Minutes of the Annual General Meeting of Prebbleton Community Association held on 21st November 2023 at the Cottage

Present:
Graeme Gemmill, Angela Hart, Averil and Graham Carpenter, Alastair Joyce, Malcolm Lyall, David Martin, Angela Jones, Chris White, Sandra and Lindsay Serra, Peter Grundy, Daphne McAven, Alison and Cyril Fifield, Belinda Jeursen, Penny Webster, Jane Elms, Adrienne Gemmill, Karen Frater and Deanne Field.
Apologies:
Derham McAven, Cathy Smith, Nicola Cherry, Michael Jones, Sue and John Sheaf.

Apologies accepted, moved Graeme G, seconded Averil C.

Minutes of the AGM 2022:
Accepted as a true and correct record, moved Graeme G, seconded Angela H.

Minutes of the SGM held just prior to the AGM 2022 to amend the Constitution:
Accepted as a true and correct record, moved Graeme G, seconded Graham C.

Minutes of the SGM held to amend the PCA signatories subsequent to the 2022 AGM:
Accepted aș a true and correct record, moved Graeme G, seconded Alastair J.

Matters arising from the 2022 AGM minutes:
It was stated at the AGM that the Cell Tower Fund was ring-fenced for the benefit of Prebbleton but we found out during this year that the funds are actually sitting in a Selwyn District Council Township Fund for the benefit of Selwyn generally.

Prebbleton Community Cottage – AGM Report, 21 November. 2023

The Prebbleton Community Cottage comes under the Selwyn District Council for bookings, care, management and maintenance.

After being elected onto the Prebbleton Community Assoc. Committee, my position has been to liase with SDC staff regarding the Cottage.

I found it very beneficial to meet with Mikayla Cotton (District Wide – Duty Manager) at the Cottage and do a walk through with her and to familiarise her with the history, the layout and the amenities of the building.
Mikayla was happy to see the side-room with the lockers (which had been locked) be unlocked so that hirers (as was intended) are now able to store their belongings in them.
Also, she was not aware of the number of external power points on the outside of the Cottage which she thought very beneficial, especially for markets etc.

Kevin Chappell (Facilities Manager), also saw to the outside/inside repairs and maintenance. He organised for the outside of the cottage to be washed down in preparation for painting and this was was done last December.
A further full repaint has been put in the SDC Maintenance plan to be done again at a later date.

SDC also had the hallway repainted where there were areas of scuffs and chipped paint as well as the area around the skylight repaired. In the kitchen the water heater drainage pipe was extended to run into the sink. A new lock box and code number has also been installed.

As mentioned the bookings are done by Council. However the PCA have permission from the Council to do regular checks to make sure the Cottage is left in a good state, and that heaters, fridge, lights etc. are turned off after use. The Council arranged for the cleaning to be done once a fortnight.

Jonathan Crawford (Operations Manager of Reserves) is happy that the Cottage garden is maintained by the Community – which at present is done by Graham and I.

It is hoped that the cottage continues to be widely promoted by the SDC and be regularly used by the Prebbleton Community.
The Cottage is an excellent facility and the SDC offer reasonable hire charges for locals and groups, with the opportunity hirers can claim back a part refund through the Council.

Averil Carpenter
PCA Committee.

PCA Chairperson's Report:

Our new Committee pulled out all stops to get the Christmas Carols and Evening Market Event organised.

Special thanks to Gary Miller, Geoff Gilfedder and Committee members for making the Event possible.

With a small attendance to our February monthly market; the cancellation due to weather of the March monthly market and notification that Rolleston were no longer running markets; the viability of our market when not attached to an Event came into question.

Our April monthly market linked to the Giant Pumpkin Event was a great success and enhanced our belief that an Event with Market Stalls was the way to go. Thanks to Marcus Peters for bringing his enthusiasm for this event.

The ANZAC Commemoration was coordinated by PCA with support from the Prebbleton School, Prebbleton Hall Committee, Prebbleton Heritage, SDC and Templeton RSA.

Our Matariki Event held at the School was another memorable Event with special thanks to the school and their kapa haka group; Angela Jones and Jane Elms and our Committee; as well as willing helpers from the Prebbleton community.

To bring events to the attention of local residents we have produced the Prebbleton Life Newsletter initially bi-monthly and currently monthly in both digital and printed form.

Huge thanks to Peter Grundy of Resolv Advertising & Design Ltd, Dave Martin our Editor, Linda Martin and Natalie Mclean who have donated hours of their time and skills to produce such a high quality product. Thanks also to all who have contributed articles and information for us to use. Keep the up-to-date information stream coming.

PCA has liaised with SDC regarding Plan Change consents affecting our residents as well as the roading and beautification issues as they have arisen.

