

# MINUTES OF THE DUNSANDEL COMMUNITY COMMITTEE MEETING HELD AT THE DUNSANDEL COMMUNITY HALL ON MONDAY 19<sup>TH</sup> AUGUST 2019 BEGINNING AT 7.30PM.

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**PRESENT:** Nigel Barnett (Chairman), Leo Donkers, Russell Dalzell, Cr Murray Lemon, Brent Nahkies, Ray Seebeck.

**IN ATTENDANCE:** SDC Wayne Stack (People and safety Advisor), Don Hayes (Mead Representative), Linda Pettigrew (Dunsandel Community Centre manager), Melissa Jebson (Roving Committee Secretary)

**WELCOME:** Chairman Nigel Barnett welcomed everyone to the meeting especially Wayne Stack.

**APOLOGIES:** Rachel Reid with late apologies from Phil Wolff and Dave Robinson

**Resolution:** 'That the apologies be accepted' (m) Brent Nahkies (s) Don Hayes CARRIED

## **URGENT MATTERS FOR GENERAL BUSINESS:**

- Speed Indicator Device Hororata Road.
- Service Level Agreement Dunsandel Community Centre.
- Gorse Hedge Leeston/Dunsandel Road
- SDC Policy for upgrading Field Lights on Domains.

**OPEN FORUM:** Chairman Nigel introduced Historian and Health and Safety Advisor Wayne Stack. Wayne thanked the Committee for their welcome and explained that he wanted to update volunteer Committees on the Health and Safety culture. SDC are responsible for volunteer workers and keeping people safe.

Following an accident within the District of a volunteer using a ladder it is time to remind volunteers to adhere to the following rules around the use of ladder policy.

- Must be at least two people present when using a ladder.
- Use in the A frame position with the use of clips.
- Must climb no higher than 1.5m.
- If Committees want to use a ladder then the ladder must have a platform with a rail.
- If ladder needs to be extended then a Contractor would need to be employed.

Wayne reiterated that Ladders must be fit for purpose.

Wayne also reminded the Committee that activities that they undertake must have a health and Safety plan with the risks managed. These can be handed to Staff members Kevin Chappell (anything inside) and Jonathon Crawford (all outdoor activities). Risks need to be identified and managed.

## **MINUTES OF PREVIOUS MEETING**

**Resolution:** That the minutes of the ordinary meeting of the Dunsandel Community Committee held in the Dunsandel Community Centre on Monday 17<sup>th</sup> June 2019 be confirmed as a true and accurate record.

(m)Ray Seebeck (s) Leo Donkers CARRIED

## **MATTERS ARISING FROM THE MINUTES:**

- a) Storage Shed – Interior wall progress. Looking to do this in October.
- b) Honour's Board, Old Honour's Board – Sub Committee report. All is in hand. At present Sub-Committee are finalizing the design. Funds coming from the Springs/Ellesmere Fund.
- c) Sewerage mound. Working Bee for preparing and planting this area – Thursday 22<sup>nd</sup> August at 1pm.
- d) Replacement Tennis Courts update – resurfacing and associated projects. Nigel Barnett has met with SDC High Shepherd and Dave Gregg (Landscape Architect). Nigel explained the plans to the committee. Committee reminded Nigel that there is a Touch Rugby and Cricket

boundary that the pathway will have to not encroach. Discussed a Storage Shed that that might be required near the Bowling Club. Also discussed Basketball/Half court that could be down at the same time. Tennis Club want new court to be operational. Committee would like to see the plan.

Carpark Budget – Was this used? Russell Dalzell seems to think \$666000 is in the budget. Russell with seek clarification on this matter.

Rebound Board – Leo queried whether this is used and also whether this is fit for purpose.

e) Wiring of Kitchen Oven – This is now complete and has been used.

### **FINANCIAL REPORT:**

YTD spent \$55710 on the shed

Very good booking sales this month

It seems rather ironic how easily a new TV showed up when for us to generate that sort of expenditure we had to make sure it was included in the LTP, 3 yr plan and annual budget.

Also a little concerning how the old TV & stand disappeared when it was actually the property of the Dunsandel Sports Centre. Not concerned about the TV but the stand was worth \$1500.

