



# Little River Wairewa Community Trust

## Minutes

Monday 7 August 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  
Stuart Wright-Stow  
Alex Lee

**Secretary** – Barb Gaeth

**Advisors:** Fiona Nicol

**Members:** John Boyles (Wairewa Runanga representative)

**Community Members:** Ken Sitarz, Niall Mugan, Andrew Turner – Deputy Mayor CCC

**Meeting opened: 7.34**

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

Welcome to all, Niall Mugan, Fiona Nicol  
Andrew Turner – welcome and introductions to people present

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

### **3. Apologies**

Rob Churcher  
Geoff Marks  
Bonnie Schenkel  
Annelies Pekelharing

The Trust moved that apologies be accepted.

***Moved: Mario Downes Secoded: Donald Matheson  
Carried Unanimously***

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

The minutes of the Board meeting held on Monday 3 July 2017 are attached.  
The Board members are asked confirm that these minutes are a true and accurate record of the meeting.

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

### **5. New Members - None**

### **6. Matters Arising**

#### **Geoff Marks Trusteeship and leave of absence (Chair)**

Discussion: (notes available on request)

Geoff has been supporting Trust for last 7/8 months since moving to Rolleston and acting as Project Manager for Te Whare Tapere O Te Mata Hapuku, taking an interest in Trust matters by reading the Minutes and with proxy votes as needed. Geoff would like to continue in this position for as long as the Board are happy to accept.

#### **Resolved:**

That the Trustees are happy for Geoff to remain as a Board member at the moment.  
A letter is to be sent with the points raised and we will await his response.

#### **Formal feedback from Trust to Fiona Nicol for assisting the Birdlings Flat Committee and building**

- Fiona Nicol's communication and facilitation with the City Council and local communities around the build has been invaluable – fantastic work
- A Certificate signed by the Board members was awarded to Fiona
- Fiona Nicol responded: it has been a huge privilege to do this work for the Trust - especially the build and working with mostly volunteers
- Appreciate the thanks!

### **7. Correspondence**

Nepotism - It's Never OK  
Akaroa Health Advisory Group - Update Akaroa Health Steering Group - Sue and Eric  
CCC: Discretionary Response Fund Decision – 00056252 – Nicola Thompson  
LRWCT Village Planning Committee (LRVPC) Delegation to Sec from Chair  
Re: Toy Library – Tori Peden  
Alison Bower re Environment Networking Meeting  
Little River Village Plan Discussion Meeting to Matthew Brosnahan  
Re: Little River Village Plan Discussion Meeting – Alex Lee  
The Dirty Dozen – Annelies Pekelharing  
157 Poranui Beach Road PS4 - PFC Job 140111– Document received  
Re: Te Mata Hapuku Committee Meeting  
Discover Little River Brochure  
Little River Wairewa Community Trust – Conflict of Interest  
Goldstone, Penelope email re Conflict of Interest  
Michael De Hamil – re Ad for AGM  
LRWCT Village Planning Committee (LRVPC) Delegation to Sec from Chair  
Fwd: Ken Sitarz/Mario Downes – Letter for Ken Sitarz and other emails re Endowment Fund  
Little River Community Trust – Conflict of Interest  
Conflicts of Interest and Making Decisions  
LRVP Brainstorm session outcomes of 4 through 12 July 17  
Re: LRVP Brainstorm session outcomes of 4 through 12 July 17  
Little River Brochure  
Secretarial administrative support LRWCT 17 July 17 for Project Report  
End of Year Project Report - 00055611  
RE: Provisional Legal opinion ex Ombudsman  
Mario Downes/Donald Matheson/okuti@ihug.co.nz/Little River Community Trust  
RE: Water supply & Lake Forsyth Endowment Funds - Nicol, Fiona  
RE: Volunteer Thank You Invitation to Glenda Martin  
Re: Bank account details for Flower Power Garden Trail  
Summary of Feedback from Community Engagement Workshop  
EASE OF APPLYING FOR GRANT FUNDING and REGISTERING AND REPORTING AS A CHARITY  
RE: Preliminary booking information Birdlings Flat Community Centre  
Reference letter request from Kevin Blogg  
Big Idea Project – Rail Trail Trust  
Discussion on signage outside Little River Railway Station  
LRWCT Chairmans note to the Te Mata meeting 26 July 17 LRWCT  
Te Mata CPU Goldstone, Penelope  
Volunteer Thank You Invitation

### **Confirmation of Correspondence**

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

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

Because of the volume of correspondence much of which is not directly associated with Trust activity and because of the amount of internal correspondence the volume is becoming a matter for a management review.

Discussion took place (these notes are available on request)

**Motion:**

Proposed that future key correspondence is to be put into a password protected Dropbox to be accessed by all trustees. Donald Matheson to assist Secretary in setting this up.

