



Little River Wairewa Community Trust

Minutes

Monday 1 May 2017 at 19:30 Little River Service Centre

Board Members

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

Secretary – Barb Gaeth

Advisors: Fiona Nicol

Members: John Boyles, Alex Lee, Lisa Bevan

Community Members:

Meeting opened: 7.45pm

Call to order, welcome and Introductions

Declarations of Conflict of Interest

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. Confirmation of the previous minutes
5. Matters Arising
6. Representations from Members / Public
7. Correspondence
8. Accounts
9. Reports of Committees / Members

Response: At the time it was recommended to Ken to present his concerns to The Banks Peninsula Community Board and to our BPCB representative Tori Peden and await legal opinion. If still dissatisfied then he would have recourse to Amy Adams MP as does any concerned citizen.
 The Trust is not in a position to adjudicate on such complex issues.
 Fiona Nichol CCC Advisor reported – “Council has provided a legal opinion to Ken.”

6. Representations None

7. Correspondence

Inwards and Outwards – See separate document attached

Confirmation of Correspondence

Having read the correspondence the Board is requested to confirm that the inward correspondence be accepted and the outward endorsed.

Moved: Bonnie Schenkel
Carried unanimously

Seconded: Craig Roberts

On 24th April a request from CCC – Newline – for information about the Trust was sent to the Chair. The Chair has responded due to the short timeline to the questions that were put. A copy of the text will be forwarded to Board members for review. The amended document will be archived for future reference.

8. Accounts

- **Income**

Pumpkin Festival \$63.60 - donations

Christchurch Methodist Mission - \$300.00 – (Community Meeting Okuti Hall 10 April 2017)

GST refund \$10901.04

\$5000 – Okuti Walkway Donation

Cheques Out:

20/4/17	Barb Fraser Wages 3/4/17 – 14/4/17	\$1000.00
20/4/17	Schenk Limited B Flat Build	\$65835.00
20/4/17	Barb Fraser reimbursement Koha Village Plan meeting	\$41.50
20/4/17	Barb Fraser reimbursement Printing Pumpkin Festival	\$20.40
21/4/17	Margaret Morrision – eyelets on banners	\$80.00
26/4/17	Photo Competition First prize	\$200.00
26/4/17	Photo competition Second prize	\$100.00
26/4/17	Photo competition Third Prize	\$50.00
26/4/17	Alison Evans – Okuti Water Day expenses	\$530.77
27/4/17	Sascha Fruewirth – Kitchen to Table – final payment	\$1337.99

Direct Credit payments:

21/4/17	Spark – Birdlings Flat	\$229.68
1/5/17	Barb Fraser Wages 15/4/17 – 28/4/17	\$1000.00

- **Balance \$177626.33**
- It was requested that the Board should have a breakdown of the accounts every 2/3 months. It was pointed out that this generates a considerable and unnecessary workload. Access to view the account will be available online if members of the Board would only confirm their identity with Westpac as requested by Westpac and the Chair.
- This done, Board members could similarly update themselves as to the account status prior to the meetings
- It is the obligation for all Trustees to have invoices submitted to the treasurer in a timely fashion.

Land Lease from CCC \$115.00 per annum –

- The Trust holds the Lease on the parcel of CCC land on which Living Streams a tenant. The Trust therefore is responsible for the payment of the fee to CCC (The Landlord). No rental is paid by Living Streams to the Trust.
- Due to other possible uses of the land by the Trust the status quo remains.

Trailer is now registered – thank you Donald Matheson

The Chair has put in a claim for his travel for Trust business at 29 cents per km – backdated from December 2016**

Birdlings Flat Phone bill – Spark – original cheque cancelled – paid online

Motion:

That the Trust accept and pay the accounts as read and as presented.

Moved: Mario Downes Seconded: Vanessa Mitchell
Carried unanimously

Contingency Funding - email from Chair refers

- Fiona Nichol reminded the Trust that sponsors prefer organisations that are more self sufficient
- It was acknowledged that such a system would be in accordance with the Trust Deed as indicated by the Chair and would be of great value.

This matter adjourned to the next meeting for final decision when the motion will be put.