Secretary, Angela Hart has worked arduously getting Grants and information from SDC and Charities Services. Thank you so much for your efforts.

Stalwarts Alastair Joyce, Graham and Averil Carpenter have kept up their high workloads and kept us on track throughout the year. Your efforts and contributions have been much appreciated.

We have shown support, encouragement, and assistance to the efforts of residents who are working for the benefit of the Prebbleton District. Shannon Boorer's Pocket Park; Cooper Cherry's Prebbleton Pantry and Marcus Peter's Giant Pumpkins Event are examples of this.

All of our Committee have a desire to make Prebbleton a safe, secure, beautiful and caring Community for us all to live and enjoy the benefits.

There is still a lot to accomplish, and I wish the new Committee all the best.

Graeme Gemmill (Chairperson)

Treasurer's Report:

The reviewed financial statements are attached as a pdf.

Treasurer's report moved Alastair J, seconded Ange J, passed.

Election of Officers and Committee Members:

Chairperson: Graeme Gemmill was nominated by Averil C, seconded by Belinda J.
Jane Elms was nominated by Alastair Joyce, seconded Graham Carpenter.
Graeme G withdrew his nomination and Jane Elms was elected unopposed.

Treasurer: Alastair Joyce was nominated by Ange J, seconded Jane Elms, there being no further nominations, Alastair was elected unopposed.

Secretary: Angela Hart did not stand and no nominations were put forward. The position was held open to be filled by the new committee.

Cottage Committee members:
Graham Carpenter was nominated by Alastair Joyce, seconded Deanne Field, Averil Carpenter was nominated by Graham C, seconded Alastair J

Ordinary Committee Members:
Dave Martin was nominated by Averil C, seconded Ange J
Graeme Gemmill was nominated by Graham C, seconded Alastair J
Belinda Jeursen was nominated by Graeme G, seconded Averil C
Ange Jones was nominated by Jane E, seconded Dave M
Karen Frater was nominated by Averil C, seconded Alastair J

Everyone nominated for committee membership was elected.

Bank Signatories:

Four motions were put to permit the change of signatories for documents and bank accounts.

Motion 1: That the retiring officers of President (also called Chair, Chairman and Chairperson) ; Graeme David Gemmill and Secretary, Angela Mary Rose Hart be removed as signatories for the Prebbleton Community Association Incorporated documents and bank accounts.

Motion 2: That the newly elected President (also called Chair or Chairperson), Jane Carmel Elms, the Secretary when appointed, and the Treasurer, Alastair Bruce Joyce be the signatories for the Prebbleton Community Association Incorporated documents and bank account(s).
This will give effective control of the PCA Inc Bank Accounts to these Officers.

Motion 3: That retiring Officers Graeme David Gemmill and Angela Mary Rose Hart be removed as signatories for the Prebbleton Community Association Inc Online banking account at Westpac Bank.

Motion 4: That President (also called Chair or Chairperson), Jane Carmel Elms and the Secretary when appointed, be added as signatories for the Prebbleton Community Association Inc Online banking account at Westpac Bank.

Moved Graeme Gemmill, seconded Graham Carpenter- passed.

Reviewer Appointment:

Moved Alastair J, seconded Ange J, that Helen Wood be appointed reviewer.

Membership Subscription:
This will need to be considered as the Constitution is updated, which must be done in the next year or so to satisfy the Register of Incorporated Societies.

General:
Averil and Alastair thanked Graeme for his work as Chair.
Jane pointed out that anyone who'd like to be involved with the work of the PCA can be, without having to be on the committee.
Peter Grundy asked if there was any path to synergy with the Lincoln Community Association.
Malcolm thanked the office bearers.
The meeting closed at 8.40pm and tea and biscuits were then served.

Financial Statements

Prebbleton Community Association Incorporated

For the year ended 30 September 2023

Prebbleton Community Association Incorporated
Financial Summary for the year ended 30 September 2023

Balance Sheet
As at 30-09-23

Assets	**11,652.09**
Westpac Account	**8,242.16**
Cash on Hand	**75.00**
Fixed assets, at cost	**8,470.93**
Fixed assets, accumulated depreciation	**(5,136.00)**
Liabilities	**741.75**
Accounts payable	**741.75**
Equity	**10,910.34**
Retained earnings	**10,910.34**

Profit and Loss Statement
For the period from 01-10-22 to 30-09-23

Income	**4,088.03**
Donations/Grants	**3,050.00**
Interest received	**144.63**
Market Income	**893.20**
Member Joining Sub	**0.20**
Less Expenses	**7,565.88**
Fixed asset loss on disposal	**590.00**
Accounting/audit fees	**230.00**
Software rental	**156.40**
Advertising and promotion	**4,292.54**
Community Event	**388.50**
Donations & Gifting	**266.45**
Fixed assets - depreciation	**846.00**
Market expenses	**750.00**
Miscellaneous Costs	**5.99**
Repairs and maintenance	**40.00**
Net Loss	**3,477.85**

