

Monday 30 September 2019

Chairperson
Colleen Bottrell
Russell Hall
PO Box 204
Russell 0242

Dear Colleen

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:	York St.
Postal address:	Russell PO Box 204, Rd 0242
Phone number:	—
Email address:	—
Website:	—
Other:	—

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	L Young			403.7504
Treas/Sec	C Bottrell	P.O. Box 177, Russell		021.1109.148
Member	F. Edwards			403.7059
Member	C. Arlidge			403.7763
Member	R. Miller			0274.779.721

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?	11 Feb to Dec.
How often did the Committee meet in 2018/19?	10 mts

HALL INFORMATION 2018/19	
Usage Data	
Number of bookings:	580
Number of users:	19 approx
Type of use	
Community (regular users):	markets, school, FNCE, Flower Shop Show art show, weddings
Casual (one off):	weddings
Commercial:	markets, art show
Hire rates (per hour)	
Community:	form attached
Casual:	
Commercial:	
Other:	
2018/19 Financial Statement	Attached: <input checked="" type="radio"/> yes / <input type="radio"/> no
BWOF	<input checked="" type="radio"/> Yes / <input type="radio"/> No Expiry Date: April 2020
Insurance - Contents	<input checked="" type="radio"/> Yes / <input type="radio"/> No Value: \$100,000.
Improvements completed	
Maintenance completed	on going maintenance
Other:	

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 + Stage 250 PAX Conference Room + Kitchen 50 PAX
Kitchen facilities	yes.
Toilets	3 Toilets in Bldg
Disabled access	Ramp + 1 disabled toilet
Parking	Village Green
Furniture available	193 chairs 29 Tables (9 - 6 PAX 20-8 PAX)
Other facilities / assets available e.g.: stage, lighting, heating	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



Ngawaiata Harris
District Facilities Support Staff

RUSSELL TOWN HALL MANAGEMENT COMMITTEE

AGENDA

21 October 2019

5:30pm

Members Present:

Apologies:

Minutes of previous meeting: 16 September 2019

Matters Arising

Correspondence:

Finance Statement and Accounts for Payment September 2019

General Business

Forward Bookings

Sunday Christian Fellowship

Monday Yoga pm

Tuesday Tai Chi am

2nd Tuesday per Month Duffus Trust

Thursday Yoga am

Friday Movie pm

Saturday Yoga am / Movie pm

Sunday Church am / Movie pm

Sept 28 Popup

Sept 30 Rsl Mkt

Oct 5,19 Popup

Oct 8,10, Rsl Mkt

Oct 26,27,28,Lab Day Mkt

Nov 1,2, 3 Flower Show

Nov16, 30 Popup

Nov 7, 9, 10,11,24, Rsl Mkt

Dec 10,11 Russell School

Dec 1,2,3,6,7, 16, 23,28,30 Rsl Mkt

Dec 8, 14,21,22,29,31 Popup

Jan 2020 2,4,6,7,11,12,13,14,15,18,19,20,21,22,26,27,29,30 Rsl Mkt

Jan 2020 3,10,17,25 Pop Up Mkt

Jan 31, Feb 1,2 Denise Wedding

Feb 4,5,9,10,12,16,17,18,21,24,27 Rus Mkt

Feb 6,7,8 Palette Arts

Feb 22,23, Popup Mkt

Feb28,29 Rosemary Music

March 1,7,13,21,28 Popup Mkt

Mar 2,6,8,9,12,14,15,18,19,24,30,31 Rsl Mkt

April 2,4,6,11,12,28 Rsl Mkt

April 3,5,10,18,25, Popup Mkt

May 2,16,30,31 popup Mkt

May 9,Rsl Mkt

**RUSSELL TOWN HALL
P O BOX 204
RUSSELL**

RENTAL CHARGES AS AT 1 JULY 2008

BOND (PAYABLE BY ALL HALL USERS IN ADVANCE)		\$250.00
ENTIRE HALL	24 HOURS	\$400.00
MAIN HALL ONLY	24 Hours	\$250.00
CONFERENCE ROOM/KITCHEN	24 HOURS	\$150.00
MAIN HALL CASUAL	PER HOUR	\$ 20.00
CONFERENCE ROOM/KITCHEN	PER HOUR	\$ 20.00
KITCHEN ONLY	MINIMUM USE 3 HOURS	\$ 20.00

**BOOKINGS ARE CONFIRMED ON RECEIPT OF SIGNED CONTRACT
AND BOND PAYMENT**

CONTACTS

COLLEEN BOTTRELL

PHONE 021 1109 148

FAX - 09 403 7254

LORRAINE YOUNG

PHONE 403 7504

FAX 403 7760

RUSSELL TOWN HALL MANAGEMENT COMMITTEE

FINANCE STATEMENT

1 JULY 2018 TO 30 JUNE 2019

Deposits	Year End Totals
Hall Hire	16410.00
Bonds Received	400.00
Bank Interest	3.49
<u>Term Deposits Interest</u>	<u>3624.31</u>

Total Deposits for year 20437.80

Expenses	Year End Totals
Bond Refunds	--
Maintenance	5157.54
Administration	2906.00
Cleaning Wages	3346.48
<u>Hall Supplies and Stores</u>	<u>563.31</u>

Total Expenses for year 11973.33

Year End Accounts totals

Cheque Account			9185.48
Westpac Term Deposit	0001	(3.25% 08.07.19)	53383.53
<u>Westpac Term Deposit</u>	<u>0002</u>	<u>(3.35% 18.10.19)</u>	<u>86978.17</u>
			149547.18

Submitted to Russell Hall Committee at the July 2019 meeting and approved


Colleen M. Bottrell
Secretary/Treasurer

**RUSSELL TOWN HALL MANAGEMENT COMMITTEE
FINANCE STATEMENT**

JUNE 2019

Opening Balance as at 01.06.2019		01.07.2018
Cheque Account	8924.76	4321.12
TD 0001	53383.53	51668.29
TD 0002	86978.17	85093.30
	149286.46	141082.71

Deposits

Hall Hire	550.00	16410.00
Bonds	150.00	400.00
Bank Interest	.72	3.49
TD Interest	--	3624.31
	700.72	20437.80
	149987.18	161520.51

Expenses

Bond Refund	--	--
Maintenance	--	5157.54
Admin	240.00	2906.00
Clean Wages	200.00	3346.48
Hall Stores	--	563.31
	440.00	11973.33
	149547.18	149547.18

Closing Balance as at 30.06.19

Cheque Account	9185.48	
TD 0001 (3.25% 08.07.19)	53383.53	
TD 0002 (3.35% 18.10.19)	86978.17	
	149547.18	

Accounts for Payment

Admin	200.00	
Clean Wages	200.00	
Northland Clean Supplies	186.21	