Where has this gone?

### **Domain Financial report as at 03-2019**

#### **Expenditure**

	YTD actual	YTD Budget	FYR budget	Last Yr Actual
Feb-19	\$ 4,141.00	\$ 10,570.00	\$ 15,498.00	\$ 6,472.00
Mar-19	\$ 4,948.00	\$ 11,804.00	\$ 15,498.00	\$ 6,472.00
Apr-19	\$ 5,261.00	\$ 13,038.00	\$ 15,498.00	\$ 6,472.00
May-19	\$ 5,962.00	\$ 14,272.00	\$ 15,498.00	\$ 6,472.00

Capital projects

\$ 12,495.00	\$ 55,710.00	\$ 40,014.00		Storage Shed
\$ -		\$ 66,600.00	\$ 10,444.00	Car park upgrade

### **Community Centre report as at 03-2019**

#### **Income**

	YTD actual	YTD Budget	FYR budget	Last Yr Actual
Feb-19	\$ 63,683.00	\$ 18,000.00	\$ 27,000.00	
Mar-19	\$ 65,955.00	\$ 20,250.00		
Apr-19	\$ 66,272.00	\$ 22,500.00		
May-19	\$ 75,517.00	\$ 24,750.00		

## Hire and Charges

Feb-19	\$ 25,831.00	\$ 18,000.00	\$ 27,000.00	\$ 14,765.00	
Mar-19	\$ 27,941.00				
Apr-19	\$ 31,382.00	\$ 22,500.00			\$3441 for month
May-19	\$ 39,684.00	\$ 24,750.00			\$8302 for month

## Expenditure

Feb-19	\$ 33,309.00	\$ 58,459.00	\$ 84,328.00	\$ 28,000.00	
Mar-19	\$ 37,395.00	\$ 64,924.00			
Apr-19	\$ 40,991.00	\$ 71,389.00			
May-19	\$ 48,015.00	\$ 77,854.00			\$3031 for TV

Cost of Staff	Feb-19	\$ 9,981.00				
	Mar-19	\$ 11,283.00				
	Apr-19	\$ 12,089.00				COS \$806 for mth
	May-19	\$ 13,135.00	\$ 12,287.00			COS \$1046 for mth

Cleaning/Caretaking	Feb-19					
	Mar-19	\$ 449.00				
	Apr-19	\$ 777.00				
	May-19	\$ 2,554.00	\$ 11,319.00			\$800 Cleaning, \$1700 for travel

Committee noted \$1700 worth of travel was excessive and Committee are grateful that a local Duty Manager has now been appointed.

*"That this report be received and noted"* (m) Russell Dalzell (s) Brent Nahkies CARRIED

## **CORRESPONDENCE: INWARDS**

- Financial Report – May 2019
- Janet Luxton, Community Engagement Officer, Safe Roads, NZ - Re: Issues at our Intersection.
- SDC Mark Chamberlain, Re: SID at Dunsandel. Russell Dalzell has written to Mark Chamberlain and asked why nothing has been happened in this area for a long period of time. Cr Murray Lemon to look into this.
- Martine Hearfield Reply - Re: Dunsandel Community Centre

- Mike Warner – Re: Tree Maintenance. Committee discussed the maintenance Mike Warner has proposed.

“The Dunsandel Community Committee are impressed with the proposed Tree Maintenance plan and give Mike Warner the go-ahead.”

(m) Ray Seebeck (s) Nigel Barnett CARRIED

### OUTWARDS

- SDC Mark Chamberlain – Issues at our Intersection
- Martine Hearfield, Re: Dunsandel Community Centre. Dunsandel Rugby Club has been charged for monthly meeting. Committee would like this reviewed as Rugby Club very generous to this Community. They only have meeting April through to September. An application form to be sort to submit an application to the Selwyn Community Fund.
- Janet Luxton replies. Committee to note all near misses at the intersections.

*“That the Inward be accepted and the Outward approved.”*

(m) Russell Dalzell (s) Leo Donkers CARRIED

### REPORTS:

**Chairman’s Report** which includes **Township Report::**

**Nigel Barnett**

#### **Groundsmans Report:**

**Phil Wolff**

Nothing to Report this month.

