

Thursday 8 October 2020

Kaikohe Senior Citizens Hall
jloc@xtra.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:	Kaikohe Senior Citizens Hall		
Physical address:	55 Tawarau Road Kaikohe		
Postal address:	4- PO Box 83 Kaikohe 0440		
Booking Officer (name):	(Booking Officer will be added to our website) Lorraine Cochrane		
Booking Officer (contact):	Ph:	Mobile:	Email:
		021 88308064	jloc@xtra.co.nz
Afterhours contact (name):	Lorraine Cochrane		
Emergency Contact (name):	Lorraine Cochrane		
Afterhours (contact):	Ph:	Mobile:	Email:
	09-4011431	021 08308064	jloc@xtra.co.nz
Other:			

Email Addresses

Laurence - lwitchira@xtra.co.nz

Nancy - nancy.kelleher@ngapuhi.org

Lorraine - jloc@xtra.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Laurence Masan-Witchira			09-4011795
Secretary	Nancy Kelleher			021-2457903
Treasurer	Lorraine Cochran			021-08308064
Booking Officer	Lorraine Cochran			
Custodian	Anna Dalton			022-1965805

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?	6 (Bi-monthly)
How often did the Committee meet in 2019/20?	3

HALL INFORMATION 2019/20		
Usage Data		
Number of bookings:	126	
Number of users:	38	
Type of use		
Community (regular users):	8	
Casual (one off):	14	
Commercial:	14	
Hire rates (per hour)		
Community:	Koha for any elderly groups for their	
Casual:	\$50 (4 hours minimum) activities	
Commercial:	\$50 minimum \$10 for every hour	
Other:	thereafter.	
2019/20 Financial Statement	Attached: yes / no	
BWOF	Yes / No	Expiry Date: ?
Insurance - Contents	Yes / No	Value:

- Hand Sanitiser Dispenser
- Soap dispensers

Dispensers - Paper Towels, Toilet Paper

Improvements completed	Fully painted inside New curtains/Drapes New Carpets			
Maintenance completed Hall rewired & new meter box installed.	New Urinal System installed Monitored Alarm System Lino Floors are commercially			
Other: Custodian cleans once a week	cut & polished annually Carpet's areas shampoo annually			
Check list (cross out as provided)	AH / emergency contact details ☒	Copy of BWO 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	80 people approx
Kitchen facilities Limited Crockery & cutlery for public use.	2x Free Standing Stoves 1x Free Standing Commercial Fridge 1x Pie Warmer 1x Microwave
Toilets	Ladies x2 (1 Disability Toilet) Mens x2 Urinals 1x Disability Toilet
Disabled access	Via main entry doors (French Doors) 1x Entry/Exit Door & ramp by toilets.
Parking	Limited Parking
Furniture available	10x Tables 90x chairs 54" TV - (Movies) Slide shows re Commercial events if required.
Other facilities / assets available e.g.: stage, lighting, heating	1x Working heat Pump/Aircon In main hall other 2 need replacing Commercial Vac, mops, Bucket & Brushes

