



Little River Wairewa Community Trust

Minutes

Monday 6 August 2018 at the Little River Service Centre 7.30pm

Board Members

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

Secretary: Barb Gaeth

Advisors: Helen Hayes

Project Coordinator: Dean Harvey

Wairewa Rununga Representative: John Boyles

Members: Pam Baird, Lyn Leslie

Community: Derek Dean, Tori Peden

Meeting opened: 7.35

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14. Close of meeting

1. Call to order, Chairman's Address, welcome and introductions - 7.40

Thank you to Bonnie Schenkel for the supper provided

Thanks to all for turning out in this weather

Introduction of the Board to community visitor – Derek Dean

Housekeeping Reminders

- Discussion of Trust and Planning Committee business. Misunderstandings of current proposals..... Discussion of Trust activities can be sensitive in certain matters. Our recent meeting on 4th August is a case in point as well as suggestions that have been discussed in committee.

Unless you are the person who is delegated to speak on behalf of the Trust please refer any discussion or inquirer to contact the appropriate person concerned, either a convenor, coordinator, the Trust secretary or the Trust chair. Otherwise to the Trust web records. Casual conversation can and has led to gossip and misrepresentation of the Trust and committee's intentions. This causes extra work for those supporting the Trust besides possibly damaging the Trust reputation for integrity with professional staff with whom we liaise.

- Meetings between Trustees, professional supporters, etc. If a subgroup meets to discuss a topic currently under consideration with the aim of assisting supporting or resolving items. Do report this to the group concerned at its next meeting and table the information with appropriate documentation generated together with any conclusions drawn. This allows transparent records to be kept by the Trust secretary for the protection of all concerned and future reference.
- Late entries to Agenda... again a reminder, we publicise our closing date so do stick to it. Late entries ignore the fact that others have taken the trouble to ensure adequate notice is given to allow Trustees and members to read the correspondence.

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.

3. **Apologies:** Rob Churcher, Stuart Wright-Stow

Moved that the apologies be accepted:

Moved: Alison Evans Secoded: Bonnie Schenkel

Carried Unanimously

4. **Confirmation of Previous Minutes–**

The minutes of the Board meeting held on Monday 2 July 2018 are attached.

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

Moved: Craig Roberts Secoded: Glynis Dobson

Carried Unanimously

5. **New Members – Dean Harvey would like to be a member/Trustee of the Trust**

Moved that Dean Harvey be accepted as a member of the Trust
Moved: Robert Burch Secoded: Alison Evans
Carried Unanimously

6. Correspondence - delivered into your DropBox
The members of the Board as requested to confirm that the inward correspondence for July 2018 be accepted and the outward endorsed.

Moved: Alison Evans Secoded: Bonnie Schenkel

7. Matters Arising
Power Cuts – Orion – matter raised by Rob Churcher

The Trustees are aware of the problems of continuity of supply to rural areas and approved the letter that the Chair had forwarded to Mr Churcher.

Submissions concerning Flooding and Drainage from ECAN – refer correspondence in your Drop Box

Helen Hayes is happy to investigate – the Secretary will forward the information received to Helen Hayes and Tori Peden.

Tori Peden said that she will send it on to Pam Richardson

The deadline for submissions is 31 August 2018 . Once we have further information we will look at completing a submission

Flood Rating District

Mario Downes has not heard anything more about this

Tori Peden said that as the people that live along the river did not get notified and extension has been made for one month.

This issue is being dealt with currently

Landowners

Dean Harvey (Project Coordinator) has drafted a letter to approach the landowners bordering the walking tracks – the letter is in your Drop Box

The Trust moves that the letter be used as a template for the Little River Village Planning Committee and the Little River Wairewa Community Trust

Moved: Robert Burch Secoded: Bonnie Schenkel

Wairewa Rununga Meeting at Marae on 4 August 2018

A tentative first contact to get us underway as a Trust with the Wairewa Rununga. This was a very productive meeting with significant outcomes for future interaction and mutual community benefits.

