



Little River Wairewa Community Trust

Minutes

Board Meeting 4 February 2019 – 7.30pm Little River Service Centre

Board Members

- Robert Burch – Chair
- Bonnie Schenkel
- Vanessa Mitchell
- Stuart Wright-Stow
- Lyn Leslie

Secretary: Barb Gaeth

Advisors: Helen Hayes

Banks Peninsula Community Board: Tori Peden

Project Coordinator: Dean Harvey

Wairewa Rununga Representative: John Boyles

Members:

Meeting opened: 7.35

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1. Call to order, Chairman's Address, welcome and introductions –

The Chair thanked the Trustees for all the work that is happening in the background, and Helen Hayes for the work that she is doing on behalf of the Trust. He welcomed John Boyles as the Rununga representative, and Tori Peden as the Banks Peninsula Community Board representative.

- 2. Declarations of Conflict of Interest** - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have. The person who has any conflict should recuse from the meeting prior to the discussion concerning their matter of involvement, only returning once any proposal or vote has been completed.

There have been instances of conflict of interest as regards to the Trust. The Chair asks that people please be careful in their work with the Trust and their personal business.

- 3. Apologies:** Glynis Dobson, Mario Downes, Rob Churcher, Donald Matheson, Craig Roberts, Alex Lee
Moved that the apologies be accepted.

Moved: Chair Secoded: Bonnie Schenkel

Carried Unanimously

- 4. New Members - No**

5. Confirmation of Previous Minutes and Matters Arising

The minutes of the Board meeting held on Monday 7 January 2019 are attached

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

Moved: Chair Secoded: Bonnie Schenkel

Carried Unanimously

- Te Oka Submission – hearings are set down for 11 March at Wainui Community Hall, from 10.30
- Concept design for playground –
 - Vanessa Mitchell has obtained quotes for the cost of earthworks, drainage etc from E2 Environmental and Trademark.
 - She also has costs from the Quantity Surveyor for the playground design.
 - The projected estimate for all work is currently just under \$1M
 - The cost for these estimates was just over \$6000 – to come out of Urban Regeneration Fund.
 - The quotes were required by the Board to facilitate an appropriate application by the Board for Lotteries Community Facilities funding
 - The Chair requested that copies of the plan proposals to date be lodged with the Trust to allow the Trustees to comply with the requirement for due diligence
 - Therefore, based upon the above information it was proposed that ;

Vanessa Mitchell, together with the Trust Secretary draft the Lotteries application on behalf of the Trust for \$460,000.00 for the recreation/playground area.

Moved: Chair Secoded: Lyn Leslie

Carried Unanimously

- Nursery – The Chair requested that confirmation of the tabled motion re the Nursery Lease be attended to. It was then proposed that;

It has been agreed that the Trust relinquish any application of lease of the land to allow the Living Streams Nursery to make their application.

Moved: Bonnie Schenkel Seconded: Vanessa Mitchell

Carried Unanimously

6. Correspondence - delivered into your DropBox and Matters arising

The members of the Board are requested to confirm that the inward correspondence for January 2019 be accepted and the outward endorsed.

Moved: Bonnie Schenkel Seconded: Vanessa Mitchell

Carried unanimously

- **Project Delivery Plan** – a template for Projects has been circulated to the Board – this is for any project that the Trust is involved in (Thank you to Rob Churcher/Arcus for providing this) Trustees are asked to look over this plan and report any changes or additions that they think necessary please.
- **Comment.** Vanessa Mitchell, The Recreation /playground area team is utilising this template currently and reports that it is most useful

- **Trailer – refer letter in Dropbox**

- **The Chairman** drew attention to the facts that the trailer needs ongoing maintenance, the booking and administration needs to be secured and its contents have suffered considerable loss and damage. This is a burden on volunteer time and the Trusts resources.

- Rob Churcher has advised that space at the Challenge Garage in Little River could be available to house the trailer, maintenance and WOF could be attended to and that a booking system is already available for hiring of the trailers that the garage. The present members of the Board decided to:
 - Request a quote from Rob Churcher for the storage, maintenance, registration, WOF and management of the Games Trailer
 - The Board should seek expressions of interest from the local community for looking after and managing the bookings etc of the trailer
 - Subject to this information proceed to formalise the future management of this asset

- Invitation from the Little River Rail Trail to attend a meeting **Monday 25 February 2019 at 5:30 pm Billiards Room, Henry Wigram Drive Wigram Base** regarding the furtherance of the trail over the hills through to Diamond Harbour and back to Christchurch
- The Chair recommended this to members of the Board for their attention

