



# Little River Wairewa Community Trust

## Minutes

**Monday 9 April 2018 at 19:30 Little River Service Centre**

### **Board Members**

Robert Burch – Chair  
Craig Roberts – Trust Treasurer/Accountant  
Vanessa Mitchell  
Alison Evans  
Donald Matheson  
Stuart Wright-Stow

**Secretary – Barb Gaeth**

### **Advisors:**

**Wairewa Rununga Representative:** John Boyles

**Community Members:** Ken Sitarz

**Meeting opened: 7.35**

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### **1. Call to order, Chairman's Address, welcome and introductions – 7.35pm –**

The Chair welcomed the Board, Trust members and visitors to the meeting. In the opening address to the Board the Chair thanked the Board and members as well as the "The Little River Railway Trust" and the "Awaiti Domain Board" for their invaluable support in the completion of the Submission over the last few days. The way in which everybody has worked together so effectively by playing their part is indicative of the depth of community

support for this work. As a result the final adjustment to the document will be completed and it is planned to upload it on Tuesday 10<sup>th</sup>.

Additionally the Chair on behalf of the Board expressed thanks to John Boyles the Wairewa representative to the Trust, for his support in ensuring that our letter to the Wairewa Runuga Executive Board reached the Executives Chairman Rei Simon so quickly. (Their reply to the Trust under Reports refers). To date the Trust has received letters of support from the Little River Railway Trust, the Domain Board and the Water Zone Committee.

## **2. Declarations of Conflict of Interest - none**

## **3. Apologies - Glynis Dobson, Tori Peden, Mario Downes, Rob Churcher, Alex Lee, Bonnie Schenkel, Helen Hayes (new Community Advisor)**

**Apologies be accepted – carried unanimously**

### **Note Proxy Vote record**

- **Rob Churcher** lodged his proxy votes with the secretary prior to the meeting to the four motions tabled before the Board in the agenda. Rob is thanked for taking the time to do this.

## **4. Confirmation of Previous Minutes–**

The minutes of the Board meeting held on Monday 29 January 2018 are attached.

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

***Moved: Alison Evans Seconder: Craig Roberts***

***Carried Unanimously***

## **5. New Members - none**

## **6. Matters Arising - none**

**Amendment to Minutes:** Formal letter of thanks to be written to Janet Reeves for the work done to date – Alison Evans proposed that a gift (suggested ceramic work from local artist) be given in acknowledgement of Janet Reeve’s invaluable work in support of the Little River Wairewa Community Trust and the Long Term Plan submission instead of a formal letter.

## **Chairmans Report to the LRWCT Board for the LRWCT submission to CCC LTP 2018**

The Board were unanimous in accepting the body of this work for submission to CCC, subject to inclusion of the letters of support from the various agencies. Such inclusion will be done forthwith. It must be noted that;

Timeline for refined submission – where are we at and what happens next?

- The submission needs to be in by midnight Thursday 12 April 2018 – to avoid last minute IT problems. When we have a date fixed for the hearing we will send out an email asking for support from the community to attend this.

**Presentation to BPCB this morning (9 April 2018)** – this was very well received – fantastic delivery by the Chair and the following points were particularly stressed;

- Confirmation that the first priority is to get Little River dry.
- That the Coronation Library – If reinstated would be an invaluable community meeting place and its restoration requires work that is pivotal to the entire community wellbeing let alone SH75
- That the Trust and community are aware that a substantial sum of money needs to be invested over a period of time to bring projects seamlessly to fruition

- That the Playground is a very important part of this submission since it will service the needs of residents, their families and visitors alike. We specifically asked that the capital sum set aside by CCC for the playground be reserved for that development.

The Trust Chair concluded with the following comment;

“For reference and quoting, I have done a reasonable calculation of an estimate for the volunteer hours that have been delivered over the past year by the Trust and Committee on behalf of the Community to address the deferred maintenance and oversight of the last 10 years.