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

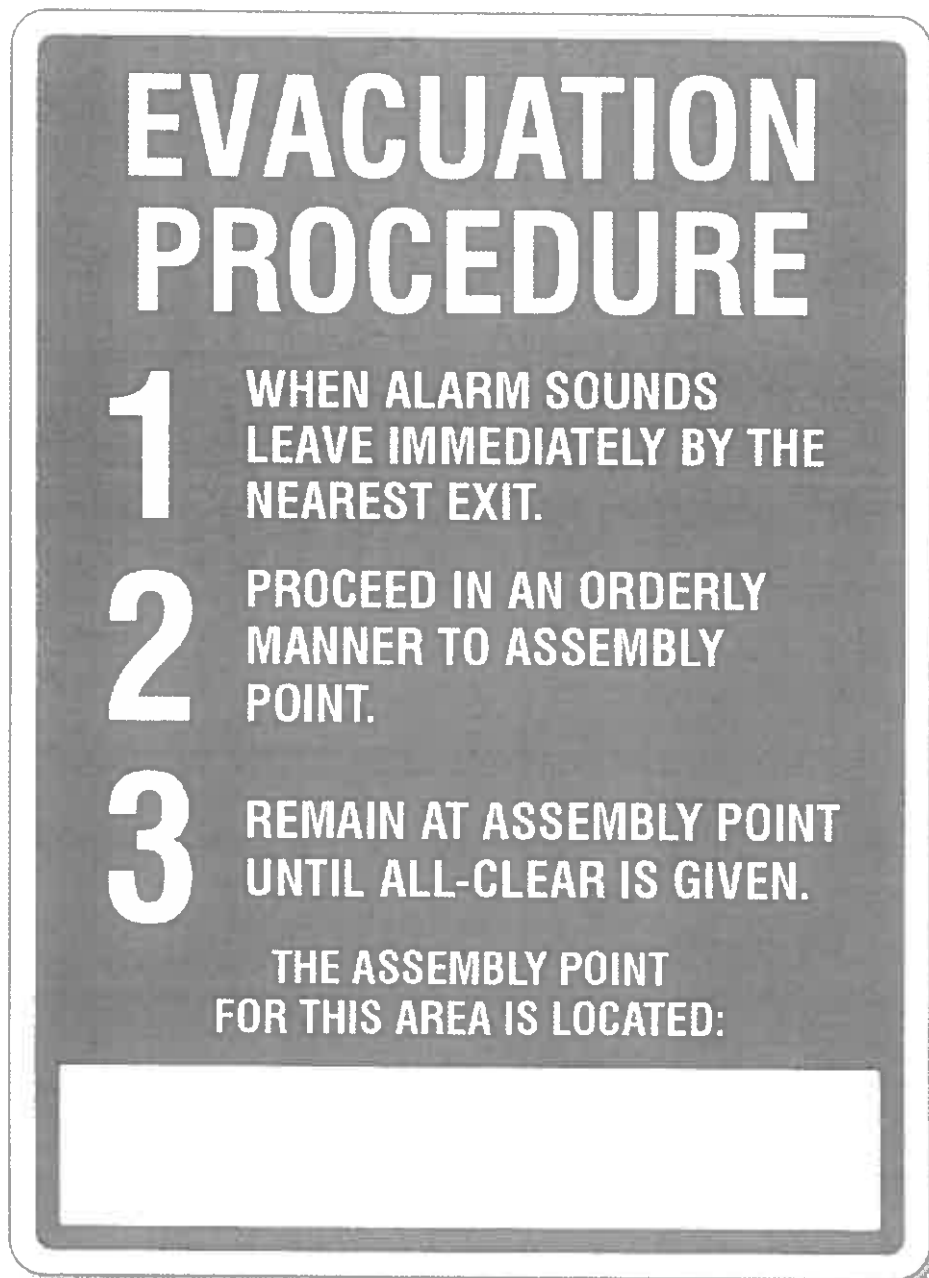
Yours sincerely

A handwritten signature in dark ink, appearing to read 'Ngawaiata Harris', with a stylized flourish at the end.

Ngawaiata Harris
District Facilities



Green



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Blue

Red

Green

Red



FIRE ACTION

IF YOU DISCOVER OR SUSPECT A FIRE



1

Sound the alarm by operating the nearest fire alarm call point



2

DIAL 111
To call the fire brigade



3

Leave the building by the nearest available exit



4

Report to assembly point.
Assembly point location:



5

Do not stop to collect personal belongings.