Chairs telephone bill – new cell phone specifically for Trust

- The Chair is using his cellphone for Trust business and incurring significant costs that exceed his private plan. Most callers he noted are using their cellphones now.
- It was recommended that the Trust might purchase a new phone for the Chair with a more appropriate plan for conducting Trust business or,
- Alternatively select a new plan keeping the existing number and pay the that plan on a regular monthly basis

Motion

That the Trust pay the accounts the Chair has put in for travel reimbursement and cell phone costs from December 2016 to date.**

Moved: Donald Matheson Seconded: Vanessa Mitchell

Carried Unanimously

The Chair thanked the Board. As instructed the Chair, with advice from members, will select an option/plan for a new phone and a provider that suits the use and need to carry out the work of the Trust. The results and recommendations will be presented at the next meeting for the Boards consideration.

- **Application for Discretionary funding from CCC – Penelope Goldstone has recommended that we apply**

Motion

Discretionary funding be requested for 10 hours per week additional funding for the Secretary to proactively account for increased administrative workload.

Due to increased administration workloads generated by documentation, new compliance and performance requests we are seeking an extra ten paid hours a week for the Trust Secretary. Additionally projects that will arise from the Little River Big Ideas Plan that will require our secretary's input. This is seen as an interim measure until further funding can be confirmed from other sources.

Fiona Nicol CCC Advisor noted – “The Trust is integrating LRBI into the Trusts workload And that the Community Board has acknowledged that the Trust is doing a good job”

Moved: Mario Downes Seconded: Alison Evans
Carried Unanimously

Operational Funding Costs

Motion

That the Board Secretary apply for funding from Rata for ongoing operational costs, wages programmes etc as soon as the details are finalised.

Note: this is a similar model to the Lotteries funding and will align with Rata's new requirements. A copy of the application is being sent through to the Trustees.

Moved: Mario Downes Seconded: Vanessa Mitchell
Carried Unanimously:

Secretary Hours

Motion

That a further five hours per week be authorised by the Board to support the increased workload of administration for the Secretary conditional on appropriate funding being available.

A review to be done of the Secretary's hours and workload by the Chair and will be made available to the Board of Trustees.

Moved: Alison Evans Seconded: Mario Downes
Carried Unanimously:

9. Reports

None

10. General Business

- Trailer and Asset Register refer Minutes re hire fee and bond (2014) 2 November 2015
- *Please also see attached "Commonsense Trailer & Hire Policy"*
- Donald Matheson has the trailer at his residence. He uses an invoice book for money received from hire. After considerable discussion it was noted that the administration, storage and maintenance of the Trailer is a matter that must be clearly resolved;

Motion

That the trailer hire fee be increased to \$30 with a \$20 bond in addition. The bond will be refunded on return of the trailer and contents complete and undamaged.

Move: Mario Downes

Seconded: Vanessa Mitchell

Carried Unanimously

The following matters also need refinement. The Ezi Up or Barbeque may be hired as separate items (not with the trailer). : **Chairman's procedural note:- The following ideas need to be confirmed as discrete motions and they therefore must be considered at the next Board meeting. It was not clear if the Trustees want separate hire charges to cover the costs of repair / replacement or some form of inclusive structure. The Motions will be put.**

"That the Ezi-Up hire fee be \$30 with a \$20 bond in addition. The bond will be refunded on return of the Ezi-Up complete and undamaged.

That the barbeque hire fee be \$30 with a \$20 bond in addition. The bond will be refunded on return of the barbeque complete, clean and undamaged.

Furthermore, the following was voiced,

That an administration fee of \$5.00 per hire be paid to the trailer holder. (Chairman's note:- This "payment" idea is questionable and needs more careful consideration by the Board. We should not be paying volunteers except as indicated under the Trust Deed.)

- **Information Board for Memorial Gates – Bruce King – tabled for next meeting**
- **Alex Lee, Rob Churcher, Vanessa Mitchell, Mario Downes – report on application to CCC for \$15,000 for feasibility study**
- Alex Lee –demonstrated a digital format of the Settlement layout.
- The committee will convene and generate a plan for the Trust Boards consideration. (to be emailed to the Secretary for inclusion in the June Agenda)
- Fiona Nicol Advisor recommended that everything should go through the Community Board (rather than straight to CCC). This was agreed since it allows the correct processes to be engaged. Fiona Nicol also suggested that she could get a Planner our to talk to the subcommittee – good for CCC staff to come and meet – good public relations. This was agreed.
- Another small Public meeting may then follow on as appropriate
- **Photos of the Board for FB and website – can everyone please write a short blurb to go with their photo – I would like to put these on the website, FB page and in our next newsletter – thanks!**

11. Closure of Meeting 9.55pm

12. Date and place of next meeting 5 June 2017

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth – Secretary