

# AGENDA



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MEMBERSHIP: Alex Hills (Chairperson), Ron Prebble, Henry Dods, Kevin Philip, Peter Hair, Simon Kirkpatrick, Simon Roberts and Cr Malcolm MacLean.

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## **PATUTAHİ RESERVE BOARD**

DATE: Wednesday 19 June 2019

TIME: 6:00pm

AT: Patutahi Hall, Patutahi.

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## **AGENDA – OPEN SECTION**

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## 2. Confirmation of non-confidential Minutes

# MINUTES



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## MINUTES of the PATUTAHU RESERVE BOARD

Held in Patutahi Hall, on Wednesday 17 April 2019 at 7:30pm.

### PRESENT:

Alex Hills (Chair), Ron Prebble, Henry Dods, Peter Hair, Simon Kirkpatrick and Councillor Malcolm MacLean.

### IN ATTENDANCE:

Ngatapa Rugby Club representative Steve Craill, Democracy & Support Services Manager Heather Kohn and Community Assets and Resources Manager Laird Kennedy

### 1. Apologies

MOVED by Simon Kirkpatrick, seconded by Ron Prebble

That the apologies from Kevin Philip be accepted.

**CARRIED**

### 2. Declarations of Interest

There were no interests declared.

### 3. Confirmation of non-confidential Minutes

#### 3.1 Confirmation of non-confidential Minutes 20 February 2019

MOVED by Cr MacLean, seconded by Alex Hills

That the Minutes of 20 February 2019 be accepted.

**CARRIED**

#### 3.2 ACTION SHEET

##### Action item 10 - The Patutahi Hall Roof

A quote has been received from Steve Craill for replacing the lead head nails with roof screws and rubber washers. The Patutahi Reserve Board recommends that the quote of \$4,900 plus GST is accepted.

MOVED by Henry Dods, seconded by Ron Prebble.

### **Action item 11 - Patutahi Community Trust**

An informal meeting was held 15 May 2019. Kevin Philip has gathered information from a group in Manawatu in a similar situation the following information was tabled.

It has been proposed that the Patutahi community set up a trust to manage the Patutahi Community Hall and such community projects that have been identified as beneficial to the Patutahi community.

#### **Background:**

1. The Patutahi Reserves Board are of the opinion that the Gisborne District Council (GDC) have a social responsibility to help rural communities provide and maintain community halls.
2. The GDC should pay rates, insurance, fire evacuation requirements and up to a set level of maintenance.
3. That the community trust should retain all income from the hall.
4. That the community trust set their own rental and charges for the hall.
5. That the community trust should be able to fundraise or apply for grants for community projects.
6. The community trust should receive an annual grant from which caretaker wages are paid, hall expendables are purchased and minor repairs are carried out.
7. The GDC are responsible for long term maintenance i.e. exterior repainting, reroofing etc.

#### **Geographical Area:**

The Patutahi area of responsibility is that area bound by...

The community trust will be responsible for:

1. Short term maintenance eg. leaking taps, broken windows and minor repairs.
2. All other operating costs eg. electricity, water purchases and wages.
3. Providing an annual report to the GDC covering annual revenue and expenses, usage, rental fees, 3 year maintenance programme and level of volunteer input.
4. Take bookings for the hall.
5. Hold meetings of the community trust as required.

Heather Kohn noted that under the existing Method of Operation the Patutahi Hall was one of many Council assets such as the Golf Club land, the Ngatapa Rugby Club land, the paddocks, the Playcentre etc. It may not be that easy to separate out the Hall.

### **3.3 Completed Action List**

All items completed.

#### **4. Reports of the Chief Executive and Staff for INFORMATION**

##### **4.1. Patutahi Reserve Board Financial Results to 31 March 2019**

MOVED by Simon Kirkpatrick, seconded by Peter Hair

That the Patutahi Reserve Board:

1. Notes the contents of this report.

**CARRIED**

##### **4.2. Custodian Report February - March 2019**

MOVED by Ron Prebble, seconded by Henry Dods

That the Patutahi Reserve Board:

1. Notes the contents of this report.

**CARRIED**

#### **6. GENERAL BUSINESS**

**General Business:** ANZAC Day - the Patutahi Service will be held at 10am. Cr MacLean to collect the wreaths. Laird Kennedy to arrange an ANZAC flag.

It was noted that the grass mowing around the village was very irregular.

The Chair noted that Steve Craill has expressed interest in being on the Patutahi Reserve Board for the next triennium.

Concern was expressed that two barriers protecting road users from falling into very deep drains were damaged and that RfS had been submitted but as of yet there had been no action. These were located by the telephone exchange on Patutahi Road and Ellmers Road. Heather Kohn to raise another RfS expressing Health & Safety concerns of the Board.

The next meeting is 19 June 2019.

##### **Close of Meeting**

The meeting closed at 8.20pm.

