

**Cherry Park House Management Committee
Annual General Meeting**

Held at Cherry Park House, 160 Landing Road, Kerikeri

Monday 4th July 2022 at 1.30pm

1. Welcome:

Chairperson, Richard Lawty opened the meeting and welcomed everyone

2. Attendees:

Dale Sutherland, Gladys Carlo, Mary Mead, Elizabeth Wakeford, Lorna Hunkin, Richard Hawkins, Frank Owen, Richard Lawty, Jenny Hawkins, Penny Lawty, Carol de Ridder, Janette Klomp.

3. Apologies:

None.

4. Minutes of the 2021 AGM.

Move that the minutes of the minutes of the 2021 AGM be accepted.

Moved: Richard Lawty Seconded: Carol de Ridder. Carried: All

Matters arising: Refer to Chair's report attached.

5. Chair's Annual Report:

Presented by Richard Lawty. Copy attached.

Janette Klomp asked for clarification about the definition of a "hall." Richard Lawty and Frank Owen responded. Those present we also referred to FNDC document "Community Halls Policy" for specific definitions and guidelines.

Move that the Chair's report be accepted

Moved: Richard Lawty Seconded: Dale Sutherland Carried: All

6. Treasurer's Annual Report:

Presented by Dale Sutherland. Copy attached.

Move that the Treasurer's report be accepted.

Moved: Dale Sutherland Seconded: Carol de Ridder Carried: All

7. Review of Financial Statements:

Dale Sutherland reported that the financial statements had been reviewed by Dean Smith of Acura Accountants. Report attached. Dale confirmed that Dean Smith is willing to be the reviewer for the following financial year.
Financial reports attached.

Move that Dean Smith of Acura Accountants be approved as reviewer for 2022/2023.

Moved: Dale Sutherland Seconded: Jenny Hawkins Carried: All

8. The committee confirmed there are no changes to the current fee structure.

9. Booking Officer's Report:

Presented by Penny Lawty.

Booking Officer's Report for 2022 Cherry Park House Management Committee AGM

Well, after the initial shockwave adjusting to Covid changes, 2022 to date has been met with the attitude of knuckle down to solve/ overcome issues. Not always agreeable but at least managed with civility and seemingly minimal disobedience. We are but mortal volunteers and the user groups appreciate the venue and enjoy their time.

Booking rates fluctuated, with an increase this year to date: 3 groups have moved on with 6 new groups signing on. There are just 2-3 "quiet" users who remain connected but are not booking at the moment. Casual booking rates have increased this year.

With the settling down and understanding of life with Covid, generally booking rates are on the increase as are user group enquiries.

Move that the Booking Officer's report is accepted.

Moved: Richard Lawty Seconded: Carol de Ridder Carried: All

10. Election of New Committee:

Jenny Hawkins, as returning officer reported that 5 nominations had been received as follows:

Carol de Ridder
Richard Lawty
Dale Sutherland
Gladys Carlo
Penny Lawty

No vote was therefor required and all nominations were elected:

Move that the above named be accepted as committee members for Cherry Park Management 2022/ 2023. Frank Owen continues as a committee member in his role as a representative of Bay of Islands - Whangaroa Community Board.

Move that the nominees all be elected:

Move: Jenny Hawkins Seconded: Richard Lawty Carried: All

11. General Business:

Mary Mead enquired about storage facilities available for user groups and the safe keeping of keys. The committee agreed that there is a need to review this to ensure a fair, appropriate and safe storage facilities for regular groups using the facilities. This matter will be discussed in due course at an upcoming committee meeting.

Mary also voiced concern about those users with mobility issues accessing CPH safely. The committee urged the use of the rear access which has a ramp designed for this. The committee is aware of the steep stairs at the front of the building which now has two hand rails but users are encouraged to enter via the rear access. It was suggested that a sign on the front entrance should be used to alert new users to the mobility access available at the rear of the building.

Pot holes : The recent bad weather has made the pot holes much worse. Frank will Discuss this asap with FNDC.

Richard Hawkins asked the committee about the capital assets in the CPH accounts. He asked given that there was around \$2000 more than last year should the committee consider releasing some funds to upgrade equipment and resources etc. Richard Lawty and Frank Owen responded, explaining originally some the funds were hoped to be put towards moving the pottery else where on site. This will not be going ahead at this stage. In view of the uncertainty of FNDC's plans for the CPH site. The committee feels it needs to have the capital available for any further development at CPH or at a different site. Gladys Caolo pointed out that any sponsorships we may apply for in the future are likely to require that CPH provides some financial contribution when applying for funds to support a project. There was agreement that smaller projects such as improving storage, seating and tables should be reviewed by the committee.

In response to the above Gladys Caolo suggested a good starting point was a Working Bee to tidy the house and garage inside and remove any rubbish. A review of storage facilities could then be made and the installation of cupboard doors on existing shelving units considered. The committee will organise the working Bee at their first meeting .

With no further business identified. Richard Lawty acknowledged the incoming committee for their commitment to CPH and acknowledged thanked the outgoing member for her contribution over the past few years.

