



Little River Wairewa Community Trust

Minutes

Board Meeting 7 January 2019 – 7.30pm Little River Hotel

Board Members

- Robert Burch – Chair
- Mario Downes
- Craig Roberts – Trust Treasurer/Accountant
- Bonnie Schenkel
- Donald Matheson
- Alex Lee
- Lyn Leslie
- Rob Churcher

Secretary: Barb Gaeth

Advisors:

BPCB Representative:

Project Coordinator:

Wairewa Rununga Representative: John Boyles

Members:

Meeting opened:

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

Chairman's notes to meeting of 7 Jan 19

Tena koutou

the members of the Trust Board have undertaken the great responsibility of acting as an umbrella organisation. By making representations and supporting requests you are acknowledging the needs and vision of the entire community to local government.

The Board

Each member has put aside any thought of personal reward or gain. Each of you, despite conflicting demands in your day to day activities generously donates your time to forwarding the good of the community and residents of Little River. By doing so you are fighting to retain, repair and regenerate much needed amenities and services. Each of you with your energy and knowledge are ensuring that we will reinstate the foundations for a long term stable, independent and resilient community. That is no small task.

As members of the Board you are blazing a trail to the future for this community. You are leading the way and defining the path more clearly. You know your community and you know what it holds of value. With careful team work you have earned the tangible respect of Council and its staff as well as other satellite governing bodies.

This has been confirmed through the content of our submissions having achieved wide acceptance. As at the end of 2018 the Trust will be involved in the delivery of services to this community that are provisionally estimated to be of the order of well over one million dollars.

Careful thought will affirm this as probably an underestimate. Infrastructure planning, design and implementation, Bunds, Gabions and drainage, the Village Plan, Recreation and Playground, Road marking and parking, Signage, Walkways and staff meetings and consultation. All these are significant items. Waiting in the wings there are more.

As your Chairman I seek to remind you of this, for it can be too easy in the rough and tumble of our daily round to overlook the amount of teamwork that has been required to achieve such a result. I urge you to hold fast to the premise that that which you do is for the good of all. By persistence and attention to detail, by careful discussion and coordination as a team this Trust will continue to achieve great results.

Therefore, this first meeting of 2019 is aimed at defining clear signposts for the future. Clear objectives that we seek are achievable and can be delivered. Each of us must be prepared to attend to a specific and clear objective, to attend such consultations and meetings as are related to that objective and thus make the Trust a force to be reckoned with. I look forward to working with you throughout the year.

A Happy and Healthy New Year to you all,

Ka nui tenei

Mac B Chairman LRWCT 2019

- 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** Tori Peden, Helen Hayes, Glynis Dobson, Stuart Wright-Stow

Moved: The Board members are asked to confirm that the apologies be accepted.

Moved: Bonnie Schenkel Secoded: Mario Downes

Carried Unanimously

4. New Members: No

5. Confirmation of Previous Minutes

The minutes of the Board meeting held on Monday 3 December 2018 are attached

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

Moved: Lyn Leslie Secoded: Rob Churcher

Carried Unanimously

Matters Arising:

6. Correspondence - delivered into your DropBox

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

Moved: Bonnie Schenkel Secoded: Rob Churcher

Carried unanimously

Matters arising:

1. Programme; Timeline and key objectives concerning follow up submissions 2019 (in your Dropbox)
2. Leasehold land; Ratification of interest in Leasehold land in relation to items 2 and 3 – (not covered at the meeting)

Playground (LRVPC); Objective; Planning, Coordination and integration with item 2

- A letter has been received from Kate Russell outlining the CCC involvement with funding of the Little River Play and Recreation Development – this is in your DropBox
- Coordination between the Little River Village Planning Committee and the Board is working well however the lines of responsibility need to be clearly defined
- A Project Delivery Plan will be completed for each project – Rob Churcher to send through a one page example
- Community consultation and engagement will be factored into the Delivery Plan to promote more community support for projects
- A meeting will be held with the Recreation Area/Playground Planning Group to clarify how they wish to manage the Project Delivery Plan and provide support as required

The **Consultation process** for the area outside the front of the Craft Station begins on 14 January 2018 – could the Trustees please make time to attend – the times and dates will be emailed out when available. Trustees are asked to respond to this email

Drainage (Chair); Capital works coordination programme liaison and Board information

- We need to ascertain how we may most effectively engage in a productive outcome with Council staff in respect of the planning for Little River's drainage infrastructure.
- We must be able to continue to engage intelligently and for that it is essential that we are equipped with the necessary knowledge to be effective.