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Red



SUMMARY CASHBOOK: 01/07/19 TO 30/06/20

Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
ASB, KAIKOHE

	Opening balance		3,154.74
	Add: Deposits		
ACCOUNT	TITLE		
195	Hall Hire	5,395.00	
	Total Deposits		5,395.00
			8,549.74
	Less: Payments		
ACCOUNT	TITLE		
179	Alarm Monitoring (Monthly)	503.00	
315	Cleaning Supplies	937.50	
320	Custodian Fee	1,600.00	
360	Equipment	764.93	
428	Repair & Maintenance	2,149.41	
	Total Payments		5,954.84
	Closing balance		2,594.90

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
 Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
 ASB, KAIKOHE

179 Alarm Monitoring (Monthly)

			Debit	Credit	Balance
01/07/19	Opening balance				0.00
22/07/19	DPay-1 1	ARA Group Ltd	40.25		40.25
20/08/19	DPay-1 2	ARA Group Ltd	40.25		80.50
20/09/19	DPay-1 3	ARA Group Ltd	40.25		120.75
21/10/19	DPay-1 4	ARA Group Ltd	40.25		161.00
20/11/19	DPay-1 5	ARA Group Ltd	40.25		201.25
20/12/19	DPay-1 6	ARA Group Ltd	40.25		241.50
07/01/20	Chq-1 258590	L Cochrane (Vodafone Alarm Top Up)	20.00		261.50
20/01/20	DPay-1 7	ARA Group Ltd	40.25		301.75
20/02/20	DPay-1 8	ARA Group Ltd	40.25		342.00
20/03/20	DPay-1 9	ARA Group Ltd	40.25		382.25
20/04/20	DPay-1 10	ARA Group Ltd	40.25		422.50
20/05/20	DPay-1 11	ARA Group Ltd	40.25		462.75
22/06/20	DPay-1 12	ARA Group Ltd	40.25		503.00
30/06/20	Closing balance				503.00

195 Hall Hire

			Debit	Credit	Balance
01/07/19	Opening balance				0.00
02/07/19	Dep-1 1	Income (T Wihongi - 19/07/2019)		50.00	-50.00
02/07/19	Dep-1 2	Income (Te Rau Ora Ltd - 08/07/2019)		50.00	-100.00
05/07/19	Dep-1 3	Income (POK - 07/07/2019)		50.00	-150.00
10/07/19	Dep-1 4	Income (J Repia - 29/06/2019)		60.00	-210.00
10/07/19	Dep-1 5	Income (Family CW - 13/07/2019)		50.00	-260.00
12/07/19	Dep-1 6	Income (POK - 14/07/2019)		50.00	-310.00
12/07/19	Dep-1 7	Income (PF Olsen - 12/06/2019)		50.00	-360.00
12/07/19	Dep-1 8	Income (Ngatihine Health)		280.00	-640.00
