



# Little River Wairewa Community Trust

## Minutes

Monday 3 July 2017 at 19:30 Little River Service Centre

### **Board Members - Present**

Robert Burch – Chair  
Mario Downes – Vice Chair  
Craig Roberts – Trust Treasurer/Accountant  
Vanessa Mitchell  
Alison Evans  
Glynis Dobson  
Bonnie Schenkel  
Stuart Wright-Stow

**Secretary** – Barb Gaeth

**Advisors:**

**Members:** Rob Churcher, Alex Lee, John Boyles

**Community Members:** Ken Sitarz, Arielle Atman

**Meeting opened: 7.40**

**Call to order, welcome and Introductions**

**Declarations of Conflict of Interest**

### **Index**

1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. Confirmation of the previous minutes
5. New Members
6. Matters Arising
7. Correspondence
8. Accounts
9. Reports of Committees / Members
10. Matters of urgency
11. General Business
12. Representations from Members / Public
13. Date and place of next meeting
14. Close of meeting

### **1. Call to order, welcome and introductions**

**Welcome to the Trustees**

**Welcome to John Boyles – Chair welcoming him to become part of the Village Planning Committee**

## 2. Declarations of Conflict of Interest -

This information will be tabled at the August 2017 meeting

I wish to stimulate discussion, heighten awareness and strengthen the Board and its members in relation to Conflict of Interest. Since March 2017 the risks to the Trust in relation to this have been mounting. Four things have contributed to this,

- The Working Party Little River Big Ideas document.
- The start of the Little River Village Centre Steering Committee
- The submission before Council and BPCB to the annual plan
- Increased engagement by individual members of the Board with projects of personal interest.

All of the above is great for the Community and Trust. But a word of caution and proactive discussion is essential.

Risk management of this matter requires that the Board and the members take great care to ensure that Conflict of Interest is recorded and identified promptly, resolved transparently and managed in line with procedures recommended by the Charities Commission NZ

Engagement with outside agencies without ensuring that the Board is informed properly is risky and not advisable.

The Chair therefore recommends to the Board and members that an appropriate policy in line with our founding document be adopted that fits with the Charities Commission guidelines. Furthermore, that prior to the request at the start of the meetings, as inaugurated in June for notification of Conflict of Interest, a register of such notifications be kept for the record.

This will act as a reminder, a guide and a means of seeking transparent resolution generated from a proper record of events. In this way the Board and Trust members will be protected from ill informed and damaging criticism.

## 3. Apologies

Donald Matheson

Geoff Marks

*Proxy votes received related to the Living Streams Nursery, Contingency Fund and Sculpture motions were received by the Secretary and counted accordingly.*

**The Trust moved that apologies be accepted.**

***Moved: Mario Secoded: Rob Churcher***

## 4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 12 June 2017 are attached.

The Board members are asked confirm that these minutes are a true and accurate record of the meeting.

***Moved: Bonnie Schenkel Secoded: Craig Roberts  
Carried Unanimously***

## 5. New Members

Rob Churcher and Alex Lee are nominated as Trustees of the Trust and are willing to serve in this capacity.

**Motion:**

That Rob Churcher and Alex Lee be accepted as Trustees of the Little River Wairewa Community Trust as of this date – 3 July 2017.

**Moved: Mario Downes**                      **Seconded: Alison Evans**  
**Carried Unanimously**

**6. Matters Arising**

**Flower Power Garden Trail**

*The cost of the event (\$2000) was discussed with Board members giving suggestions for advertising that were free of cost (Social media avenues and a strategically placed banner) rather than \$800 - \$1000 for an advertisement in the Press.*

**Motion:**

That the Little River Wairewa Community Trust give an amended amount of \$1000 to the Flower Power Garden Trail as seed money for running the 2017 event.

**Moved: Vanessa Mitchell**                      **Seconded: Mario Downes**  
**Carried Unanimously**

• **Lease of land holding Living Streams Nursery.**

Correspondence received by the Secretary of the Little River Wairewa Community Trust 9 May 2017 relates to the Lease of Land held by the Trust. The property it should be noted is held for “the purpose of a nursery for the promotion of indigenous vegetation’s for the development of the Lake Wairewa and Southern Bays Catchments subject to the terms of the Licence.”

Trustees have received and read the correspondence to the Trust Secretary from The Living Streams Community Nursery Trust coordinator. This requests the transfer of the lease to The Living Streams Community Nursery Trust.

Therefore to assist, the Trustees are requested to process the following Motion as expeditiously as practicable to ensure a prompt response.