## 2.2. Action Sheet

### Patutahi Reserve Board ACTION LIST – 20 February 2019

	ACTION	RESPONSIBILITY	STATUS
1.	<p><b>HISTORY of PATUTAHU HALL</b></p> <p>2 boxes of information – both with Simon Roberts. One box is Kirkpatrick family information</p> <p>Arrange for Hall photos to be taken and put onto a disc.</p>	Ron Prebble	<p>Identify un-named individuals. Newspaper clipping are next. Ron researching and identifying persons in photographs –</p> <p>No further progress</p>
2.	<p>Second quote for painting outside of building and fire escape to circulate to the Board.</p>	Alex Hills	<p>Asbestos cladding requires H + S procedures – complete (included in 29/6/2018 quote by Brett Lloyd under RS for \$34,100.00+GST).</p> <p>On hold because of budget and asbestos information</p>
3.	<p>Organise repairs to entrance way floors and tiling</p> <p>South door not affected.</p>	<p>Ron Prebble</p> <p>Tina Middlemiss</p> <p>Pene Walsh</p>	<p>Tiler booked in for work to proceed this financial year.</p>
4.	<p>Goals belong to Ngatapa Hockey Club no longer being used</p>	Alex Hills	<p>Old shed and lights are gone.</p> <p>Rec Services (Electrinet) say did not remove light poles.</p> <p>Peter Tupara to remove goals – Alex Hills to follow up with Peter Tupara.</p>
5.	<p>Another price and possible cheaper option for the internal balustrade</p>	Laird Kennedy	<p>NB Mezzanine needs to be seen from ground floor.</p> <p>Kevin Hollis Glass is SHE accredited.</p> <p>Quote/Design to be completed – not included in \$19k spend for this year.</p>
6.	<p>Hall spouting and double doors need</p>	Tina	<p>Double doors to proceed</p>

	repairing	Middlemiss	after tiling.
7.	Patutahi Golf Club fencing repairs	Kevin Philip	Person booked to undertake repairs  Batons to be purchased , posts donated Board to meet half the costs – partly completed
8.	Ladies toilet bowl – cracked outlet + vent pipes may need resealing.  Toilet seat rubbers – some missing  Cubical door – broken latch, needs replacing  Men's toilet bowl – broken china on inner top	Alex Hills	Quote from Tim Walters received. \$890 to replace 2 x bowls, dismantle vent ducts + reseal terminal vents.  Tim Walters to work with David Wilkinson to become SHE qual. Board to pay \$180 fee.  Alex Hills to follow up with Tim Walters.
9.	Roof	Steve Craill  Alex Hill	Will need lead head nails replaced with roof screws with rubber washers.  Steve Craill has provided a quote which was accepted by the Board.  Iron and paint in good condition.
10.	Patutahi Community Trust  Or a Not for Profit organisation, needs to have different members of the community.	Kevin Philip	Trust not registered. Kevin and others will activate within community to set up new Trust.  See 17 April 2019 minutes, Action item 11 for more detail..

### 2.3. Governance Work Plan

#### APPENDICES

Nil

### 3. Reports of the Chief Executive and Staff for INFORMATION



19-246

**Title:** Patutahi Reserve Report as at 31 May 2019  
**Section:** Management Accounting  
**Prepared by:** Amanda O'Sullivan - Assistant Management Accountant  
**Meeting Date:** Wednesday 19 June 2019

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Legal: No

Financial: Yes

Significance: **Low**

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## Report to PATUTAHİ RESERVE BOARD Committee for information

### PURPOSE

The purpose of this report is to provide financial results to the 31st May 2019 to the Patutahi Reserve Board.

### SUMMARY

The financial report for the Patutahi Reserve Board for the period ending 31 May 2019 is attached.

The activity surplus ending 31st May 2019 is \$6,606. This is unfavourable when compared to the same period last year which showed a surplus of \$7,775.

Summary of the main movements:

#### 1. Operating Income

Income for the period ending 31st May is \$15,740. Slightly behind last year's result of \$16,253. Last year more revenue from hall hire and table and chair hire were received for the same period.

#### 2. Operating Expenses

Total Operating Expenditure for the period ending 31st May is \$9,182. An increase on last year's spend to May of \$8,365. The increase is mainly due to an increase in insurance and unscheduled maintenance from Recreational Services. Please refer to Attachment for work done and related costs.

#### 3. Depreciation

The depreciation expense has not been funded, consistent with the practice in prior years, as to not provide for the cost of replacing the hall at the end of its useful life.

The decisions or matters in this report are of **Low** significance in accordance with the Council's Significance and Engagement Policy.

