



# Little River Wairewa Community Trust

## Minutes

Monday 29 January at 19:30 Little River Service Centre

### Board Members

- Robert Burch – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Alison Evans
- Donald Matheson
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher

### Secretary – Barb Gaeth

### Advisors:

**Wairewa Rununga Representative/Member:** John Boyles

### Members:

**Community members:** Ken Sitarz, Warren Brixton

**Meeting opened: 7.30**

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
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10. Matters of urgency
11. General Business
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**1. Call to order, Chairman's Address, welcome and introductions – thank you for coming along on an unusual date!**

**2. Declarations of Conflict of Interest - None**

**3. Apologies**

Tori Peden, Mario Downes, Bonnie Schenkel (arrived late)

**The Trust accepts the apologies**

**Moved: Vanessa Mitchell Seconded: Alison Evans**

**Carried Unanimously**

**4. Confirmation of Previous Minutes–**

The minutes of the Board meeting held on Monday 4 December 2017 and the Notes of the Informal Meeting of 8 January 2018 are attached.

**The Board members are asked to confirm that these minutes and notes are a true and accurate record of the meetings**

**Moved: Alison Evans Seconded: Alex Lee**

**Carried Unanimously**

**5. New Members – John Boyles has requested to become a member of the Trust**

**The Board accepts the membership application of John Boyles**

**Carried unanimously**

**6. Matters Arising**

Fiona Nicol report on Susan Tulloch

I had a good talk to her on the phone and these are the summary points:

1. She is happy with the Trusts support for continued investigation.
2. Her company is continuing on in the investigation phase of the incinerator
3. Her company has good contacts within Council and are working towards a trial at the Birdlings Flat Transfer Station.
4. She is looking forward to keeping the Trust in the loop.
  
5. She has the Little River Big Ideas email as her contact.

**Amended submission – copy with email from Chair in your DropBox**

Submission to the Christchurch City Council Long Term Plan

The Board are asked to consider whether there will be:

- a. One submission with all projects from LRWCT and LRVPC or
- b. One submission from each of the LRWCT and LRVPC

**It is agreed by the Trust and Committee that there will be one combined submission to the Long Term Plan**

**Moved: Vanessa Mitchell Seconded: Craig Roberts**

**Carried Unanimously**

**Action:**

**Rob Churcher, Alex Lee and Chair to meet and put together detailed costings for the priority projects to be inserted into the LTP Submission.**

**The Chair noted that due diligence needs to be exercised in providing the costings for these priority projects**

Ken has requested a copy of Jeremy Head's plan to use at the Railway Trust meetings – Stuart suggested that Ken wait until after the next LRVPC meeting when there will be updates made to the plan

**Discussion** on Information flow to the community about what is happening with the Little River Village Plan

The Trust has agreed that Alison Evans will write an article for the Akaroa Mail on the process of the Little River Planning Committee and where it is up to

**7. Correspondence – delivered into your DropBox**

*The members of the Board as requested to confirm that the inward correspondence for December 2017 and January 2018 be accepted and the outward endorsed.*

*Moved: Alison Evans Seconded: Vanessa Mitchell*

*Carried Unanimously*

#### 8. Statement of Account – LRWCT

**Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted**

*Moved: Rob Churcher Seconded Vanessa Mitchell*

*Carried Unanimously*

#### **Accounts to be paid:**

Expenses to pass meeting 29.01.2018

#### Invoices paid since last meeting

1/15/2018	Barb Fraser – Trust	reimburse vista print invoice paid by Barb	25.97
1/15/2018	Jeremy Head Landscape	Progress payment #2	2,504.64
1/15/2018	Fiona Grace Limited	December costs	1,138.50
1/23/2018	Craig Roberts & Assoc	invoice 2983 accountancy 2017/2018 to 30 June 2018	2,500.10
			<hr/>
			6,169.21

Funds Received

GST Refund Oct/Nov 17

1,419.01

#### Invoices To pass on 29.01.2018

12/6/2017	LR Service Centre	Photocopy General	10.00
12/6/2017	LR Service Centre	Photocopy LRVP	60.00
	Chairs Exps Dec		68.50
	Chairs Exps Jan		68.74
1/29/2018	Fiona Grace Limited		897.00
	Spark	Birdlings Flat Dec/Jan	141.86
	Glynis Dobson Dec/Jan 18		800.00
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	Total		2,046.10

### **Cash Summary**

**Little River Wairewa Community Trust  
For the month ended 31 December 2017  
Including GST**

	<b>Dec 2017</b>	<b>YTD Actual</b>
<b>Income</b>		
Christchurch City Council Grants	\$0.00	\$15,000.00
COGS	\$0.00	\$9,200.00

Donations	\$0.00	\$500.00
Flower Power Income	\$2,650.00	\$2,650.00
Grants Received DRF	\$0.00	\$4,333.00
Other Revenue	\$0.00	\$720.00
Phone Book Sales	\$0.00	\$60.00
Sales	\$80.00	\$140.00
Seniors Reunion	\$0.00	\$1,026.00
Other Accounts Receivable	\$0.00	\$11,500.00
<b>Total Income</b>	<b>\$2,730.00</b>	<b>\$45,129.00</b>