Prebbleton Community Association Incorporated

Statement of Cash Flows

	For the Year Ending	31-09-2023	30-09-2022
Operating cash received			
	Market Income	893	-
	Donations and Grants	3,050	-
	Member Joining Sub	0.20	-
	Advertising Income	-	4550
	Interest	145	17
Total operating cash received		**4,088**	**4567**
Operating cash applied			
	Audit Fee	230	144
	Accounting/software fees	156	469
	Advertising and promotion	3,551	-
	Market Expenses	750	-
	Printing and photocopying	-	6069
	miscellaneous costs/general expenses	6	204
	Community Event	389	-
	Donations & gifting	266	-
	Repairs and maintanence	40	-
	Anzac Day Event		143
Total operating cash applied		**5,388**	**7029**
Operating cash flow		**(1300)**	**(2463)**
Net increase (decrease) in cash held		**(1300)**	**(2463)**
	Add: Opening cash balance	9617	12080
Closing cash balance		**8317**	**9617**
Represented by:			
	Westpac bank account	8242	9542
	Cash on hand	75	75
		8317	9617

Prebbleton Community Association Incorporated

Assets and liabilities statement

As at 30 September 2023

	2023	2022
Schedule of assets		
Cash at bank	8,242	12,005
Cash on hand	75	75
Display cabinet 2016	119	599
marquee/PCA tent 2016	833	2765
PCA tent/marquee 2019	1,375	2287
Storage units 2018	654	1626
Tables and chairs 2016	354	1194
Market day sign	-	590
Schedule of liabilities		
Accounts payable	741.75	-

Prebbleton Community Association Incorporated

Fixed Asset Depreciation Schedule

For the period from 01-10-22 to 30-09-23

	Opening balance	additions disposals	Gain/loss on disposal	Depreciation	Closing balance
Display Cabinet 2016					
At cost	599				**599**
Accumulated depreciation	-420			-60	**-480**
Total — Display Cabinet	179			-60	**119**
Marquee/PCA Tent 2016					
At cost	2,764.60				**2,764.60**
Accumulated depreciation	-1,656.00			-276	**-1,932.00**
Total — Marquee/PCA Tent	1,108.60			-276	**832.6**
PCA Tent/Marquee 2019					
At cost	2,287.33				**2,287.33**
Accumulated depreciation	-684			-228	**-912**
Total — PCA Tent/Marquee	1,603.33			-228	**1,375.33**
Storage Units 2018					
At cost	1,626.00				**1,626.00**
Accumulated depreciation	-810			-162	**-972**
Total — Storage Units	816			-162	**654**
Tables & Chairs 2016					
At cost	1,194.00				**1,194.00**
Accumulated depreciation	-720			-120	**-840**
Total — Tables & Chairs	474			-120	**354**
Market Day Sign 2017					
At cost	590.00	0.00	-590.00		**0.00**
	4,770.93			-846	**3,334.93**

Prebbleton Community Association Incorporated

Notes to the financial statements for the period 1 October 2022 to 30 September 2023

1 Reporting entity

Prebbleton Community Association Incorporated is incorporated under the Incorporated Societies Act 1908. It has to file financial reports with the Registrar of the Companies Office. There is no reporting obligation under the Financial Reporting Act 2013.

2 Basis of preparation

The organisation has met the requirements of the Financial Reporting Framework, Tier 4-not-for-profit, because it is not publically accountable and its annual operating expenditure is less than $140,000.

Tier 4 requires a Statement of Cash Flows, which shows cash movements only. Accruals of monies owed or owing are made and shown in the Financial Summary.

3 Taxation

The organisation is not registered for GST and all figures are shown inclusive of GST.

4 Fixed assets

Items of Property, Plant and Equipment previously recorded at cost are now recorded using a straight line Depreciation method over ten years.

5 Grants

Two grants were received from Selwyn District Council towards the publication of Prebbleton Life and the Matariki Celebration totalling $3000.00

Prebbleton Community Association Incorporated

For The Year Ended 30 September 2023

Review

I have examined the financial records of the Prebbleton Community Association Incorporated.

I have checked the ledger and it all appears to be in order.

Bank Balance as per Balance Sheet	$8,242.16
Balance as per Bank Statement 30/9/23	$8,242.16

In my opinion, the statement of Profit and Loss showing a loss of $3,477.85 fairly represents the financial transactions for the period. The Balance Sheet fairly reflect the financial position as at 30 September 2023.

Helen Wood
Accounting Technician