**Moved: Vanessa Mitchell      Seconded: Mario Downes**  
**Carried unanimously**

**8. Accounts Statement of account****Opening Balance 30/6/17****\$180533.78**

Date	Description	Money Out	Money In
5/7/17	CCC		
5/7/17	Okuti Hall Hire	40.00	
5/7/17	Chair expenses June 2017	277.46	
5/7/17	Bruce King Coronation Gardens	321.06	
5/7/17	Website Management June 2017	400.00	
5/7/17	Alison Evans – Reimbursement Traps	782.00	
5/7/17	Alison Evans – Reimbursement Pest Control	3198.32	
6/7/17	Orion reimbursement re Power BFlat		713.00
6/7/17	IRD GST refund		11532.53
6/7/17	Schenk Ltd – extra material/labour	26003.80	
12/7/17	CCC – DRF		4333.00
14/7/17	Donation – Okuti – MD Thomas		500.00
14/7/17	Trust Secretary Fees	1000.00	
24/7/17	Volunteer Thank You expenses	114.18	
24/7/17	Volunteer Thank You expenses	160.00	
25/7/17	Trust Secretary Fees	1000.00	
31/7/17	Bank fees	0.35	
31/7/17	BOL Monthly Charges	9.95	
31/7/17	Account Maintenance	6.00	
31/7/17	Transaction charges	0.19	
1/8/17	CCC CPU	430.00	
1/8/17	Powell Fenwick Invoice	606.05	
4/8/17	COGs Grant Funding		9200.00
7/8/17	Ali Walker – Catering Volunteer Thank You	500.00	
		34849.36	37778.53
	Funds received		37778.53
	Direct Credit payments	34839.36	

**Current Bank Balance 7/8/17****\$183462.95****Motion:**

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

**Moved: Robert Burch      Seconded: Vanessa Mitchell**  
**Carried unanimously**

## **Questions and discussion re B Flat Spend:**

Discussion took place concerning final build costs, its transfer to CCC and the Lease and the ongoing utility costs that will be incurred. It was agreed that negotiations with the Birdlings Flat Committee need to be instituted once they have had their August meeting and confirmed their officers for the next year.

## **9. Reports**

The Chair had a conversation with Rob Churcher about the Delegation for the Little River Village Planning Committee. Rob Churcher has suggested some amendments. After these have been included and the committee is satisfied the document will be presented for acceptance by the Board.

***Tabled for Normal Meeting to be held after the AGM – 4 September 2017***

## **10. General Business**

### **Niall Muga – Birdwatching Hyde at Lake Forsyth and Boardwalks**

Discussion: (notes available on request)

Niall Muga's proposition fits a number of things

- Heightened awareness of the avian variety that is there
- A culturally sensitive approach
- An environmentally sound approach to the wetlands
- An easy access subject to owner's agreement
- Engagement with the Runanga and Ngai Tahu
- Local business support
- A rail trail enhancement and engagement
- Educationally long term
- Engagement of Living Streams
- Engagement with ECAN Conservation and CCC.

### **Resolved:**

That the Trust will get back in touch with Niall Muga after the Board has had time to discuss options and will let him know what the next step will be in the process.

### **(Chair) Signatories for internet banking payments – not discussed**

### **Te One Tini – Abseiling Project Brief – not discussed**

### **Nominations called for Chairman of the Trust for AGM –**

- Letter tabled – Chair read out letter sent around to Trustees today (7/8/17)
- Chair read out last paragraph of letter re Volunteer Commitment (sent around to Trustees/Members today 7/8/17)

**The Board have been asked to consider both these documents which will be tabled at the AGM**

### **Ken Sitarz – update**

- Has done everything the Trust suggested

- CCC is waiting for the Ombudsman decision before giving their response
- CCC Advisor – the Trust can only continue to support Ken Sitarz at this time
- Andrew Turner has advised that discussions are being held at the right level in Council. Wait to hear back
- Chair expressed that this issue needs to be dealt with legally and correctly. It must not be allowed to affect the strong and positive relationship between CCC, the Runanga, the Trust and the community that has developed. Nor must it be allowed to undermine the recognition of the effectiveness of the work accomplished by the Flood Rating District Committee. Therefore, in consideration of the above the Trust will await the final decisions and responses to Ken by Council and the Ombudsman and will not pursue the matter further for the time being.

#### **Sculptures for Little River**

- Fiona Nicol has organised a meeting 16 August 2017 – Mario Downes, Robert Burch, CCC Arts Advisors, Stuart Wright-Stow, Fiona Nicol, Secretary to record
- Letter of support from the Trust to be presented at this meeting.
- The decisions are to be clarified around process of putting them up/funding/placement and will be presented to the Board after this meeting

#### **(Chair) Change of rules in Deed – amended in Dec 2012? SGM – notice of 2 Motion for the AGM Reinstatement of Trust rules 6.4 Quorum and art 9.2 Audit Note execution of documents item 11.1**

- The Trustees were asked be ready to vote on these at the AGM

#### **Little River Brochure update**

- The brochure has been finished to final draft and after the next committee meeting will be sent for printing

#### **John Boyles – Wairewa Rununga Representative**

- John Boyles advised that once the Code of Compliance comes through for Te Whare Tapere O Te Mata Hapuku – the Rununga will book it and run a public meeting with a question and answer session about the lake, bridge etc.

