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

Committee **DRAFT** Meeting Minutes

Small Hall

569 West Coast Rd

Oratia

**Date : September 10 2013(2nd Tuesday of the Month) 7:45 - 9:30 pm**

**Attending:** Jo Hall, Gary Henderson , Penny Sparks, , Dave Smith, Robin Kewell

**Apologies:** Debbie Hall , Jane Binsley , Anastasia – Paulette Tinsell ( 1st Robin , 2nd Jo)

**Minutes:** Accepted as true and correct (Robin, Gary)

**Matters Arising from the Minutes:**

Jo approached Katherine re a memorial for Rusty Gash. Katherine will come back to her.

Sunnydale anniversary - Gary to follow up.

**Correspondence:** As per Agenda. Received(Jo, Gary)

**Financial Report:** (Received) Penny will circulate to members.

Need to update signatories as they are out of date – must go to the bank branch.

**Updates as per the Agenda:**  (Received: Gary, Robin)

**Apple update**: Draft available going to print this week**.** Delivery on the weekend. Next one out before Xmas (21 Dec). Any content needs to be with the editor for early November.

**Website** - **Oratia.org.nz Report:** New content up including flip book of the historical document. 1215 Views of the Website for August. With a total overall of 355 page views relating to the Village Plan Design. Settlers Hall being the most popular page.

**Hall Update Report: Received See Below**

Received hall report from Audrey.

Mops in the cupboard need replacing. Microfibre mops. Get new mops for both halls. (Penny to Action)

Positive Signs - Update hall signs with signs what we are allowed. Gary

**Motion: Any discount on the hall hire charge must be approved by the committee.** **Carried (1st Gary, 2nd Penny)**

Security: Penny to update website to the agreed ratio 1:30 which is correct. After the last minutes we were going to frame it as a motion. But we have further questions? Do Waiatarua have security guards.? John Gudge – Waiatarua : Penny will ring and find out what they do for Security. What they charge. Who they use. Double check that Steve has License. Gary will Draft up what relationship will be with Steve.

**General Discussion:**

**Meet Candidates 24 September 7:00pm** **:** Details will appear in Apple -. Organising with: Dave Pocock, Ron, Gary, Penny , Jo. Possibly swap with Yoga in large hall depending on numbers

Close 9:35

Next Meeting 2nd Tuesday of the month October 8 7:30 – 9:30

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

**Oratia Settlers Hall Report**

**September 10, 2013**

# Previous Items

* **Phone Number** – PS has created a “Skype” phone number for people wanting to enquire about booking the hall. This is now on the Website. The call is then diverted to my mobile number. There is a noticeable delay on the phone line when talking. Recommend continuing the trial for another couple of months.
* **Cleaner** – contact has been made and details updated.
* **Civil Defence** – GH details have been given as a second contact.

# New Items

* **Small Hall Blocked Toilets** – I received a phone call from Diane Loe of the Oratia Playgroup advising that the toilets at the small hall were blocked. The pump was investigated and repaired. A plumber also needed to be contacted to unblock the toilets and was despatched by the Auckland Council. The job was marked “critical” and I believe the issue was resolved the same day (Friday 6th September).
* **Large Hall** – some damage to the ladies bathroom toilet, and a broken frame was reported by the cleaner. AN reported damage to GH and DH. No major action required. Several light bulbs were replaced at the end of August
* **Hall Viewings** – several people request to view the hall they are hiring before their hire date. As a commitment to this role, I’ve allocated Sunday mornings at 9am if any interest or query is expressed. To date this seems to be working well.
* **Xero** – the use of the Xero accouting system is working well with regards to issuing invoices for hall hires. Most people now will pay their booking by Direct Credit. To date I have only taken cash from two people.

# Bookings

* Please be aware that the attached is for the Casual Hires only and is current to September 14, 2013.

Audrey Nelson

**Hall Co-ordinator**