Meeting closed at 2.15pm

Cherry Park House Management Committee
Chairman's Report
AGM 2022

Although the COVID problem is still with us, it's effects on the operation of Cherry Park House are now diminishing. Our Booking officer will tell us that the building is now operating at about maximum capacity and our Treasurer will assure us all that we remain solvent.

There seem always to be carryovers of matters from one year to the next.

One of those outstanding has been resolved this year, that of the hot water system. The residue of the stolen califont has been removed and hot water is now supplied by an internal hot water tank.

That leaves the other major matter, that of the proposed moving of the Pottery facility upstairs which has been on-going for a number of years. This has now been joined by those matters raised at the last AGM namely Health and safety (Tripping and fire alarms), adequacy of the constitution with regard to personal liability of the Committee and their ability to control finances adequately.

In an attempt to overcome the lack of action, all of these matters have been rolled up together in a presentation made by us earlier on in the year to the December meeting of the Bay of Islands Community Board which oversees Cherry Park House. This presentation has been received and is championed by committee member Frank Owen who, as a member of the Board will be our major support with the outcome.

Response to our presentation is on-going. On receipt of our report, Council made their own internal response followed by their own initial report. Some early feedback you may be interested to hear is that:-

- The house doesn't need a warrant of fitness.

- Council reps are happy with the Health and Safety as it stands pending a review of some aspects, but with the exception of fire egress from downstairs, this will mainly be resolved by an exit door on the landing to be installed in the coming weeks.
- Concepts for the future of CPH (further than 5 years out) are now being reviewed within the Wider Kerikeri and Waipapa Spatial Plan and the Boat Ramp Study implementation Plan. This involves all sorts of options for CPH or a replacement.
- The house is to be re-classified from Community Centre to Community Hall. (There is doubt among some that it was ever properly classified), to be managed as in the Community Halls Policy. (More or less as now).

So that is the current situation with regards the discussions on Cherry Park House. Your committee and I look forward to a future where the Spirit of “Centre of the Arts” continues with suitable environment for all aspects and space for all you user groups.

Richard Lawty
Chairman CPHMG

Cherry Park House AGM Treasurer's Report for the period 1st April 2021 to March 2022

At 31 March 2022, Cherry Park House has total current assets of 18,812.71. this is made up of 8,416.14 in the current account and 10,396.57 in the savings account. This is an increase of 2,267.84 over the balance as at 31 March 2021.

Cherry Park House has no liabilities.

All amounts are stated inclusive of GST and reported on a cash basis.

Revenue for the period consisted of hireage and interest received. Income from hireage was \$9,013.00. This was an increase of \$3,678 over the previous year. Interest received is \$34.90, \$159.31 less than the previous year.

Expenses showed an increase of \$1,894.63 over the previous year. This was largely due to:

- an increase in cleaning from twice a month to weekly
- refunds of \$365.00 - there were no refunds accounted for in the previous year
- repairs and maintenance - \$1,608.05, compared with \$489 for the previous year. That increase was largely due to the installation of ramps and handrails at a cost of \$997.46, along with electrical repairs required due to rat strike of \$441.40.

Sundry expenses were \$546.82. this was similar to previous years except for \$496.80 for the website subscription, which was renewed for four years rather than an annual renewal.

Equipment was \$382.37 for smoke alarms and a replacement pump.

Electricity for the year was 1,251.38. \$480 of this was reimbursed by the pottery and is included in the income from hireage.

\$207 - Security - was paid for keys

We have reviewed receivables as at 31 March. There is just one instance of a group using the facility up to the period ending 31 March 2022 and not having paid in full for that useage. The amount outstanding is \$20 and we are following that up with the user.

The Reviewer has noted that processes should be in place to review the account to ensure parties are fully aware of the invoices due and establish expectations for payment timing. A review of these processes will be undertaken as soon as possible and users will be notified of the outcome of that review.

20 June 2022

Cherry Park House Administrative Committee Reviewers Report

To the Members of the administrative committee

I have reviewed the financial reports in accordance with accepted auditing standards and have carried out such procedures as I considered necessary in review of the activities and reporting for the period.

Based on my review of the financial reports, no details come to attention that cause me to believe that the accompanying financial reports are not presented fairly, in all material respects of the results of the activities of the Cherry Park House Administrative Committee for the period ended 31 March 2022.

The financial statements accurately present the financial position at 31 March 2022 and the results of its operations and cash flows for the year ended on that date.

The accounts receivable are not recorded in the accompanying financial reports. I suggest a note is included of receivable amounts to enable easy reference in the future.

I have reviewed the cash receipts along with invoices issued and credits applied and all invoices are correctly recorded. It would seem the systems in place for bookings and invoicing still require some adjustment to avoid the significant number of credit notes issued, and ensure reporting to members on balances receivable is accurate. In instances of receivable amounts that remain for a significant number of months, it would be beneficial to have processes in place to review the account to ensure both parties are fully aware of the balances due and establish expectations for payment timing.

The nature of the organisation is that cash basis reporting is acceptable. I recommend that accounts receivable are reviewed periodically and committee minutes record the application of credits.

For Acura Accountants Limited
Dean Smith
22 Puriri Park Lane Kerikeri