15/07/19	Dep-1 9	Income (L Rapatini)		125.00	-765.00
19/07/19	Dep-1 10	Income (POK - 21/07/2019)		50.00	-815.00
23/07/19	Dep-1 11	Income (M Vegar - 23/07/2019)		10.00	-825.00
26/07/19	Dep-1 12	Income (Watkins Law)		100.00	-925.00
26/07/19	Dep-1 13	Income (POK - 28/07/2019)		50.00	-975.00
30/07/19	Dep-1 14	Income (M Vegar - 30/07/2019)		10.00	-985.00
02/08/19	Dep-1 15	Income (POK - 04/08/2019)		50.00	-1,035.00
02/08/19	Dep-1 16	Income (M IHAIA - 28/06/2019)		90.00	-1,125.00
06/08/19	Dep-1 17	Income (M Vegar - 06/08/2019)		10.00	-1,135.00
09/08/19	Dep-1 19	Income (L Rapatini - 07/08/2019)		50.00	-1,185.00
09/08/19	Dep-1 20	Income (POK - 1/08/2019)		50.00	-1,235.00
13/08/19	Dep-1 21	Income (M Vegar - 13/08/2019)		10.00	-1,245.00
16/08/19	Dep-1 22	Income (POK - 18/08/2019)		50.00	-1,295.00
20/08/19	Dep-1 23	Income (M Vegar - 20/08/2019)		10.00	-1,305.00
20/08/19	Dep-1 24	Income (V Tanuvasa)		30.00	-1,335.00
21/08/19	Dep-1 25	Income (M Heremaia - 09/08/2019)		50.00	-1,385.00
23/08/19	Dep-1 26	Income (POK - 25/08/2019)		50.00	-1,435.00
27/08/19	Dep-1 27	Income (M Vegar - 27/08/2019)		10.00	-1,445.00
27/08/19	Dep-1 28	Income (Rangaihamama - 24/08/2019)		50.00	-1,495.00
30/08/19	Dep-1 29	Income (POK - 01/09/2019)		50.00	-1,545.00
03/09/19	Dep-1 30	Income (M Vegar - 03/09/2019)		10.00	-1,555.00
03/09/19	Dep-1 31	Income (V Tanuvasa - Koha)		20.00	-1,575.00
04/09/19	Dep-1 32	Income (Rangaihamama - 01/09/2019)		50.00	-1,625.00
05/09/19	Dep-1 33	Income (Tutahi Wahine - 05/09/2019)		50.00	-1,675.00
06/09/19	Dep-1 34	Income (POK - 08/09/2019)		50.00	-1,725.00
09/09/19	Dep-1 35	Income (L Rapatini - 07/09/2019)		25.00	-1,750.00
09/09/19	Dep-1 36	Income (JJ Jose - 11/09/2019)		70.00	-1,820.00
10/09/19	Dep-1 37	Income (M Vegar - 10/09/2019)		10.00	-1,830.00
11/09/19	Dep-1 38	Income (KBA - 09/09/2019)		50.00	-1,880.00
12/09/19	Dep-1 39	Income (Jaijo JOSE - 11/09/2019)		30.00	-1,910.00
13/09/19	Dep-1 40	Income (POK - 15/09/2019)		50.00	-1,960.00