**Motion 1**

That the Trustees by majority vote consider that the Lease held by the Trust on Part 4238 Christchurch Akaroa Road (being that parcel of land described in Computer Register CB32K/5 Canterbury Land registry and including that part containing approximately 1225m2 shown on the property plan held by the Trust) should be transferred to The Living Streams Community Nursery Trust.

**Moved:**    **Seconded:**

**Motion held on table until next meeting in July 2017.**

**Motion 2 (subject to the ratification and affirmation of Motion 1)**

The Trust will write at once to the Council representatives to inquire of the Christchurch City Council in respect of the Lease held by the Trust as Licensee on Part 4238 Christchurch Akaroa Road (being that parcel of land described in Computer Register CB32K/5 Canterbury Land registry and including that part containing approximately 1225m2 shown on the property plan held by the Trust) if Council would consider that said lease may be relinquished by The Little River Wairewa Community Trust in favour of the Living Streams Community Nursery Trust.

**Moved:**

**Seconded:**

**The two motions above are withdrawn**

The two motions that were suggested to the Trust to resolve the matter expeditiously were withdrawn at the request of Vice Chair who felt that the Trustees needed to decide the wording of the motion on the grounds that the Trustees had to decide what form the motion should take. The outcome of the first motions was resolved by the motion proposed by the Trustees below:

**Motion:**

The Trust wishes to maintain the current status quo until the Lease held by the Trust as Licensee on Part 4238 Christchurch Akaroa Road (being that parcel of land described in Computer Register CB32K/5 Canterbury Land registry and including that part containing approximately 1225m<sup>2</sup> shown on the property plan held by the Trust) is up for negotiation, because of the ongoing discussions in regard to the Little River Town Centre Plan. We continue to support the Living Streams Community Nursery.

**Moved: Rob Churcher**  
**Carried Unanimously**

**Seconded: Alex Lee**

Letter to be sent to the Trustees of The Living Streams Community Nursery confirming the above motion.

**Contingency Funding**

**Further discussion:**

- *The money that the Trust holds is all tagged for specific projects*
- *Funds need to be available for expenses that come up with no funding attached between Board Meetings*
- *\$500 would be a good start - \$2000 large enough to be used (Treasurer)*
- *The Board needs a procedure and clear structure around how it is spent or used – Trustees to come up with this*
- *Most money that had been left over from previous projects has been used*
- *Financial agility is important – votes can be made by email on the use of the funds*
- *Where does the money come from?? Donations? Fundraising?*

**Motion:**

The Little River Wairewa Community Trust shall forthwith generate a fund called the “Contingency Fund”, with the express purpose of making funds available to the Trust to meet such needs as may occur from time to time to ensure the smooth running of the Trust and achievement of any applicable Trust objective. This fund will be accrued from activities as described in the Charitable Trust Deed of The Little River Wairewa Community Trust of 4 March 2011. Paras 3.1.2 and 3.1.3 of the “Purposes” pp.2 refer.

**Moved: Rob Churcher**

**Seconded: Bonnie Schenkel**

**9 for**

**1 against**

**1 undecided**

**7. Correspondence**

**Inwards and Outwards – See separate document attached**

RE: Birdlings Flat wastewater solution. A brief e-mail ..... **Error! Bookmark not defined.**

Adamski, Maria <Maria.Adamski@ccc.govt.nz> ..... **Error! Bookmark not defined.**

RE: Birdlings Flat wastewater solution. A brief e-mail ..... **Error! Bookmark not defined.**

[Adamski, Maria <Maria.Adamski@ccc.govt.nz>](#) .....Error! Bookmark not defined.

[Otinga Kōrero Final Results Report For: LCF-2015-06465](#) ..... **Error! Bookmark not defined.**

[For: Lottery Community Facilities Lottery Community Facilities Report ID: 1406 Due at: 25/5/2017 Granted:\\$200,000.00](#) ..... **Error! Bookmark not defined.**

[The Little River Wairewa Community Trust](#) ..... **Error! Bookmark not defined.**

[BENEFITS OR OUTCOMES ACHIEVED](#) .....Error! Bookmark not defined.

[FINANCIAL INFORMATION](#).....Error! Bookmark not defined.

[Craig Roberts LRWCT receipt re Okuti Track](#) .....Error! Bookmark not defined.

[Little River Community Trust FW: Artwork – Dandelion Sculptures](#).....Error! Bookmark not defined.