#### Less Operating Expenses

Accountancy /Treasurer	\$0.00	\$2,624.60
Administration Costs	\$99.16	\$680.78
Bank Fees	\$17.44	\$104.19
Birdlings Flat Community Centre Build Costs	\$0.00	\$53,389.21
Community Breakfast	\$1,170.00	\$1,335.60
Coronation Gardens Costs	\$0.00	\$321.06
Donations to other organisations	\$0.00	\$5,191.10
Flower Power	\$10.00	\$226.18
Functions and events	\$0.00	\$3,505.92
General Expenses	\$0.00	\$60.00
Kitchen to Table	\$0.00	\$280.00
Little River Brochure Costs	\$0.00	\$2,665.10
Little River Plan / Big Ideas	\$5,394.13	\$6,912.27
Printing & Stationery	\$96.00	\$218.00
Pumpkin Festival Costs	\$0.00	\$100.94
Rent	\$176.00	\$176.00
Repairs and Maintenance	\$0.00	\$80.00
Secretary fees	\$3,000.00	\$14,325.00
Subscriptions	\$47.44	\$107.02
Telephone & Internet	\$61.39	\$264.53
Trap Library / Okuti Walkway	\$0.00	\$4,203.18
Website Costs	\$412.65	\$2,645.30
Welcome Packs /Volunteer Networking	\$0.00	\$20.00
Accrued Expenses.	\$0.00	\$26,003.80
GST Refunds	\$0.00	-\$19,263.81
<b>Total Operating Expenses</b>	<b>\$10,484.21</b>	<b>\$106,175.97</b>

<b>Operating Surplus (Deficit)</b>	<b>-\$7,754.21</b>	<b>-\$61,046.97</b>
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<b>Net Cash Movement</b>	<b>-\$7,754.21</b>	<b>-\$61,046.97</b>
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#### Summary

Opening Balance	\$127,241.02	\$180,533.78
Plus Net Cash Movement	-\$7,754.21	-\$61,046.97
Closing Balance	\$119,486.81	\$119,486.81

**Cash Summary**  
**Little River Wairewa Community Trust**  
**For the month ended 31 January 2018**  
**Including GST**

Jan 2018      YTD  
Actual

**Income**

Christchurch City Council Grants	\$0.00	\$15,000.00
COGS	\$0.00	\$9,200.00
Donations	\$0.00	\$500.00
Flower Power Income	\$0.00	\$2,650.00
Grants Received for Birdlings Flat Community Centre	\$0.00	\$4,333.00
Other Revenue	\$0.00	\$720.00
Phone Book Sales	\$0.00	\$60.00
Sales	\$0.00	\$140.00
Seniors Reunion	\$0.00	\$1,026.00
Other Accounts Receivable	\$0.00	\$11,500.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$45,129.00</b>

**Less Operating Expenses**

Accountancy /Treasurer	\$2,500.10	\$5,124.70
Administration Costs	\$0.00	\$680.78
Bank Fees	\$0.00	\$104.19
Birdlings Flat Community Centre Build Costs	\$0.00	\$53,389.21
Community Breakfast	\$0.00	\$1,335.60
Coronation Gardens Costs	\$0.00	\$321.06
Donations to other organisations	\$0.00	\$5,191.10
Flower Power	\$0.00	\$226.18
Functions and events	\$0.00	\$3,505.92
General Expenses	\$0.00	\$60.00
Kitchen to Table	\$0.00	\$280.00
Little River Brochure Costs	\$0.00	\$2,665.10
Little River Plan / Big Ideas	\$3,643.14	\$10,555.41
Printing & Stationery	\$25.97	\$243.97
Pumpkin Festival Costs	\$0.00	\$100.94
Rent	\$0.00	\$176.00
Repairs and Maintenance	\$0.00	\$80.00
Secretary fees	\$2,000.00	\$16,325.00
Subscriptions	\$47.44	\$154.46
Telephone & Internet	\$0.00	\$264.53
Trap Library / Okuti Walkway	\$0.00	\$4,203.18
Website Costs	\$12.65	\$2,657.95
Welcome Packs /Volunteer Networking	\$0.00	\$20.00
Accrued Expenses.	\$0.00	\$26,003.80
GST Refunds	-\$1,419.01	-\$20,682.82
<b>Total Operating Expenses</b>	<b>\$6,810.29</b>	<b>\$112,986.26</b>

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<b>Operating Surplus (Deficit)</b>	<b>-\$6,810.29</b>	<b>-\$67,857.26</b>
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<b>Net Cash Movement</b>	<b>-\$6,810.29</b>	<b>-\$67,857.26</b>
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**Summary**

Opening Balance	\$119,486.81	\$180,533.78
Plus Net Cash Movement	-\$6,810.29	-\$67,857.26
Closing Balance	\$112,676.52	\$112,676.52

It was agreed that The Trust will carry the phone bill and power bill for the Birdlings Flat building through to June 22 2018 with a review on that date. By that stage it is expected that the Committees accounts will be sufficiently established to take over the phone bill. The Committee will be notified of this at their next meeting.