8. Statement of Accounts

Expenses to pass meeting 04.02.2019

Invoices paid since last meeting

| | | |
|------------|--|---------|
| 09/01/2019 | Glynis Dobson Website Dec 2018 3135329 | 4 00.00 |
| 09/01/2019 | Jane Rattray Design costs LT Brochure | 72.45 |

| | | |
|------------|--|-----------------|
| 24/01/2019 | Robert Burch Chair Exps Dec2018 | 1 66.88 |
| 09/01/2019 | Spark - Birdlings Flat December charges | 63.69 |
| 24/01/2019 | Robert Burch Chair Exps May 2018 - not authorised in error | |
| | 1 60.42 | |
| 21/01/2019 | Xero Monthly Invoice | 51.75 |
| 08/01/2019 | Barb Fraser Secretary's Fortnightly invoice | 1,200.00 |
| 22/01/2019 | Barb Fraser Secretary's Fortnightly invoice | 1,200.00 |
| 15/01/2019 | Open Host Webiste Hosting | 12.65 |
| | | 3,327.84 |

Funds Received

| | | |
|------------|--|-----------------|
| 07/01/2019 | Okuti Garden Stay LR Brochure Advertising | 1 00.00 |
| 14/01/2019 | Birdlings Flat Committee 3 months Spark Costs invoiced to them | 1 90.87 |
| 18/01/2019 | GST Refund Period Oct/Nov 2018 filed 15/01/2019 | 8 72.53 |
| 25/01/2019 | Little River Hotel LR Brochure Advertising | 1 00.00 |
| | | 1,263.40 |

Expenses to pass meeting 04.02.2019

| | | |
|----------------|--|-----------------------|
| 03/02/2019 | Glynis Dobson Website Jan 2019 | 4 00.00 |
| 23/01/2019 | Alison Evans Invoices and reimburse Trap library | 4,045.69 |
| To be received | Robert Burch Chair Exps Jan 2019 | 30.19 |
| 25/01/2019 | Spark - Birdlings Flat Jan 2019 Charges | 63.58 |
| 17/01/2019 | Open Host -website hosting Overuse Charges January | 21.13 |
| 23/01/2019 | Little River Service Centre Photocopying | 19.20 |
| 23/01/2019 | Little River Café AGM Catering | 1 50.00 |
| 31/01/2019 | Little River Cancer support group 10 x phone books for welcome packs | 1 00.00 |
| 14/01/2019 | Yard Games replace / renew Games in Comm Trailer | 5 12.95 |
| 09/01/2019 | Akaroa District Promotions Official Vistor Guide-full page advert | 1,420.25 |
| 03/02/2019 | Glynis Dobson Flowers for Val Peak | 50.00 |
| | | Total 6,782.80 |

Cash Summary

Little River Wairewa Community Trust
For the month ended 31 January 2019
Including GST

| Jan 2019 | YTD | Actual |
|--|----------|-------------|
| Income | | |
| Christchurch City Council Grants | \$0.00 | \$16,500.00 |
| COGS | \$0.00 | \$9,200.00 |
| Donations | \$0.00 | \$2,019.10 |
| Little River Brochure Advertising | \$200.00 | \$1,060.00 |
| Okuti River Project - CCC Bio Diversity Fund | \$0.00 | \$27,460.00 |
| Pest Traps | \$0.00 | \$7,804.30 |
| Rata Foundation | \$0.00 | \$25,000.00 |