[Re: Application for supply of electricity for Birdlings Flat Community Hall attn Jordon REF-1832177-M3K2](#) .. **Error! Bookmark not defined.**

[Hall Power Supply activated this week as promised.](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Powwr Supply and meter Lot 2 DP 26174 Poranui Road, Birdlings Flat Christchurch 7591.](#) ....**Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Birdlings Flat Te Mata Power Connection](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[ES 329977 connection](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[FW: The Orion connections services application ES329977 returned documents Little River Community Trust](#) ..... **Error! Bookmark not defined.**

[Craig Roberts](#) .....Error! Bookmark not defined.

[Your Orion connections services application ES329977 returned documents](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[The Orion connections services application ES329977 returned documents Little River Community Trust <chair.lrwct.2015@gmail.com> Attachments17:06 \(0 minutes ago\) to Richard Kia ora Richard, attached is the signed document as requested. The copy is in our system and the account will be paid forthwith. Thank you for your prompt response that is helping us to complete the project on schedule. Please confirm receipt. Naku noa na Robert Burch Robert G M Burch. \(Tumuaki / Chairman\) Little River / Wairewa Community Trust. e-mail - Chair.LRWCT2015@gmail.com Landline 03 3251 233 Cell 027 3355 233](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[New Property Connection Status ES329977](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Re: Your Orion connections services application ES329977](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

[Orion Reference # ES 329977 Lot 2 DP26174 Birdlings Flat Christchurch](#) ..... **Error! Bookmark not defined.**

[Little River Community Trust](#) .....Error! Bookmark not defined.

RE: Re: Deputation to Banks Peninsula Community Board ..... **Error! Bookmark not defined.**  
**Kibblewhite, Tim <Timothy.Kibblewhite@ccc.govt.nz>** .....Error! Bookmark not defined.

RE: Little River Wairewa Community Trust; request for hearing / deposition 12 June ..... **Error! Bookmark not defined.**  
**Carter, Liz** .....Error! Bookmark not defined.  
**Donald Matheson**.....Error! Bookmark not defined.

Re: Board Meeting - June 12 2017 - Okuti Hall - 7.30pm ..... **Error! Bookmark not defined.**  
**Donald Matheson**.....Error! Bookmark not defined.  
**okuti@ihug.co.nz** .....Error! Bookmark not defined.

Birdlings Flat Meeting at Okuti Hall..... **Error! Bookmark not defined.**  
**Jim Mullins** .....Error! Bookmark not defined.

Fwd: Little River Medical Services ..... **Error! Bookmark not defined.**  
**Little River Community Trust** .....Error! Bookmark not defined.

Re: Little River Medical Services..... **Error! Bookmark not defined.**  
**Suzanne Knapp**.....Error! Bookmark not defined.

Birdlings Build post site meeting 2 June 17..... **Error! Bookmark not defined.**  
**Little River Community Trust** .....Error! Bookmark not defined.

RE: Results Report - Little ..... **Error! Bookmark not defined.**  
**Shaun Mitchell** .....Error! Bookmark not defined.

RE: Names to be removed from DIA website ..... **Error! Bookmark not defined.**  
**Wendi Stewart** .....Error! Bookmark not defined.

CCC - Community Organisation Registration Form ..... **Error! Bookmark not defined.**  
**CCC - Community Grants <communitygrants@ccc.govt.nz>** .....Error! Bookmark not defined.

Re: Transfer of ownership te Mata to CCC..... **Error! Bookmark not defined.**  
**Nicol, Fiona**.....Error! Bookmark not defined.

Re: Job Description ..... **Error! Bookmark not defined.**  
Little River Community Trust - Re: Job Description..... **Error! Bookmark not defined.**  
**Website Manager**.....Error! Bookmark not defined.

--- Project brief - Little River Waiwera Community Trust, kids Holiday Program..... **Error! Bookmark not defined.**  
**Arielle Mira** .....Error! Bookmark not defined.  
**Little River Community Trust Fwd: LRWCT Submission and Village Plan meeting to go on website** ..... Error!  
Bookmark not defined.

Re: Fwd: Minutes of Board Meeting 12 June 2017 re Fencing at Living Streams Nursery..... **Error! Bookmark not defined.**  
**Annelies Pekelharing** .....Error! Bookmark not defined.

Rātā Foundation Decision - The Little River Wairewa Community Trust ID# 279162 **Error! Bookmark not defined.**  
**Decisions <Decisions@ratafoundation.org.nz>**.....Error! Bookmark not defined.