John Boyles commented that the meeting was beneficial, very positive and that the Rununga are looking forward to more open dialogue.

Minutes from the meeting will be sent as a draft around to the members of the Trust who were there for their comments to be added.

The Sign for Little River

The sign gifted to Little River by the Wairewa Rununga was discussed as a very important outcome from the meeting on 4 August 2018. It was agreed that the sign should be reinstated with the following process:

- In order to maintain the coherent structure of the Little River Village Plan that the committee should select three places for the installation of this sign
- Secondly these suggested sites should be notified to the Wairewa Rununga through the appropriate channels and subject to their advice and preference a suitable site chosen
- That being done, arrangements will be put in train for appropriate cultural procedures to be met for its installation
- Consultation will then take place with Andrew Hensley and NZTA through our community representative Tori Peden

Alison Evans spoke to the Rununga about the Okuti River Project – a copy of this will be placed in the DropBox

Civil Defence:

The Wairewa Rununga are more than happy to facilitate the development of a suitable Civil Defence centre for emergency preparedness based on Wairewa Marae. Further discussions will ensue.

In context with this Helen Hayes advised that Penelope Goldstone had attended a meeting regarding this and reported that the CCC are taking a whole Christchurch and Banks Peninsula view of Civil Defence and will be tasked with bringing together a meeting regarding this.

Additionally, member Pam Baird who has considerable experience in this matter noted that there is no Civil Defence capability in Little River except for the Fire Brigade. She said it would be great to have the Marae as a centre. At the moment there are no staff and no volunteers as there are very strict rules as to who can work in this area.

This is obviously a very important issue for this community.

Coastal Hazards Identified on Banks Peninsula – Birdlings Flat, Little River are not recognised

This has been raised to the Community Board through Members Exchange. Tori Peden will come back with further information

Te Mata Hapuku AGM - Minutes in your Drop Box

8. Statement of Accounts - LRWCT

- LRVPC

- Birdlings Flat Committee – refer AGM Minutes in Drop Box

Cash Summary

Little River Wairewa Community Trust

For the month ended 31 July 2018

Including GST

Jul 2018	YTD	Actual
Income		
Okuti River Project - CCC Bio Diversity Fund	\$26,460.00	\$26,460.00
Total Income	\$26,460.00	\$26,460.00
Less Operating Expenses		
Accountancy /Treasurer	\$2,499.64	\$2,499.64
Administration Costs	\$226.02	\$226.02
Advertising	\$529.00	\$529.00
Bank Fees	\$17.47	\$17.47
Functions and events	\$360.00	\$360.00
General Expenses	\$30.00	\$30.00
Insurance	\$1,003.42	\$1,003.42
Printing & Stationery	\$40.97	\$40.97
Rent	\$100.00	\$100.00
Secretary fees	\$2,490.00	\$2,490.00
Subscriptions	\$53.02	\$53.02
Okuti Walkway	\$1,130.40	\$1,130.40
Website Costs	\$412.65	\$412.65
GST Refunds	-\$788.68	-\$788.68
Total Operating Expenses	\$8,103.91	\$8,103.91
Operating Surplus	(Deficit) \$18,356.09	\$18,356.09
Net Cash Movement	\$18,356.09	\$18,356.09
Summary		
Opening Balance	\$122,678.69	\$122,678.69
Plus Net Cash Movement	\$18,356.09	\$18,356.09
Closing Balance	\$141,034.78	\$141,034.78