### RECOMMENDATIONS

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**That the Patutahi Reserve Board Committee:**

**1. Notes the contents of this report.**

*Authorised by:*

**Pauline Foreman - Chief Financial Officer**

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**Keywords:** Patutahi Reserve Board, Financial results 31<sup>st</sup> May 2019

## **APPENDICES**

1. Patutahi Reserve Board Report to 31 st May 2019 **[19-246.1 - 1 page]**
2. Patutahi Reserve Board Transactions to 31 st May 2019 **[19-246.2 - 1 page]**

## GISBORNE DISTRICT COUNCIL

Patutahi Reserve Board  
Management Report for the Period  
Ending 31 May 2019

	2019	2018	YTD	2019
	YTD May	YTD May	Variance	FULL YEAR
	ACTUAL	ACTUAL	Favourable/ (Adverse)	BUDGET
	\$	\$	\$	\$
<b>OPERATIONS</b>				
<i>Income</i>				
<b>User Fees</b>				
Hall Hire	3,260	3,677	(417)	1,410
Hire Tables & Chairs	0	71	(71)	146
Miscellaneous Income	0	0	0	279
Leases	11,458	11,458	0	13,660
Donations	0	0	0	0
Interest on Activity Balance	1,021	1,046	(24)	1,000
<b>Total Income</b>	<b>15,740</b>	<b>16,253</b>	<b>(513)</b>	<b>16,495</b>
<i>Less Operating Expenditure</i>				
Salary and wages	290	0	290	0
Superannuation	9	0	9	0
ACC Premiums	5	6	(2)	0
Advertising/Publicity	0	0	0	210
Electricity	1,071	1,110	(39)	237
Cleaning	248	339	(90)	6,060
Insurance	2,490	2,139	351	1,821
Repairs & Maintenance - Bulidings	4,990	3,972	1,018	2,884
Repairs & Maintenance - Equipment	80	0	80	2,243
Materials & Services	0	0	0	2,389
Operating Costs	0	799	(799)	36
Administration Costs	0	0	0	0
<b>Total Operating Expenditure</b>	<b>9,182</b>	<b>8,365</b>	<b>817</b>	<b>15,880</b>
Depreciation	0	(0)	0	0
Unfunded Depreciation	13,633	14,613	(979)	0
Chg Restructure	0	113	(113)	0
<b>Total Expenditure</b>	<b>22,815</b>	<b>23,090</b>	<b>(275)</b>	<b>15,880</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>(7,075)</b>	<b>(6,837)</b>	<b>(238)</b>	<b>615</b>
			<b>0</b>	
<b>Operating Surplus/(Deficit)</b>	<b>(7,075)</b>	<b>(6,837)</b>	<b>(238)</b>	<b>615</b>
Transfers from Depn Reserve	13,681	14,613	(931)	15,936
<b>Activity Surplus/(Deficit)</b>	<b>6,606</b>	<b>7,775</b>	<b>(1,169)</b>	<b>16,551</b>
Opening Activity Balance (1/07) Surplus/(Deficit)	56,281	51,577		
<b>Closing Balance for period Surplus/(Deficit)</b>	<b>62,887</b>	<b>59,352</b>		

TOTAL Income/expenditure

Transactions for July 2018 to May 2019

<b>Income</b>		
\$3,260.41	Hall Hire	\$2,151.74 Turanga Health \$508.67 Patutahi Badminton Club \$417.39 Ngatapa Rugby & assoc sports club \$182.61 Roger Dickie NZ Ltd
\$0.00	Hire Tables & Chairs	
\$0.00	Miscellaneous Income	
\$7,333.37	Leases - Ngatapa	Ngatapa Rugby & Assoc Sports Club Inc - Lease of Cemetery Reserve
\$4,125.00	Leases - Patutahi Golf Club	Patutahi Golf Club - Lease of Domain
\$0.00	Donations	
\$1,021.46	Interest on Activity Balance	internal interest - activity balance
<b>\$15,740.24</b>	<b>Total Income</b>	
<b>Less Operating Expenditure</b>		
\$303.43	Employee Costs	Ordinary and holiday pay, ACC Premiums
\$0.00	Advertising/Publicity	
\$1,070.86	Electricity	Genesis Energy
\$248.38	Cleaning	Recreational services - scheduled cleaning
\$2,489.89	Insurance	AON insurance for 1 Nov 2018-30 June 2019
\$4,989.50	Repairs & Maintenance - buildings	\$392.39 Recreational services - Plumber repaired broken waste pipe \$139.03; Electrician replaced damaged ducting and danger sign outside hall \$253.36 \$3,783.67 Recreational Services: Re-route down pipe from above the leaking store room and repair ceiling and broken gutter. \$514.50 Compliance testing May 2018 - Jul 2019 (Electrinet) \$59.40 Peter French Electrical - repairs to main switch and Zip. \$59.13 Annual building Warrant of fitness renewal \$180.41 Electrinet - Building permit assessment
\$80.00	Repairs & Maintenance - equipment	New signs Gold paint on Honours Board and correct name on Wooden War Memorial sign
<b>\$9,182.06</b>	<b>Total Operating Expenditure</b>	