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
ASB, KAIKOHE

195 Hall Hire (continued)

			Debit	Credit	Balance
17/09/19	Dep-1	41	Income (M Vegar - 17/09/2019)	10.00	-1,970.00
17/09/19	Dep-1	42	Income (Koha - Vicki)	20.00	-1,990.00
20/09/19	Dep-1	43	Income (POK - 22/09/2019)	50.00	-2,040.00
20/09/19	Dep-1	44	Income (KBA - 16/09/2019)	50.00	-2,090.00
24/09/19	Dep-1	45	Income (M Vegar - 24/09/2019)	10.00	-2,100.00
24/09/19	Dep-1	46	Income (Koha - Vicki)	20.00	-2,120.00
25/09/19	Dep-1	47	Income (T Pou - 28/09/2019)	50.00	-2,170.00
25/09/19	Dep-1	48	Income (Watkins Law - 31/08/2019)	50.00	-2,220.00
27/09/19	Dep-1	49	Income (POK - 29/09/2019)	50.00	-2,270.00
01/10/19	Dep-1	50	Income (M Vegar - 01/10/2019)	10.00	-2,280.00
04/10/19	Dep-1	51	Income (POK - 06/10/2019)	50.00	-2,330.00
07/10/19	Dep-1	52	Income (L Rapatini - 04/10/2019)	50.00	-2,380.00
11/10/19	Dep-1	53	Income (POK - 13/10/2019)	50.00	-2,430.00
14/10/19	Dep-1	54	Income (L Rapatini)	50.00	-2,480.00
15/10/19	Dep-1	55	Income (M Vegar - 15/10/2019)	10.00	-2,490.00
15/10/19	Dep-1	56	Income (V Tanuvasa)	10.00	-2,500.00
18/10/19	Dep-1	57	Income (POK - 20/10/2019)	50.00	-2,550.00
22/10/19	Dep-1	58	Income (M Vegar - 22/10/2019)	10.00	-2,560.00
24/10/19	Dep-1	59	Income (Eramiha Whanau - 27/10/2019)	50.00	-2,610.00
25/10/19	Dep-1	60	Income (POK - 25/10/2019)	50.00	-2,660.00
29/10/19	Dep-1	61	Income (M Vegar - 29/10/2019)	10.00	-2,670.00
29/10/19	Dep-1	62	Income (V Tanuvasa - Koha)	20.00	-2,690.00
01/11/19	Dep-1	63	Income (POK - 03/11/2019)	50.00	-2,740.00
05/11/19	Dep-1	64	Income (M Vegar - 05/11/2019)	10.00	-2,750.00
05/11/19	Dep-1	65	Income (V Tanuvasa)	10.00	-2,760.00
08/11/19	Dep-1	66	Income (POK - 10/11/2019)	50.00	-2,810.00
12/11/19	Dep-1	67	Income (M Vegar - 12/11/2019)	10.00	-2,820.00
12/11/19	Dep-1	68	Income (V Tanuvasa)	10.00	-2,830.00
13/11/19	Dep-1	69	Income (NISS - 14/11/2019)	60.00	-2,890.00
14/11/19	Dep-1	70	Income (AKL Uni - 21/11/2019)	50.00	-2,940.00
15/11/19	Dep-1	71	Income (POK - 17/11/2019)	50.00	-2,990.00
19/11/19	Dep-1	72	Income (M Vegar - 19/11/2019)	10.00	-3,000.00
20/11/19	Dep-1	73	Income (Te Tumu Paeroa - 29/11/2019)	60.00	-3,060.00
21/11/19	Dep-1	74	Income (NDHB - 11/12/2019)	50.00	-3,110.00
21/11/19	Dep-1	76	Income (J Jose - 08/12/2019)	100.00	-3,210.00
22/11/19	Dep-1	77	Income (POK - 24/11/2019)	50.00	-3,260.00
26/11/19	Dep-1	78	Income (M vegar - 26/11/2019)	10.00	-3,270.00
26/11/19	Dep-1	79	Income (V Tanuvasa)	10.00	-3,280.00
26/11/19	Dep-1	80	Income (Maihi Whanau)	60.00	-3,340.00
28/11/19	Dep-1	81	Income (Te Tumu Paeroa)	30.00	-3,370.00
29/11/19	Dep-1	82	Income (POK - 01/12/2019)	50.00	-3,420.00
29/11/19	Dep-1	83	Income (NRC)	50.00	-3,470.00
03/12/19	Dep-1	84	Income (M Vegar)	10.00	-3,480.00
04/12/19	Dep-1	85	Income (PSA)	60.00	-3,540.00
06/12/19	Dep-1	86	Income (POK - 08/12/2019)	50.00	-3,590.00
09/12/19	Dep-1	87	Income (Jaijo JOSE)	30.00	-3,620.00
10/12/19	Dep-1	88	Income (M Vegar)	10.00	-3,630.00
10/12/19	Dep-1	89	Income (V Tanuvasa)	10.00	-3,640.00
13/12/19	Dep-1	90	Income (POK - 15/12/2019)	50.00	-3,690.00
17/12/19	Dep-1	91	Income (M Vegar - 17/12/2019)	10.00	-3,700.00
24/12/19	Dep-1	92	Income (V Tanuvasa)	10.00	-3,710.00
24/12/19	Dep-1	93	Income (J Jose - 29/12/2019)	90.00	-3,800.00
10/01/20	Dep-1	94	Income (POK)	50.00	-3,850.00
17/01/20	Dep-1	95	Income (POK)	50.00	-3,900.00
20/01/20	Dep-1	96	Income (L Rapatini - 15/01/2020)	75.00	-3,975.00
24/01/20	Dep-1	97	Income (POK)	50.00	-4,025.00
29/01/20	Dep-1	98	Income (L Rapatini)	75.00	-4,100.00
30/01/20	Dep-1	99	Income (L Rapatini)	75.00	-4,175.00

