**Oratia District Ratepayers and Residents and Association Inc**

Committee **DRAFT** Meeting Minutes

Small Hall

569 West Coast Rd

Oratia

**Date : June , 2013 (2nd Tuesday of the Month) 7:30 - 9:30 pm**

**Attending:** Committee: Gary Henderson , Penny Sparks, Dave Smith, Robin Kewell, Jane Binsley, Paulette Tinsel, Debbie Hall, Jean van Polanen Petel

**Guests:**  Kat Teirney

**Apologies:** Jo Hall

**Previous Minutes:** No amendments (accepted Robin K, Jane B)

**Correspondence** (As per Agenda - Received Accepted Jane, Jean)

**-** Waitakere Local Board Transport Meeting  **-** as to how Transport will engage with our community. **Penny and Gary will attend**.

 **-** Workshop details sent to Seascouts. And proposal emailed to Claire Louisse.

- Hall complaint. (see in Halls)

**Financial Report** (As per Agenda - Received. Accepted Paulette, Jane)

**Guest: Kat Teirney - from Auckland Council, Community Occupancy**

**REGARDING: HALLS MAINTENANCE, FUNDING, RELATIONSHIP WITH THE NEW COUNCIL - HOW IT WORKS.**

Janna has left council.  **Our new contacts re the halls are**

Peter Matvos - Team Leader Venue Hire - Halls booking team

Email:Peter.Matvos@aucklandcouncil.govt.nz

Mobile: 021 366 920

Kat Teirney - Manager Community Occupancy

Email: Kat.Teirney@aucklandcouncil.govt.nz

Mobile: 027 228 3648

They intend to touch base with us at least quarterly.

Their are 5 halls with lease agreements like ours out west. Titirangi, ? Bay , Oratia, Laingholm, Waiatarua . They will be reviewing how those leases look and possibly looking at moving us from a lease to a funding agreement. But this will be looked at over a year. Currently as we are owned by council - we cannot apply to outside trusts to improve our buildings. The chattels are owned by the Oratia R&R and so can apply to outside groups for these.

Oratia will be better supported by the council for maintenance in the future when ringing the hotline.

Funding and structure being looked at but currently:

Waitakere Ranges Community Facility Renewals Budget. is where larger capital funding comes from. We are not it for the next 13/14 financial year. She will come back in 90- days with the findings of the OPUS halls conditions report. And then we will discuss what the maintenance priorities are then and what requirements we need in the 14/15 budget. Lets get included.

Insullation for halls is not happening quickly and we are quite warm now, so we wouldn't be top priority for this. Suggested rollout flooring. Which insulates and protects the wooden floors.

And also sees us continuing with Halls and Marae fund of 3k per hall. We should invoice them for it at each AGM. \*\*\* (Afterthought: The last one according to Gillian was received in November. So will investigate dates on it and when we reapply. **Penny)**

 Jane noted that the 3k has not changed in the 6-8 years she has been on the committee but Kat didn't see this changing.

$15,000 was offered to Oratia R&R for capital funding which went to heaters and their installation. Penny to get an invoice for those heaters and send it to Kat for a Purchase order. And they will organise that amount for us . Thank you Auckland Council from a much warmer Oratia community. **Penny and Kat AKC, to action.**

Council is interested in these figures for their KPI's(Key performance indicators). If we prove we successfully deliver these outcomes we are in a stronger position from priority point of view.

Number of people using the building?

Number of Bookings?

 How many hours a week?

**HALL**

**Cleaning -** Still being left unclean occassionally. Kat suggested we send out a quarterly reminder to our regulars and be specific. Debbie will draft and ask Gillian to send with the next billing. Something like "As per the clause in your contract please remember to clean 1 ......2...... 3.............." Debbie to Draft. **Debbie/Gillian**

**Noise Issuues - (Letter received - see correspondence ) -** Noise problem at the hall. Went on after hours. Damage to hall and mirror. Hall was clean. But outside was left bottles and mess. Security guard had gone home as thought party was ending.

 Outcomes:

* Gary has sent an email apologising and asked them to ring noise control in future events.
* We have retained the bond. And in addition he is paying for the damage.
* Debbie will speak to Steve. Discuss options in future, including staying till the hall is locked up.  **Debbie**
* And make clear to Steve what escallation he can take if a problem. Ie he should ring another security guard and it will be taken out of the bond. Especially as more guards are required under the contract with more numbers.  **Debbie**

 **Lip of concrete**: was fixed with wood by Gary. Debbie has concrete at her house this week and will bring a bucket to smooth it off. **Debbie**

**Hall Manager:** Gary has written job desicriptions for the job and sent to the 6 candidates. And is awaiting feedback on who is still interested. He Debbie and Robin to interview.

**DOMAIN DESIGN AND HISTORY PROJECT - Workshop is now Monday 24th June 7-9 pm** We are still working out a venue as Settlers Hall is booked.It will be a smaller workshop format with representative from local groups. From Claire's email which i will put at the end of the minutes: The main objective of the workshop will be to collect ideas and aspirations for the development of Oratia's public spaces, and will likely be organised around 5 themes:

1. pedestrian movement and traffic calming

2. built form and use

3. landscape and views

4. heritage and character

5. community and identity

 Council will seek feedback from the wider community when we present a draft masterplan in July.

**APPLE and WEBSITE REPORT -** Nothing to report

**LOCAL BOARD UPDATE -**No report

**Matters arising:**

**XERO:** Proposal from Gillian and Penny that we move to a Full Xero. At the moment we are just using a cut down free trial. Xero is $42.26 per month including GST - this is the price Gillian gets it at , so a saving of $14.09 (This is the price I am charging you too, Xero policy is that we don't pass on the discount and from this year I am only passing on 20% of it but will give it to ORRA at the cheapest possible price) Penny Sending out an email vote. **Penny**

**\*\*As an afterthought, if we send an invoice to hirers at the time of booking through Xero we could write on the invoice the number of people in the party they have paid for further clarifying what the terms are and what has been agreed.**

**Next Meetings:**

**- 1.Domain Workshop Monday 24th June 2013 (venue tba) check website.**

 **2. Regular R&R : 2nd Tuesday of the month 9th July 2013**

*The objects of the Association are to co-operate with the council in looking after the affairs of the District and to secure the maximum fair expenditure of the General Rates levied by the Council within the District for the benefit of ratepayers, residents and visitors; and to pursue any activities which aim at improving or preserving the social, sporting, safety, beauty, or any other utilities or amenities of the District.*

Attachment:

Hi Penny,

 Yes, we can confirm that the workshop will be on Monday 24th June,7-9pm.

 Could you please tell me who is the person in charge of the bookings for the Settlers Hall?

 The concept for the engagement has changed as a result of discussions with Isthmus. At this stage of the project, we propose to limit the workshop to representatives from the local stakeholders groups (around 25 people in total): Oratia R&R, School, Play group, Folk Museum, possibly West Auckland Historical Society, other groups you may think about?

 The main objective of the workshop will be to collect ideas and aspirations for the development of Oratia's public spaces, and will likely be organised around 5 themes:

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3. landscape and views

4. heritage and character

5. community and identity

 We will seek feedback from the wider community when we present a draft masterplan in July.

 How many people from your group do you think will be interested in attending the workshop?

 Kind regards, Claire

Claire Liousse | Planner

North West Planning | Regional & Local Planning