This includes, our Board, its Community Supporters, Members, Professional supporters (free quotes, contract estimates, advice etc ) as over 7500 hours per year. That is 3.65 FTE workers. Given that the average salaried worker in NZ gets roughly \$58,000 p/a that makes a contribution on behalf of the community of at least \$211,700. p/a. That does not include other groups such as the Railway Trust, Domain Board and many others.

It would seem appropriate that there should be a return on our investment of valued time. It would be appropriate if CCC can equal that dollar for dollar at the very least over and above the current costs for established services. In that way the Deferred Capital Maintenance estimate will be closely met over 10 years. (\$2.5 million) “ Robert Burch – Chair quote from e-mail correspondence.

**Coronation Library** – discussion on the Trust leasing this building –

**It was agreed that no formal resolution be made at the moment. We will closely monitor progress and will continue a free and open dialogue with the Awa Iti Domain Board. We may then explore options for how we could best support the use of the building when further consultation has taken place**

**Coordinator position update :**

Bearing in mind the amount of planning and coordination that will obviously be necessary in the near future, the LRVPC will present their findings for Board members to proactively take such action as required prior to the next Board meeting.

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

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

*Moved: Craig Roberts Secoded: Alison Evans*

*Carried Unanimously*

**8. Statement of Accounts – LRWCT – attached**

**Expenses to pass meeting 09.04.2018**

**Invoices paid since last meeting**

08/03/2018 Chairs Exps Feb Feb payments passed	127.58
08/03/2018 Schenk Ltd Feb payments passed	6,189.75
08/03/2018 Fiona Grace Limited Feb payments passed	1,426.00
08/03/2018 Glynis Dobson Feb 18 Feb payments passed	400.00
31/03/2018 Bank Fees monthly fees	17.09
23/03/2018 Advance Landscaping Weed Control - Living Streams Community Trust	308.20
15/03/2018 Open Host Ltd Monthly Fee	12.65
19/03/2018 Xero Monthly fee	47.44
	<b>8,528.71</b>

**Funds Received**

05/03/2018 GST Refund - Dec/Jan 2018 GST return	1,272.43
09/03/2018 Trailer Hire - Cash from Donald Banked	100.00

21/03/2018 CCC - Council Grant For The Trap Library	10,000.00
	11,372.43
<b>Invoices To pass on 09.04.2018</b>	
07/03/2018 Living Streams Community Trust Plants	1,299.60
02/04/2018 Alison Evans Reimburse - Trap library costs paid by Alison	664.50
05/03/2018 Chair Expenses Mar-18	113.51
30/04/2018 NZTA - Trailer Rego	32.48
25/03/2018 Spark Birdlings Flat - 2 months	140.88
06/04/2018 Glynis Dobson Mar 18 website	400.00
Total	2,650.97

- LRVPC – no money has been spent
- Birdlings Flat Committee – not available at this time

**Insurance quote:**

Treasurer's report on further quotes for insurance

The Treasurer obtained a further quote for contents insurance from Crombie Lockwood – the cost of their premium was \$993.92 plus GST. It was agreed to go with the former quote from JLT.

**Moved that the quote by JLT for insurance be accepted by the Trust forthwith**

*Moved: Stuart Wright-Stow Secoded: Vanessa Mitchell*

*Carried Unanimously*

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

*Moved: Donald Matheson Secoded: Vanessa Mitchell*

*Carried unanimously*

**9. Reports –**

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

Strategy going forward – Board briefing update

**Copy of LRVPC Minutes will be placed in DropBox when ready**

Stuart Wright Stow reported to the Trust Board that Janet Reeves (Convenor) tabled a quotation at the Planning Committee meeting for a traffic engineers analysis for a suggested a solution to the congested area in front of the Craft Station and associated areas. The Committee therefore requested that the Trust consider funding this investigation.

The Trust Board members unanimously agreed, at the following Trust meeting, that since this is an urgent problem area action needs to be taken. The Trust will ascertain funding availability and advise the committee accordingly.

