

Meeting 20 February 2017

Working Party and Little River Wairewa Community Trust

Little River Service Centre

Present:

Janet Reeves, Tori Peden, Pam Richardson, Donald Matheson, Glynis Dobson, Fiona Nicol, Robert Burch, Barb Gaeth

Apologies:

Kevin Blogg, Stuart Wright-Stow, Mario Downes, Bonnie Schenkel, Geoff Marks

Pumpkin Festival - Suggestion to have a stand – April 23 2017 – to give the Trust and the LRBI a visible presence

- Historically the school has used the Trust's Ezi Up so we would need to find another one
- Fiona Nicol has offered hers
- Pam Richardson – there is money in the Council fund – we could look at buying another Ezi Up
- Janet would like to have a display of her plan for the town centre
- Pam Richardson in agreement to this
- Janet not sure if this is the right vehicle – may not be a lot of locals – more out of towners
- LRBI has been in the press and online so people from other communities could be wanting to find out how they can set up the same idea?

Other discussion points:

- Drop In Session at Library on a Saturday morning for people to come and ask questions
- Get the newsletter out - Janet – wants to send out final newsletter and get response from people who are interested in various projects, matchmake the people and let them go for it
- River Rating District has another round coming up – Pam suggested that there could be some sort of get together for people around this
- The Working Party was set up to do this plan and now it is going to disband
- Fiona Nicol – in the implementation phase – what is the best way forward, how does the WP work in with the Trust.
- Pam – WP will still be involved in an “information” role
- How do we pick people for projects – what if there are 50 people interested in one project - Quality rather than quantity
- There are people that are stakeholders, landowners need to start off – the Craft Station etc
- We know what people are looking for and we don't want to raise expectations if the stakeholders aren't interested
- Need to get people who are committed to it – a coherent small group of passionate people (local business owners)
- Who are you working for? Who are you reporting to?
- A stakeholder group to give some sort of status
- Community is a stakeholder?
- Find out what the stakeholders aspirations are
- Cautious about too much broad brush when that has been done
- Need to talk about implementation, project leads, project groups
- Need resources behind the project
- The community board and city council see that a document like this has authority
- Anyone who implements has something of a mandate
- Would the community board want to see community buy in and structure in the implementation process?
- There would need to be a review every 12 months to see what is happening
- It is important to keep the plan alive and fresh
- Driven by community buy in, enthusiasm
- If people don't pick them up it won't happen

- CCC can come in with processes to assist – bids for funding
- Break it down into smaller projects to make it doable for people who are interested
- How do we enable people to do this?
- Start with one project - as you succeed with one thing it will build confidence
- The plan allows people to say “this is an important project – let’s run with it”
- Some of these projects need to be in Council plans
- What role would the community take in the large structural plan? Eg Sewerage/tennis court
- Annual and long term plan coming up with Banks Peninsula Community Board and Council
- Sewerage/waste water needs to get sorted as it affects the lake
- Zone committee will be focused on this
- Fiona N to assist with submission writing
- It’s about future proofing!
- Long term plan reflects what we want
- Annual plan for more urgent things

Coordinator Position:

- Discretionary Funds – Trust could possibly use for wages for a coordinator to pull it together and assists with resourcing, admin etc. Keep finger on the pulse?
- People that wish to engage need a pathway – this needs to be spotlighted by someone – idea of a coordinator is a good one – knowledgeable of structure and go to people – facilitate the enthusiasm
- Brief coordinator on things like Water Zone etc
- With a list of contacts from the respondents we can sort groups
- Needs someone with a wide range of knowledge of the community, networks
- Try a position like this for 6 months then evaluate
- Board and Working Party agree this is a good idea – contract not a job
- The Trust will actively engage in this and bring to Board meeting in March
- Application needs to go to Community Board by the end of March
- Job needs to be clearly defined – 10 hours a week for a year
- More of a public relations role – talking up the Plan and what is happening – fire fighting, project management, problem solving
- Coordinator to meet with groups to give support? CCC, Community Board person, Trust, Working Party
- Needs to be accountability
- Progress reports to the Trust and to the Community Board – annually
- Project reports to also to be given back to the community to keep people interested, on website,
- Information on LR website and on facebook page – people can comment
- Groups working on projects would report back to the Coordinator – Coordinator report back to the Trust
- Coordinator can go to Community Board to present ideas
- Drop In sessions great – meet with the person concerned
- Coordinator – access point between the council and community board
- If extra staffing is required to run this the Trust would have access to funding – Pam Richardson

Newsletter

- A draft of the newsletter is done – to explain where the project is, where they can download the plan from, inside has list of project headings and then details of projects, on the back form for people to make on what they are interested in with contact details etc
- A good first start to get a gauge of interest
- Laurie Silver – do an article on this in the Akaroa Mail – Tori to do this
- Need to get it out into the Community and keep it in front of people
- Put the PowerPoint presentation up on the Facebook page

Projects Forming – Town Centre – Janet

Tennis Courts – Tori

Community Gym / Ju Jitsu Club – Mario/Callum

Rununga Involvement

Trust to contact Theo / John

Umbrella Group Concept

- How does that affect the Trust?
- What is the intent of that?
- Repository for funds, disperse and make sure audit trails are met
- Could this be the coordinator's role?
- Streamlining the whole accounting system for the Trust by the end of financial year will assist with this process
- Trust to support groups forming
- Employ person in coordinator's role to facilitate this
- There may be disagreement about some things – eg what the priorities should be
- How do we choose which project to support?
- Champion/sponsor?
- It will be something that evolves as it grows
- The Trust is someone who has got a name, has got funding and can assist small groups who are not incorporated etc
- Assist groups set up policies and procedures
- How far does the Trust go – how can the Trust track expenditure of public monies in the hands of other people
- What are the legal responsibilities?
- Develop a Memorandum of Understanding to use between the Trust and Groups
- Training available through the Council
- Put it out on social media to see if there is anyone involved in legal in the community that could assist with us
- Robert/Barb to talk with Rata Foundation

Action Points:

- **Tori** - contact Laurie Silver and arrange an interview for an article in the Akaroa Times re progress with LRBI so
- **Janet** – complete newsletter ready for sending out
- **Barb** - complete emails with newsletter/PDF of Plan attached ready for sending out
- **Trust** – take notion of Coordinator position to Board Meeting on March 6th for discussion/agreement
- **Trust** – write up job description for Coordinator Position
- **Trust** – apply for DRF for Coordinator position by end of March 2017
- **Glynis** – put request on Social Media for someone in the community with a legal background to meet with Trust and answer questions regarding Umbrella Organisation issues
- **Glynis** – Power Point presentation up on FB page and LR Website
- **Trust** – develop a Memorandum of Understanding
- **Trust** – take idea of Pumpkin Festival to Board Meeting for discussion/agreement
- **Trust** – conversation with Rata Foundation
- **Trust** – contact Rununga