**ORATIA RATEPAYERS MINUTES - September**

When: 12/8/14, Tuesday 7:30 – 9:00 pm (Jean leaves at 8:05)

Where: Oratia Small Hall

From: Jane Binsley, , Jean van Polanen Petel, Penny Sparks,

Robin Kewell, Jo Hall

Apologies: Gary Henderson, Dave Smith

Correspondence: Received : (Jo and Jane)

No Local Board Update: No local board member in attendance.

**Motions:**

1. Motion: Re: Issues raised on the website regarding reallocation of $517,000 of unspent funds allocated to the Foothills Heritage Area were diverted without communication to un-named community services with Community Waitakere. \*\* Sandra has invited committee to talk through issues . Committee accept invitation and will organise a time when all can attend but prior to a meeting request written answers to questions based on questions already raised on website.

\*\*(**Un-utilised funds on the Waitakere Ranges Foothills Heritage area has been used to fund Community Waitakere** **within community services activity**.”  (From the [Waitakere Ranges LocalBoard Agenda, 28 August, p33 Attachment A,](http://infocouncil.aucklandcouncil.govt.nz/Open/2014/08/WTK_20140828_AGN_4645_AT.PDF)),There was  an underspend of $517,000 on the Environment and Heritage Protection accounts line.)

2.Motion: Jason: Sozo Coffee insert ad - $80 - Jason to Insert.

3.Minutes: True and Correct ( Jean and Robin)

**Matters Arising:** Cheques Signatories underway with Gary.

Robyn to get quote for full colour wrap around on Christmas Apple issue.

5. Date for Christmas Party at Jeans – Jean will email re date. Pencil in :Friday, 5 December.

6. Wedding Directory web ad- no we will not proceed with the paid advertising at this time..

**HALLS**

1.. Hall Bookings over Christmas: Happy for Audrey to take a break. No security available at that time. But if there is a family lunch type event with a trusted hall user then she can use her discretion about sorting the key. And hopefully someone from comittee will be around.

2. Cleaning - Cleaning audit and procedures re extra cleans. Add to list

3. Heritage Funding – Application lodged for painting funding for Small Hall Interior. (Penny)

4. Halls and Marae Fund – Approved, but yet to be received.

5. Follow up Audrey – Electrician job list. Cash box small hall heater to be secured. (penny)

**Financial Report : Received (Jo and Robyn)**

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**Website:** Discussed content on website. Penny to change the login so any articles have author name. Have added disclaimer as requested. Claims to be backed up with links to facts – confirmed.

Closed 9 pm

**MAINTENANCE LIST**

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| **Settlers Hall** | Tradesperson |  | Status |
| **Toilet Sliding door guide replace** | Handyman | Yes - Audrey |  |
| **Bottom Window Middle Ranch Slider** | Glazier | Yes - Audrey |  |
| **Lightfitting on LHS needs Replacing has melted away** |  | Robyn |  |
| **Steriliser (dishwasher) needs servicing** |  | Do - Audrey |  |
| **Stage Doors Magnets** | Scouts | Scouts, Audrey and Dave |  |
| **Backstage Cupboard** |  |  |  |
| **Male Toilet – tighten to ground** |  | Yes - Audrey |  |
| **Investigate timer option for Hot water tanks** |  | Do Audrey |  |
| **Locks on Windows** |  | Do - Audrey |  |
| **Take off old blow heaters and their switches** | Electrician | Do – add to Electricians job list |  |
| **Mould on Ceiling & Paint** |  | Penny following through on funding |  |
| **Oven Door** |  | Do – Audrey |  |
| **Electric LED lights in Settlers Kitchen as per motion** |  | Do – Robyn and Jean to decide on best quality lights. |  |
| **Timer on Small Hall Heater Issues as discussed** | Electrician. | Do - Audrey |  |
| **Secure Coinbox in Small Hall** | Electrician | Do –Audrey (added Oct) |  |