March 2023 form an appropriate record of the financial control of the Kohukohu Town Hall Committee for this period.

Further to the current (1 April 2023 – 31 March 2024) financial year:

During a period in late May / early June it appears from local market information notices that someone outside of either the original Committee or the Interim Committee was the contact point for markets in the Town Hall, and taking fees? It is not clear from the information provided if this income may have been deposited to the Town Hall accounts. The Interim Committee may wish to consider this issue prior to the review of accounts at the close of the 2023 – 24 period.

Following the resignation of the Interim Committee and the appointment of a new Committee by vote at the AGM, the Interim Committee may wish to consider the provision of an interim report for the period of their governance of the Town Hall, which would subsequently form part of reporting for the 2023 – 24 period.

We remain at your service and trust that these observations may be useful to you and enable you to enhance your financial controls and accounting practices in anticipation of the year-end to 31 March 2024.

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

pp Paria Frenare

July 2023



**Kohukohu Treasurers Report 2019 - 2023** as prepared by  
Delvene Morrissey

In the absence of a functioning treasurer, I have prepared this document in my capacity as Secretary of the Kohukohu Townhall Committee August 2019 – March 2023.

**In Summary:**

- The financial account for the year ending 31 March 2023 has been reviewed and is ready for submission.
- Kohukohu Townhall has one bank account, held with ASB Kaitaia operating currently with two suffixes.
- The main “BusinessNet” account is where the bulk of the transactions occur, and it is suggested for future committees to close off the savings account and transact only through one account to streamline processes and make the annual accounts and review a less time-consuming task.
- The committee has operated thus far without needing to seek funding for operational costs, and all expenses have been paid with ongoing community fundraising efforts by the committee.
- Annual accounts were originally prepared for a 28 February 2023 completion date to coincide with the March AGM date that was set, but have since been done until the current financial year end of 31 March 2023 in line with the committee’s chosen financial year end.

**2019/2020:**

At the 2019 AGM our committee had an opening balance of \$409.25  
Total income for the period 1 April 2019 to 31 March 2020 was \$1851.50 and  
Total expenditure was \$1269.36.

The income was derived from market days and fundraising from Kohukohu calendar sales with the expenses being power bills and bank expenses.

**2020/2021:**

We had an opening balance of \$1587.99  
Total income for the period 1 April 2020 to 31 March 2021 was \$770.50 and  
Total expenditure was \$892.75.

The income was comprised of fundraising \$390 at 2 market days, \$160 for hall hireage, selling of hall items worth \$235 and a \$80 donation for a firewood raffle with the expenses being only power bills.

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July 2023

**2021/2022:**

We had an opening balance of \$1465.74.

Total income for the period 1 April 2021 to 31 March 2022 was \$3110.00 and

Total expenditure was \$1676.39.

The income was derived from 2 local businesses use of the hall space at \$460, hireage of chairs and tables of \$150 and a refund of \$2500 for paintings from the Pub with the expenses being only power bills.

**2022/2023:**

We had an opening balance of \$2899.35.

Total income for the period 1 April 2022 to 31 March 2023 was \$885.00 and

Total expenditure was \$1672.67

The income was derived from \$625 in hall storage hire, \$150 in chairs & tables hireage, \$110 in items sold.

The expenses being \$70.00 removal of waste fees, reimbursement of printing costs of \$35 payment of \$87.86 for 2 AGM notices in local newspapers and \$10.00 bank fees, and the remainder in power bills .

The closing balance as at 31 March 2023 is: \$2111.68

**Business Saver Account:**

On 1 August 2019 we had an opening balance of \$63.31.

Total income for the period 1 August 2019 to 31 March 2023 was \$61.41 and comprised of a \$50.00 sale of a town hall item – put to the incorrect suffix - and \$11.41 in credit interest accrued.

Total expenses were \$10.11 which was tax on interest earned.

The Closing balance was \$114.08 as at 31 March 2023.

As indicated above, this suffix is not used sufficiently to keep it open and is only incurring minimal interest which is then taxed so with the small balance it holds, it serves no useful purpose and could be closed by the incoming committee to make the annual accounts and review of accounts a more streamlined process.

The total cash assets of the Kohukohu Town hall as at 31 March 2023 is a combined balance of: \$2225.76