**Alison Evans – Article in Akaroa Mail – to be in before 22 April 2018**

Alison Evans, Donald Matheson, Janet Reeves and Robert Burch have worked on this

A copy of this will be placed in the DropBox when available

**Alison Evans – Report from BFlat meeting 7 March 2018 – no quorum so no decisions made**

Discussion on signage – Alison spoken to Geoff Marks re carving the name of the hall on a piece of wood to be hung at the top end of the ramp above the artwork by Lisa Pirika

**Chair report from BFlat Meeting 4 April 2018** – Minutes of the BFlat meetings will be added to the DropBox when available

**Donald Matheson** to attend the May 2018 meeting

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

***Motion: The Board moves that Alison Evans (Trustee) become a signatory for the Little River Wairewa Community Trust forthwith***

*Moved: Vanessa Mitchell Secoded: Stuart Wright-Stow*

*Carried Unanimously*

***Moved that Alison Evans is elected to be the replacement signatory for Stuart Wright-Stow who has withdrawn as signatory for the Trust***

*Moved: Vanessa Mitchell Secoded: Donald Matheson*

*Carried Unanimously*

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

**Computer application to CCC – for Project Coordinator use**

***Motion: Request that the Board move that application be made to CCC for basic IT equipment in the form of a laptop to enable Trust business to be conducted efficiently.***

*Moved: Alison Evans Secoded: Donald Matheson*

*Carried Unanimously*

***Motion: Request that the Board move that the Trust actively resource a suitable suite of software that will connect with the administrative assets already held by the Trust and CCC. Quotes will be obtained and sent to Trustees for approval to meet the urgency of the timeline***

*Moved: Vanessa Mitchell Secoded: Stuart Wright-Stow*

*Carried Unanimously*

**The subject of the current internet provision at Birdlings Flat is a matter of concern in terms of bandwidth access and needs to be reviewed as soon as possible.**

The Committee is happy to leave it as it is at this stage – once there is enough money in the fund they will look at getting Spark as the internet provider.

**Pumpkin Festival – Displays needed – LRVPC/LRWCT/Domain Board re Coronation Library/LR Railway Trust – Goods Shed**

Thank you for those who have offered to be on roster:

Chair and Secretary 9 - 3

Vanessa/Alison/Donald/Glynis

10 - 11am: Warren Brixton 10 - 12

11 - 12: Alison Evans/Donald 11 - 12

12 - 1pm: Janet Reeves 12 - 3

1 - 2pm: Suzanne Vallance 12 - 1

2 - 3pm: Chair, Secretary

We will need assistance to set up chairs and tables and presentations please – from 9am – Craig Roberts to sort tables, Vanessa Mitchell will bring chairs – thank you!

**Motion: The Board approves the printing of 20 bound copies of the CCC LTP Submission on behalf of the community for distribution to community members at the Pumpkin Festival and to the key supporters of the Trust up to the amount of \$200.00.**

*Moved: Stuart Wright-Stow Seconded: Craig Roberts  
Carried Unanimously*

**All Trustees to send through a photo and small bio (150 words) to Secretary by Wednesday 18 April 2018 for display at the Pumpkin Festival as part of our developing campaign – thank you!!**

**LRVPC future meetings will be held a week before the Trust Board Meetings to facilitate timely coordination with the Trust.**

**Winter Flood Issues:**

Donald Matheson will approach Fulton Hogan and Mitre 10 Mega Hornby for free sand and sandbags and will work in with Marcus Puentener on getting them filled and distributed. If funds are needed then Donald will approach the Trust with a Project Brief.

**Donald Matheson – request for funding for Walking Festival - \$4000**

The Trust is happy for Donald to go ahead and request funding from the correct funding stream

**12. Representations: Ken Sitarz** – update on the Endowment Funds – Meeting with Amy Adams on 14 May 2018 at 9.30am in Little River – Ken is looking for members of the community to support him at this meeting.

**13. Closure of Meeting 9.40pm**

**Time and Place of next Meeting: Monday 7 May 2018 - 7.30pm note at Te Whare o te Mata Hapuku at Birdlings Flat**

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

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

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