| | | |
|---|---------------------|---------------------|
| Sales | \$190.87 | \$382.54 |
| Trailer Hire Income | \$0.00 | \$20.00 |
| Total Income | \$390.87 | \$89,445.94 |
| Less Operating Expenses | | |
| Accountancy /Treasurer | \$0.00 | \$3,999.24 |
| Administration Costs | \$327.30 | \$819.71 |
| Advertising | \$0.00 | \$679.88 |
| Audit fees | \$0.00 | \$565.80 |
| Bank Fees | \$15.95 | \$117.92 |
| Birdlings Flat Community Centre Build Costs | \$0.00 | \$2,001.00 |
| Community Breakfast | \$0.00 | \$1,612.84 |
| Donations to other organisations | \$0.00 | \$1,936.39 |
| Functions and events | \$0.00 | \$3,894.37 |
| General Expenses | \$0.00 | \$90.00 |
| Insurance | \$0.00 | \$1,003.42 |
| Little River Brochure Costs | \$72.45 | \$1,861.14 |
| Little River Plan / Big Ideas | \$0.00 | \$8,362.75 |
| Okuti River Project | \$0.00 | \$12,986.50 |
| Printing & Stationery | \$0.00 | \$64.57 |
| Rent & Venue Hire | \$0.00 | \$40.00 |
| Secretary fees | \$2,400.00 | \$18,090.00 |
| Subscriptions | \$51.75 | \$417.97 |
| Telephone & Internet | \$63.69 | \$526.30 |
| Trap Library / Okuti Walkway | \$0.00 | \$10,217.28 |
| Website Costs | \$412.65 | \$2,888.55 |
| GST Refunds | -\$872.53 | -\$4,323.12 |
| Total Operating Expenses | \$2,471.26 | \$67,852.51 |
| Operating Surplus (Deficit) | -\$2,080.39 | \$21,593.43 |
| Net Cash Movement | -\$2,080.39 | \$21,593.43 |
| Summary | | |
| Opening Balance | \$146,511.18 | \$122,837.36 |
| Plus Net Cash Movement | -\$2,080.39 | \$21,593.43 |
| Closing Balance | \$144,430.79 | \$144,430.79 |

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

Moved: Chair, Seconded: Vanessa Mitchell

Carried Unanimously

9. Reports

- **Donald Matheson – Re Transport Survey**
- Donald was not present at the meeting but expressed that he was happy to take a lead on the transport project by talking with ECAN as a first step
- The Walking Festival report has been placed in your DropBox. Donald would like to continue with this very successful project this year – the Trustees agreed with this
- **Meeting re Media – Lyn Leslie**

- Lyn reported briefly on the meeting that was held with herself, Glynis and Donald concerning the Trust website – littleriver.org
- After discussion it was decided that:
 - More energy to be put into making the landing page functional – it could have two different gateways – directing users to Trust information and/or Little River/Tourism information
 - Need to redesign it and make it more user friendly
 - The amazing work that Glynis has already put into the website and continues to do has given it huge potential
 - Helen Hayes suggested that she can help write a brief for the person who will redesign the site to make sure it is functional and able to be managed easily
 - We need to decide how the board wants to present themselves? It would be great to have a session to focus what the Trust is doing – Helen Hayes happy to facilitate
 - Lyn has been in contact with Nicki Tipa who has had a brief look at our website and has given an estimate \$800 - \$1200 for a simple but effective site
 - Other media ideas – to have a regular column in the Akaroa Mail
 - Lyn Leslie is now managing the Trust Facebook page
 - The Trustees were not in favour of two sites – we want to keep the message that the Trust is involved in lots of things and that Little River is a vibrant little town with a lot of things happening to it.
 - **The media team will meet again with the Chair to progress ideas**
- **Project Coordinator Report:**
- Dean Harvey suggested a walk around the proposed walkways to see the environment and potential issues and to decide whether it is worth spending money on developing the walks further. At the same time a walk over the proposed playground/recreation area would also give people a good idea of the area. **This has been set for Monday 11 February 2019 at 7pm – meet at the Service Centre.**
- Once the Board have walked this and looked at any hurdles, it was suggested the public could also be invited to do the same at a later date

10. General Business

- A copy of the Handbook will be at the next Board meeting for the Trustees to sign
- Le Petite Race Project Brief

The Trustees agree that the amount of up to \$300 be provided to support Glynis Dobson with regard to Le Petit Race to be held on 23 March 2019.

Moved: Vanessa Mitchell Seconded: Bonnie Schenkel

- Donald Matheson asked that the Trust consider another group of geography students to work with the Trust – could be environmental with Alison Evans or drainage infrastructure.
- The Trustees were all in agreement with this and suggested the following uses:
 - The Playground/Recreation project
 - The Walkways

Strengthening Communities Fund – opens March and closes in in April

The Board acknowledged the work that Val Peak has done in and for the community – Stuart Wright-Stow suggested that a seat with a small plaque could be placed alongside the Service Centre in recognition of her commitment. He will talk with her about this.

There was some apprehension that the CCC will choose to run the service centre differently and it was proposed that:

That the Trust write to Liz Carter for the attention of the Banks Peninsula Community Board in regard to the continuation of library, council services and postal services in Little River.

***Moved: Stuart Wright-Stow
Not completed.***

11. Representations: None

12. Closure of Meeting: 8.45

13. Time and Place of next Meeting: 4 March 2019 – 7.30pm – Little River Service Centre

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth - Secretary