Little River Wairewa Community Trust grant acknowledgement 16 June 2017 Corrected version **Error! Bookmark not defined.**

Little River Community Trust .....Error! Bookmark not defined.

RE: Minutes of Board Meeting 12 June 2017 – emails Penelope Goldstone and Robert Burch ..... **Error! Bookmark not defined.**

Goldstone, Penelope .....Error! Bookmark not defined.

Fwd: Birdlings Flat Community Centre – Newsline Questions ..... **Error! Bookmark not defined.**

Little River Community Trust .....Error! Bookmark not defined.

Little River Community Trust .....Error! Bookmark not defined.

Little River Community Trust .....Error! Bookmark not defined.

Little River Trap Library ..... **Error! Bookmark not defined.**

okuti@ihug.co.nz .....Error! Bookmark not defined.

Re: Unconfirmed minutes from council re funding for Little River Village Plan / Confirmation of DRF for wages ..... **Error! Bookmark not defined.**

Little River Community Trust .....Error! Bookmark not defined.

Re: Outstanding Invoices Lot 2 DP 26174 127 Poranui Road, Birdlings Flat Christchurch 7591 Little River Wairewa Community Trust..... **Error! Bookmark not defined.**

Craig Roberts .....Error! Bookmark not defined.

Craig Roberts .....Error! Bookmark not defined.

RE: Itemised PF invoices provided..... **Error! Bookmark not defined.**

Outstanding invoices to Powell Fenwick resolution..... **Error! Bookmark not defined.**

Little River Community Trust .....Error! Bookmark not defined.

FW: Powell Fenwick Consulting..... **Error! Bookmark not defined.**

Craig Roberts .....Error! Bookmark not defined.

Re: Powell fenwick outstanding invoice copy provided by V ..... **Error! Bookmark not defined.**

Marks .....Error! Bookmark not defined.

RE: Powell fenwick outstanding invoice copy provided by V ..... **Error! Bookmark not defined.**

Craig Roberts .....Error! Bookmark not defined.

Little River Community Trust .....Error! Bookmark not defined.

Fwd: FW: Fwd: Minutes of Board Meeting 12 June 2017 – Nursery Fencing Issue ... **Error! Bookmark not defined.**

Little River Community Trust **Error! Bookmark not defined.**

**Confirmation of Correspondence**

The members of the Board are requested to confirm that the inward correspondence be accepted and the outward endorsed.

**Moved: Craig Roberts                      Seconded: Bonnie Schenkel**  
**Carried unanimously**

**8. Accounts**

|            |  | <b>Money out</b> | <b>Money In</b> |
|------------|--|------------------|-----------------|
| 27/06/2017 | Barb Fraser - Trust Fees for Secretary           | \$1,000.00       |                 |
| 26/06/2017 | Payment Powell Fenwick Internet Payment 22382169 | \$695.75         |                 |
| 26/06/2017 | Payment Powell Fenwick Internet Payment 22382171 | \$883.43         |                 |
| 23/06/2017 | Payment Robert Burch Internet Payment 22361387   | \$85.50          |                 |

|            |  |                   |           |
|------------|--|-------------------|-----------|
| 23/06/2017 | Payment Powell Fenwick Internet Payment 22361720         | \$543.95          |           |
| 22/06/2017 | Payment Glynis Dobson Internet Payment 22361376          | \$400.00          |           |
| 22/06/2017 | Payment Glynis Dobson Internet Payment 22361377          | \$140.00          |           |
| 22/06/2017 | Payment JLT Insurance Broker Internet Payment 22361383   | \$121.99          |           |
| 22/06/2017 | Payment JLT Insurance Broker Internet Payment 22361384   | \$244.66          |           |
| 22/06/201  | Payment Spark NZ Internet Payment 22361386               | \$172.65          |           |
| 22/06/2017 | Payment CCC Internet Payment 22361388                    | \$1,122.49        |           |
| 21/06/2017 | Payment Rata Foundation 225071095030 Operating Costs     |                   | 30,000.00 |
| 13/06/2017 | AUTOMATIC PAYMENT Barb Fraser - Trust Fees for Secretary | \$1,000.00        |           |
| 12/06/2017 | BILL PAYMENT BURTON R N & C.Widdowson Trap Library       |                   | 100.00    |
| 06/06/2017 | CHEQUE 100492 \$50.00 - photo competition LR Brochure    | 50.00             |           |
|            |  | 6,460.42          | 30,100.00 |
|            | Cheque payments  | 50.00             |           |
|            | Direct Credit Payments                                   | 6,410.42          |           |
|            | Current Bank Balance 30/06/2017 in funds                 | <b>180,533.78</b> |           |
|            | Less Payments still awaiting Authorisation               |                   |           |
|            | Schenk Ltd   | 26,003.80         |           |
|            | A.Evans  | 3,980.32          |           |
|            | Adjusted Balance   | <b>150,549.66</b> |           |

**Motion:**

That the Trust accept and pay the accounts as presented.