#### **Action**

- Find out if Spark have provision for non-profit organisations
- A member of the Trust to be at the monthly meeting of the Birdlings Flat Committee – to be held on the first Wednesday of the month – starting 7 February 2018
- A request for a budget to be prepared by the Committee and presented to the Trust
- A request to be made to Council to ascertain the power usage to date, thus allowing a forward estimate to be calculated
- The BFlat Committee is to be requested to provide a clear statement of their accounts and the income streams associated with them to be presented to the Trust at the monthly Board meeting for the accountants consideration

#### **9.Reports –**

##### **Convenors of the Little River Village Planning Committee -**

At the next meeting of the LRVPC the discussion will be around a rethink of the plan taking into account conversations that Janet Reeves has had with CCC and NZTA

The LRVPC needs one or two more meetings with a coordinator to collate what is said – then made succinct and put into the LTP Submission

##### **Coordinator position review**

Fiona Nicol has been a tremendous resource to the Committee

**Moved that the Trust agrees that the LRVPC is able to use up to \$3000 to employ an individual to provide the final draft of the LTP submission to be presented to CCC**

*Moved: Stuart Wright-Stow Secoded: Donald Matheson  
Carried Unanimously*

Vanessa Mitchell has offered to do the Minutes for the next LRVPC meeting as the Secretary has another engagement.

#### **10. Matters of Urgency:**

LRVPC – CCC have requested a report on the \$14700

##### **Action:**

*The Convenors of the Little River Planning Committee will meet on 7 February 2018 and put together a detailed report recording the money that has been disbursed from the LRBI fund originally held by the Trust since 2016 for the purpose of forwarding the ongoing LRBI vision.*

#### **11. General Business**

Geoff Marks' resignation

*Moved: That Geoff Mark's resignation from the Little River Wairewa Community Trust Board of Trustees be accepted and a letter to be sent acknowledging his work with the Trust.*

*Moved: Stuart Wright-Stow Secoded: John Boyles  
Carried Unanimously*

**Flower Power money to be allocated: It is suggested that these would be good facilities to support in accordance with the Deed:**

**Moved that the Trust agree to the disbursement of funds as following:**

- Okuti Hall \$500

- Donation to Craft Station \$500
- Little River Food Bank \$500
- Little River Gymnastics Group \$250 /Jujitsu \$250

**Moved: Rob Churcher Secoded: Vanessa Mitchell**  
**9 yes 1 abstain**

**Birdlings Flat** – multiple issues – next meeting 7pm 7 February 2018

- Sewerage tank – the Chair has written to CCC regarding this issue. CCC have looked at the tank and feel the bulging is due to the excessive heat over the summer months. They are prepared to let it run how it is at the moment and keep an eye on it.
- The 6 month review of the building to be carried out by CCC - Lisa Barwood. This will be arranged once the toilets are stained and the curtains hung (mid or late February 2018)
- Attendance at meetings to support committee – see above
- Curtains – a professional is required to correctly hang the curtains AT THE Birdlings Flat Community Centre

**Moved: Subject to the quotation that the Trust pays for the professional installation of the curtains to the appropriate specification by a local provider**

**Moved: Rob Churcher Secoded: Alex Lee**  
**Carried Unanimously**

Biz Fitzpatrick has been contacted and will provide a quote for the work to be done  
 Glen Rossiter was also put forward as a possible person to ask for rail adjustment(?)

- Concrete Base needed for storage shed at Birdlings Flat
  - BFlat needs a shed for storage for tables and chairs
  - Shed has been sized and approved by the CCC – Steelmates Shed \$429.00
  - The Trust has been requested to pay for installation of a concrete slab to situate the shed on

**Action:**

**Bflat Committee to complete a project brief for this – costings/quotes including to be presented at the next LRWCT Board Meeting**

- Planters from CCC available for use at Birdlings Flat

CCC have planters surplus to requirements from the city.

These planters have been offered to the LRVPC and a couple to the BFlat Community Centre

The BFlat committee have requested that when the LRVPC get the planters delivered to the area, could they please drop two off at the Community Centre

**Agenda for next meeting** – Donald Matheson requested that the following be put on the agenda for March 2018: Trailer, Insurance, Petty Cash, other things to buy for the Trailer

**12. Representations:**

**13. Closure of Meeting : 9.30 (Thank you Bonnie for supper provided!!)**

**14. Time and Place of next Meeting: Monday 5 March 2018 - 7.30pm at the Little River Service Centre**

**Certified as a true and correct copy of the Minutes:**

**Signed: \_\_\_\_\_ Robert Burch – Chair**

**Signed: \_\_\_\_\_ Barb Gaeth – Secretary**