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
ASB, KAIKOHE

195 Hall Hire (continued)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
31/01/20	Dep-1	100		50.00	-4,225.00
04/02/20	Dep-1	101		10.00	-4,235.00
07/02/20	Dep-1	102		50.00	-4,285.00
11/02/20	Dep-1	103		10.00	-4,295.00
13/02/20	Dep-1	104		50.00	-4,345.00
14/02/20	Dep-1	105		50.00	-4,395.00
14/02/20	Dep-1	106		75.00	-4,470.00
18/02/20	Dep-1	107		10.00	-4,480.00
21/02/20	Dep-1	108		50.00	-4,530.00
25/02/20	Dep-1	109		10.00	-4,540.00
26/02/20	Dep-1	110		100.00	-4,640.00
28/02/20	Dep-1	111		50.00	-4,690.00
28/02/20	Dep-1	112		100.00	-4,790.00
28/02/20	Dep-1	113		100.00	-4,890.00
29/02/20	Dep-1	114		70.00	-4,960.00
02/03/20	Dep-1	115		50.00	-5,010.00
03/03/20	Dep-1	116		10.00	-5,020.00
06/03/20	Dep-1	117		50.00	-5,070.00
10/03/20	Dep-1	118		10.00	-5,080.00
10/03/20	Dep-1	119		25.00	-5,105.00
11/03/20	Dep-1	120		50.00	-5,155.00
13/03/20	Dep-1	121		50.00	-5,205.00
13/03/20	Dep-1	122		50.00	-5,255.00
17/03/20	Dep-1	123		10.00	-5,265.00
17/03/20	Dep-1	124		30.00	-5,295.00
19/03/20	Dep-1	125		50.00	-5,345.00
20/03/20	Dep-1	126		50.00	-5,395.00
30/06/20		Closing balance			-5,395.00

315 Cleaning Supplies

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/19		Opening balance			0.00
29/08/19	Chq-1	258577* Northland Cleaning Supplies	94.85		94.85
29/08/19	Chq-1	258580 The Warehouse	54.00		148.85
08/10/19	Chq-1	258583 Bunnings Ltd (Vac Bags & Cleaning Equip)	115.03		263.88
07/01/20	Chq-1	258587 Northland Cleaning Supplies	244.18		508.06
05/03/20	Chq-1	258592 Northland Cleaning Supplies	108.19		616.25
25/05/20	Chq-1	258595 Northland Cleaning Supplies	233.81		850.06
25/05/20	Chq-1	258596 Northland Cleaning Supplies	28.70		878.76
25/05/20	Chq-1	258598 Northland Cleaning Supplies	58.74		937.50
30/06/20		Closing balance			937.50

320 Custodian Fee

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/19		Opening balance			0.00
19/07/19	Chq-1	258576 Anna Dalton	200.00		200.00
11/09/19	Chq-1	258581 Anna Dalton	200.00		400.00
04/10/19	Chq-1	258582 Anna Dalton	200.00		600.00
14/11/19	Chq-1	258584 Anna Dalton	200.00		800.00
22/11/19	Chq-1	258585 Anna Dalton	200.00		1,000.00
20/12/19	Chq-1	258586 Anna Dalton	200.00		1,200.00
20/12/19	Chq-1	258588 Anna Dalton	200.00		1,400.00
19/02/20	Chq-1	258591 Anna Dalton	200.00		1,600.00
30/06/20		Closing balance			1,600.00

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
ASB, KAIKOHE

360 Equipment

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/19	Opening balance			0.00
29/08/19 Chq-1	258577* Northland Cleaning Supplies (Mats x3)	541.65		541.65
03/09/19 Chq-1	258579 Bunnings Ltd (Vacuum Cleaner)	223.28		764.93
30/06/20	Closing balance			764.93

428 Repair & Maintenance

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/19	Opening balance			0.00
02/09/19 Chq-1	258578 Kaikohe Glass Windscreens	98.61		98.61
20/01/20 Chq-1	258589 A & D Services (Annual Clean)	300.00		398.61
24/03/20 Chq-1	258593 Bunnings Ltd (Paint)	1,593.80		1,992.41
18/05/20 Chq-1	258597 Bunnings Ltd (Paint)	157.00		2,149.41
30/06/20	Closing balance			2,149.41

Total of range (179 to 428)

5,954.84

5,395.00

559.84