#### **Heritage Park/Health & Safety:**

**Diane Chesmar**

#### **School**

**Dave Robinson**

#### **Dunsandel Community Centre**

**DCC Report July/August 2019**

**Linda Pettigrew**

First I would like to thank the committee for their support while I learn the new roll.

We have had a busy few weeks with only a handful of days that there was no bookings in the centre. We have a couple of bookings booked for the next month but this will increase as the corporate groups sort their dates.

I have a meeting with the Sports and Leisure Department on Tuesday to discuss possible increase of activities such as yoga, kid’s classes and also at this time I will discuss the possibility of a movie night etc and what we have to do about this. It was suggested that this Centre wouldn’t be suitable for movies due to the roller blinds not being dark enough. I will see if we can come up with a solution and report back next meeting.

The feedback from the customers has been excellent. There was a few suggestions that they bought up:

\* Path lights that follow towards the car parking.

\* A group of older folk mentioned felt uneasy walking back more to do with the depth of perception and trip hazards than anything else

\* There is a step on the south side of the building that is a Health and Safety issue with people not seeing it. It was suggested that this should be a ramp to stop the trip hazard.

What is needed - Labelling the rooms so when groups arrive they know where they are going. I do welcome the main customer but if they are busy, their guests sometimes are not sure where they are going. Also with this I would like to look at getting a ‘Welcome’ sign to say a particular group is in the hall, lounge etc.

The cameras are up and are working well inside and outside the building.

For security reasons we will change the exit procedure. To exit the building we select the switch to OFF. This will mean the sensor is not activated if objects are placed between the door panels from the outside causing the doors to open. Once you select OFF, press the green button below to leave. Your access card will work the same.

Council is going to hold an Open Day to showcase local clubs and societies. Further details will follow when this is confirmed.

Chairman Nigel Barnett thanked Linda for her first report. Committee discussed the ‘black-out’ required to run a Movie night. Committee wondered whether Tinting on the Fire Door would be

possible and whether it would help the glare that comes in through the glass in this area. Committee also agree with Linda regarding the Health and Safety issue with the step and Exit lighting from the facility.

#### **GENERAL BUSINESS:**

- a) Old TV stand. Sports Centre want it back.
- b) Discussed "Wish List" for Dunsandel Community Centre.
  - # Portable Projector for Community use.
  - # Mobile Speakers. Needs sound system that links Front and back speakers that can operate autonomously or in conjunction with existing speakers.
  - # 50 chairs
  - "That the Dunsandel Community Committee sell the unwanted round tables and purchase five additional oblong trestle tables." (m) Ray Seebeck (s) Leo Donkers CARRIED*
- c) Possible future uses for old Toilet site.
  - "That the Dunsandel Community Committee request Council put a picnic table on a concrete pad on the Old Toilet Site once demolished and recognize that the power supply for the Millennium Shelter that was supplied from the Toilet block remains."*
  - (m) Nigel Barnett (s) Brent Nahkies CARRIED*
- d) Councillor Lemon asked the Chair whether he could invite the local candidates for the Local Body Elections to the next meeting to introduce themselves. They are most welcome.
- e) Gorse Hedge that runs from the Anglican Church to the houses is a boundary fence. Committee are happy for Russell Dalzell to approach the Chinese owner.
- f) Power and Water to the new District Toilet Block – President Dunsandel Sports Centre Gary Michael has discussed the power connection and the water connection to the new Toilet block with SDC Douglas Marshall as both seem to come from the Dunsandel Sports Centre. Rugby Club and the SDC are in discussion through Douglas Marshall. Water for the Dunsandel Community Centre sump is also being charged to the Dunsandel Sports Centre.
- g) SDC are upgrading all their Domains from LED Lighting to LCD Lighting. Discussed that the Dunsandel Domain be part of the upgrade.
- h) Dunsandel Community Centre Service Level Agreement will be discussed by the DCC Sub-Committee at their meeting following this meeting.

**MEETING CLOSED:** 9.15pm.

**NEXT MEETING:** Monday 16<sup>th</sup> September 2019.