Expenses to pass meeting 06.08.2018

Invoices paid since last meeting

03/07/2018 Craig Roberts & Associates Treasurer / Accountancy fees 2018/2019	2,499.64
03/07/2018 Chair Expenses Jun-18	65.60
03/07/2018 Birdlings Flat Community centre Use of venue - 7/5/18	35.00
03/07/2018 Birdlings Flat Community centre Use of venue - 7/5/18	25.00
03/07/2018 Glynis Dobson website - June 2018	400.00
03/07/2018 Living Streams Nursery Plants for Okuti Valley project - Alison	1,130.40
03/07/2018 JLT Public Liability, Statutory liability & Material damage (contents) 2018/2019	867.20
03/07/2018 JLT Trailer Insurance (excl Contents)	136.22
03/07/2018 ChristchurchNZ Annual Business Plus @ iSite	529.00
23/07/2018 Barb Fraser reimburse for Vistaprint Dean's cards	40.97
23/07/2018 Glynis Dobson Flowers for Val Peak	30.00
23/07/2018 Glynis Dobson Flowers for Miriama Kamo	30.00
23/07/2018 Bonnie Schenkel Catering Miriama Kamo Reading	300.00
23/07/2018 Barb Fraser reimburse for printing of flyers M.Kamo	30.00
23/07/2018 Birdlings Flat Community Centre Use of venue - 12/7/18 M.Kamo	40.00
	6,159.03

Funds Received

01/08/2018 COGS Grant	9,200.00
04/07/2018 CCC Grant Okuti Project Held on behalf Alison Evans	26,460.00
	35,660.00

Invoices To pass on 06.08.2018

01/08/2018 Dean Harvey Project Coordinator role July 2018	337.50
01/08/2018 Chair Expenses Jul-18	37.09
01/08/2018 Glynis Dobson Website costs Jul-18	400.00
25/07/2018 Spark Birdlings Flat June/July 18	143.76
28/06/2018 Abley Ltd - traffic engineering inv11762	5,373.38
Total	6,291.73

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

***Moved: Vanessa Mitchell
Carried Unanimously***

Seconded: Glynis Dobson

9.Reports –

Convenors of the Little River Village Planning Committee – report on Meeting held 30 July 2018 -

Minutes are in your Drop Box

Playground – funding already held by CCC was approved to be kept – see email in Drop Box

Vanessa Mitchell has a draft playground design by Rebecca Hammond – this will be placed in the Drop Box

In the context of this design the Board was informed that the design would meet the requirements that have been outstanding for some considerable time in terms of improving the drainage of this area. Additionally, the area would then become a very valuable amenity for the ongoing and safe enjoyment of the entire community.

Glynis Dobson re Arts – email in Drop Box – Glynis attended the meeting and suggests putting in a submission on behalf of the community for the sculpture trail. Helen Hayes agreed with this and has offered assistance working alongside a member of the Trust. Alison Evans drew attention to the fact that an enviro park/walk is under proposal and that this will include suitable environmentally relevant sculptures

Dean Harvey and Mario Downes will work on this together with Helen Hayes.

Moved that the Trust present a submission to the Arts Council in respect of a strategy for the arts in Little River

***Moved: Glynis Dobson Seconded: Craig Roberts
Carried Unanimously***

Moved that the Trust writes a letter to the Rununga thanking them for their hospitality at the meeting held on 4 August 2018

Moved: Alison Evans Seconded: Donald Matheson

10. Matters of Urgency:

11. General Business

Pam Baird spoke about holding a Little River Dance to raise funds for the Bowel Cancer Foundation. This is being planned for the end of September to be held in the Community Hall. Helen Hayes suggested that she meet with Pam Board to look at funding options available.

Marketing Update

Donald Matheson has spoken with the students that are doing the Traffic survey and they are coming out within a couple of weeks to meet with him and Alison Evans. This is to look at a community van to be held in Little River

Lyn Leslie and Glynis Dobson have met with Vianney – a brief is in your Drop Box

Glynis – Promotional Report attached

12. Representations:

Brief discussion took place about the provision of catering at the Board meetings – it was decided that this will be continued during the winter months.

13. Closure of Meeting : 9.22

AGM – 1 October 2018

14. Time and Place of next Meeting: Monday 3 September 2018 – Little River Service Centre

Certified as a true and correct copy of the Minutes:

Signed: _____ **Robert Burch – Chair**

Signed: _____ **Barb Gaeth - Secretary**