#### **Fiona N**

- Speed Limit in Little River is changing from 70kms to 60kms on 27 August 2017 – once Marcus Puentener has returned from overseas there will be an event planned to celebrate this wonderful outcome

#### **Playcentre Quiz Night – Sponsor \$10 per question**

- Discussion – decided not the right forum for the Trust

### **11. Representations:**

#### **Andrew Turner – CCC Long Term Plan**

Two things that led to Andrew Turner wanting to have a conversation with this group

1. Development and adoption of Little River Big Ideas document
2. Village Plan aspect of the submission made to the Annual Plan

- Both documents contain aspirations for this community, projects and actions – some of which can be delivered without CCC, some with partnership with CCC, some of which are to be delivered by CCC.
- Great to think all ideas in the above could be delivered in a short time – however there are lots of other communities that also have vision...
- We need to make sure there is a good conversation about priorities and delivery – so that we can get as much as we can of these ideas into the long term plan. There will be projects to be completed in the short term, medium term and longer term
- The Committee needs to select projects which it can put forward to Council for consideration for inclusion in the Long term Plan.
- This will need to be prepared for presentation prior to December 2017. Andrew drew attention to the fact that this timeline is quite short.
- The LRVCP/LRWCT and the community need to decide their agreed priorities and to then advocate for funding for such projects that they select to be built into the Long Term Plan
- There could possibly be smaller projects that could be completed without asking for funding

#### **Chair**

- Board has committed to generating a committee – the Little River Village Planning Committee which has convened four times.
- The committee is putting together a structure that will facilitate the decisions in regard to the priorities and what the projects will be
- They have elected a Convenor and a written Delegation will be provided by The Little River Wairewa Community Trust to the Committee. This will confirm the terms of reference for the committee and provide their formal freedom to act on behalf of the Trust when dealing with other organisations.
- The LRVPC is keen to engage stakeholders to achieve the goals that they have expressed

#### **Stuart Wright-Stow**

- At last meeting, it was decided to have a Rolling Convenor
- Several plans were submitted to the group which were tabled for discussion
- It was felt that an amalgam of those planning issues and desires be brought into one plan
- The LRVPC will begin a prioritisation of these ideas
- The LRVPC feels that it is not the right time to have a public meeting until such stage as there is enough to talk to, to make it a positive experience.

#### **Andrew Turner:**

- Any work that CCC is doing in Little River around planning and projects would involve conversation with community, LRVPC and LRWCT
- In terms of timetables CCC makes decisions on the long term plan on or before 30 June 2018 which locks in capital plans for the next 10 years
- The Banks Peninsula Community Board has started conversations about priorities for Little River – these have come out of the Little River Big Ideas document
- Flooding impact, Coronation Library and Tennis Courts are a priority – must get something locked into long term plan
- A bigger conversation regarding flooding, riverbank treatment – ECAN/River rating group (community driven) Reserve Management, Community Board – needs to happen sooner rather than later
- Draft of Long Term plan will land in first place in December 2017 – then a draft for consultation in February 2018 - then go out for consultation in March and April 2018, hearings in May 2018, finally a decision in June 2018

- LRVPC need to be aware of the time scale - suggest early engagement with Banks Peninsula Community Board at high level – making sure what they want is in the first draft in December
- Thinking of projects – think of planning, systems required for planning, major projects to get through planning, community consultation etc – build into the budget for this ie feasibility study etc – delivery may take longer
- Planning needs to start now – important that the ideas are built into early thinking of the Banks Peninsula Community Board to get into the first draft of the Long-Term Plan in December

**Chair summary:**

- LTP – Submissions by December
- Committee to sort out priorities
- The Committee will need to select key projects to allow strategic feasibility budgeting
- Submit these together with requested priorities to the CCC and to BPCB in a timely manner

**Further points:**

- Coronation Library flooding from drain not rivers – simple work to be done
- Sean McCracken (ECAN) is working in closely with CCC re Coronation Library
- The CCC may be able to provide CCC staff with technical support for LRVPC eg urban planning support
- Flooding meeting with Ken Sitarz and the discussion on the Endowment fund is a separate issue. Conversations are ongoing between CCC and Ngai Tahu. For the purposes of community planning this needs to be treated as a separate issue – the two may come together at some time or not. Would not like them to stand in the way for LRVP

**The Chair** – thanked Andrew on behalf of the Trust for taking the time to speak to us. The Trust will act on the advice given.

**Andrew Turner:**

Anything I can do to assist let me know. I am happy to come back at any time to talk with you

**12. Closure of Meeting 9.35**

**13. Date and place of next meeting - AGM/Normal Meeting 4 September 2017 – Little River Service Centre Board Room – 7.30pm**

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

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

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