BROADFIELD DISTRICT COMMUNITY CENTRE

Minutes of committee meeting held 16th October 2019

PRESENT: Brent Cowan, Wendy Babe, Vicky Seymour, Scott Gibbons, Zelda Court, Sandra Winter, Cn Malcolmn Lyall, Denise Kidd (SDC Manger Community Services), Kelsey Waghorn (SDC Community Development, Bookings, Administration).

APOLOGIES: Andrew Kitson, John Beaufoy

Minutes of the previous committee meeting (14th August 2019) minutes were taken as read and correct. Moved: Brent Cowan Seconded: Vicky Seymour

MATTERS ARISING FROM MINUTES:

Hall Bookings: Vicky has prior to this meeting distributed a copy of the Service Level Agreement (SLA) for bookings to the committee. She has submitted a list of "exempt from fees" users as agreed at the last meeting, to the council and has a list of questions / discusion points to be covered at the present meeting:

- 1. Exempt users including the school, need to determine the dates that they need the hall and to book thru the new system so that double bookings do not occur. Scott and Vicky will liase with these users and the council regarding this.
- 2. In the case of a block booking over two or more days the user is only charged for the hours the hall is actually occupied / used by people (ie gear maybe left overnight, but clean ups must be done as early as possible so that the next user can come in the afternoon for example).
- 3. Gaps between bookings are not allowed for in the new system.... users need to include set up and pack down times into their booking.
- 4. Minimum booking time is 30 minutes.
- 5. Who polices bookings that go over their alloted and paid for times? That would be up to us as a committee if we felt there was an issue.
- 6. Bond- the standard bond is \$250 if the total value of the booking is greater than \$250 or if the booking is considered to be a high risk booking. Not applicable to regular users.
- 7. Cleaning fee only charged if additional cleaning is required.
- 8. Can we honour quotes already given at the old rate?... yes for one off hires (noted that since the last meeting when we agreed to adopt the new rates, we have been quoting the new rates), for regular users we need to move them to the new rates by the 1st Feb.
- 9. Can we vet potential hall users? The council needs to be seen to be imparial towards all users, however if there is concern that a proposed function may be a problem in terms of damage and / or noise, conditions can be set that can deter these hirers or at the very least safe guard the hall. For example, by law there is no such thing as BYO, a licence must be obtained for alcohol use or a responsible host is named who brings any alcohol along and manages the distribution / use of it. Also the council may require that security guards are hired for the event. The council will liase with two contact people from the committee if they feel there is a high risk function requested or if they have a request for a regular hire.

10. What about the outside facilities? The council is working on this aspect of reserves across the district especially in terms of cost to users. In the meantime we leave as is, but we should advise the council of any regular users of the outdoor space incase this would clash with a hire of the hall for example for a wedding etc.

Denise and Kelsey left the meeting at this point having assisted us in our discusion of the SLA. Motion put to ammend the SLA to cover the points above (Vicky) and that we then accept the ammended SLA and adopt the council booking system from next year.

Moved: Wendy Babe Seconded: Vicky Seymour Carried.

Story Board: Zelda and Sandra following up with Hayley Browne from SDC.

Well / Irrigation Line: The irrigation system to the new plantings is now operational.

Mulch: More mulch has arrived from Arbo-Tec and it will keep coming. We still need to weed and weedeat the weeds aroung the new planting, spray and then lay the mulch out. Members are asked to do what they can when they can to achieve this. Brent moved that any member carring out work such as mowing or weedeating be recompensed for their fuel. Seconded: Vicky.

Defibrulator: Funds are still being sort for this.

Triannual General Meeting is to be held on Wednesday 6th November at 7.30pm. Wendy has advised the council who will advertise in the local papers. We need to advertise in the school newsletter and on the facebook page.

Community barbeque to be held on Friday 8th November at 5pm at the hall. Adverts to be put in the school newsletter and on the facebook page, Vicky has already put banner up. Brent to organise sausages and bread etc. Sandra looking into large slice for desert.

CORRESPONDENCE: Carried over to next meeting.

FINANCIAL REPORT: Vicky moved that \$3560.01 be transferred from Friends of the Hall account to the SDC account being funds received from regular hall hirers. Seconded: Brent Accounts to be paid: \$34 to Vicky for ammending banner for community bbque and \$86.55 to Wendy for sausages etc for plant out day.

Financial report as attached.

Vicky moved this report be accepted and these accounts paid. Seconded: Wendy

GENERAL BUSINESS:

- 1. The gardener we hired is not council approved so we need to arrange another Brent to ask SDC to find one.
- 2. Power socket for the old heater is throwing the circuit.... Brent is to look into removing the heaters as with the heat pumps now installed they are no longer needed.
 - 3. The polish on the floor continues to lift. Brent to advise SDC.
- 4. The bib is missing off the staic floor mop and one of the cupboard doors is falling off.... Scott to get new bib and fix door.

Next Meeting: Triannual General Meeting Wednesday 6th November at 7.30pm