**Moved: Vanessa Mitchell**

**Seconded: Mario Downes**

**Carried unanimously**

**9. Reports - None**

**10. General Business**

Alison Evans – discussion on administration of funding for Okuti Track

- Alison Evans has contacted CCC regarding the money that is held by the Trust for the maintenance of the Okuti Track to be used to assist with the development of a living classroom in the Okuti Reserve. This has received a supportive response.
- Alison Evans has also contacted Pam Richardson (Banks Peninsula Community Board) but has yet to hear back
- John Boyles suggested that the Rod Donald Trust could be another area of possibly funding
- Alison Evans has received donations from members of the public: \$1000 worth of traps, \$5000 used for traps in the reserve and for the trap library, \$500 from Pest Control Research, sponsorship for one of the interpretation panels, and the offer that CCC staff could possibly assist with other panels.

**Motion:**

That the Trust releases the \$5000 held for the maintenance of the Okuti Track to Alison Evans to assist with the development of the outdoor classroom.

**Moved: Vanessa Mitchell**

**Seconded: Stuart Wright-Stow**

**Carried Unanimously**

**Funding for Dandelion Sculptures in Little River – Strengthening Communities Fund – refer correspondence**

**Discussion**

- Mario Downes, Stuart Wright-Stow, Arts Advisors from Council are looking for an appropriate location then will put a proposal to the Trust for funding of \$10,000+ – Lotteries/Strengthening Communities
- Mario still needs to go through the process of identifying site, negotiations with CCC



- Is it part of the town planning or is it an independent project?
- This project should be treated as any other application made to the Board
- 
- Best sites – the mound outside the old butchery, or The Heritage Park (which is more central)
- Would this be something that is decided by the Village Planning Group? What would their priority be?
- The committee has discussed this and they have written a letter of recommendation to the Trust
- A letter of support is requested from the Trust for the Dandelion Sculptures
- 
- Conflict of interest – Trustee involved cannot be present for voting, discussion, or lobbying members of the Trust as it is a design created by Jane and created by Mario’s company.
- If this was a motion can it be for art in general and not tie us to Dandelion Sculptures?
- Members have resources and expertise that can be used - policy for declaration of Conflict of Interest will address policies around this
- It is great that we have local art – made here in Little River

**Motion:**

That the Little River Wairewa Community Trust endorses that support be given for the establishment/placement of sculptural art pieces in the town centre. In the first instance, we support the initiative of the establishment of a major sculptural work made by local artists Jane and Mario Downes – “Dandelions” as part of the Little River Town Centre Plan.

**Moved: Stuart Wright-Stow                      Seconded: Bonnie Schenkel**

The Chair abstained from the motion having observed prior to the motion both to the Trustees and Mario that in this case the matter of Conflict of Interest was an issue that needed to be addressed before further action was taken. The Chair also addressed the issue directly to Mario who agreed to abstain from the vote and withdraw from the room in the event of further debate on this topic. Having presented the Conflict of Interest register earlier to the Trustees this will be completed to ensure that the Trust is observed to be attending to the matter in an appropriate manner. Refer attached and to Chairman’s address at the start of the meeting.

2 nem coms  
8 yes

**Volunteer Thank You – 30 July 2017 – please put in your Diaries – Rugby Club Rooms 3 – 5pm**

Geoff Marks – would like to continue being a Trustee – further discussion – tabled for August 2017 meeting

**11. Representations**

***Arielle Atman – Kid’s Holiday Programme***

A letter to be sent to Arielle outlining the advice given by CCC Advisor and advising that because of the funding cycle the Trust has not had the opportunity to make applications for this project. Furthermore, since all our funds are tagged there was no funding currently available, however the Trustees will consider this in the future.

***Ken Sitarz – update on Lake Forsyth Endowment Funds***

**That the Little River Wairewa Community Trust write a letter for Ken Sitarz to forward to the Ombudsmen saying there is support from the community to release the information so that the community can make an informed decision. The Board will add a comment in support of the letter.**

**Moved: Mario Downes                      Seconded: Stuart Wright-Stow**

2 nem coms  
1 abstain