- For this we shall need independent advice.
- We need to discourage any disconnect between the Planning Committee's designs and the proposed solutions presented by Council.
- A transparent dialogue has to take place and that means planning by us to make the most of the time that we have available.
- The maintenance that the CCC are starting to do may alleviate some of the issues
- Short and long term solutions need to be forward focussed
- If we want to ask the question “what are the flood risks in the long term including climate change, weather patterns and infrastructure” – we may need to engage an engineer to provide a map of the whole basin down to Birdlings Flat. Meetings would need to be held with the Rununga and other appropriate people
- Run off measurements are available from ECAN on their website – this data can be referred through to the appropriate person in CCC
- Suggested to revisit the proposal from Calibre again
- Chair to lead this project, Rob Churcher to assist (copy in Bonnie Schenkel and Mario Downes)

Lotteries Heritage and Community Fund – opens 16 January 2019

- This is a very important building for this community as indicated in LRBI and the responses to community Consultation and its reinstatement would integrate well with Reserve and infrastructure work that is currently being planned.
- The Trust Board needs to clarify its expectations and objectives in this regard accordingly. There will not be a long window of opportunity for us to do this.
- The trustees agreed that they wish to continue to support this process by resubmitting when required
- Submission to be strengthened with other points eg useage
- Trustees agree that they are happy to look at leasing the building and managing the hireage of it
- Chair to lead this process with Donald Matheson as support

Te Oka Submission

- The Trust has lodged the submission as written by Stuart Wright-Stow
- In answer to queries from John Boyles we are not aware of any response yet from the Rununga
- To further the objective in support of this submission, Lyn Leslie stated that she was interested in this area and would be happy to assist in this process

In summary, it was agreed by those present that Project Delivery Plans, once the template is provided by Rob Churcher, would then be lodged with the Trust in support of each of these above projects and this also includes:

- The Little River Walkways
- The Craft Station environs (line planning and marking)
- The Little River Welcome Sign

This will make it quite clear obvious to observers as to the process that we are adopting and as to the intent.

Mario Downes advised that he will be away for the meetings in February, March and April

7. Statement of Accounts

Expenses to pass at Board Meeting 07.01.2019

Invoices paid since last meeting

04/12/2018	Glynis Dobson Website Nov 2018 3135318	4 00.00
04/12/2018	Glynis Dobson Flowers Rob Churcher 3135319	60.00
04/12/2018	Robert Burch Chair Expenses Nov2018	90.87
04/12/2018	The Akaroa Mail Inv 19472 -Art at the Bird advertising	1 65.60
04/12/2018	Spark - Birdlings Flat November charges	63.54
04/12/2018	DIA Charities Commission annual return	51.11
20/12/2018	Pest Control Research Akaroa Trap library – A Evans	5 95.70
		1,426.82

Funds Received

05/12/2018	Green Antler LR Brochure Advertising	1 60.00
10/12/2018	L R Café & Store LR Brochure Advertising	1 00.00
17/12/2018	Elizabeth Fitzpatrick LR Brochure Advertising	1 00.00
17/12/2018	L R Diner LR Brochure Advertising	1 00.00
18/12/2018	L R Craft Station LR Brochure Advertising	1 00.00
		5 60.00

Expenses to pass meeting 07.01.2019

27/12/2018	Glynis Dobson Website Dec 2018 3135329	4 00.00
07/12/2018	Jane Rattray Design costs LT Brochure	72.45
07/01/2019	Robert Burch Chair Exps Dec2018	1 66.88
25/12/2018	Spark - Birdlings Flat December charges	63.69
		Total 703.02

Cash Summary

Little River Wairewa Community Trust
For the month ended 31 December 2018
Including GST

Dec 2018	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	\$860.00	\$860.00
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	\$0.00	\$191.67
Trailer Hire Income	\$0.00	\$20.00
Total Income	\$860.00	\$89,055.07
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$3,999.24
Administration Costs	\$90.87	\$492.41
Advertising	\$0.00	\$679.88
Audit fees	\$0.00	\$565.80
Bank Fees	\$16.71	\$101.97

Birdlings Flat Community Centre Build Costs	\$0.00	\$2,001.00
Community Breakfast	\$0.00	\$1,612.84
Donations to other organisations	\$0.00	\$3,833.89
Functions and events	\$165.60	\$3,894.37
General Expenses	\$60.00	\$90.00
Insurance	\$0.00	\$1,003.42
Little River Brochure Costs	\$0.00	\$1,788.69
Little River Plan / Big Ideas	\$0.00	\$8,362.75
Okuti River Project	\$0.00	\$11,089.00
Printing & Stationery	\$0.00	\$64.57
Rent & Venue Hire	\$0.00	\$40.00
Secretary fees	\$2,400.00	\$15,690.00
Subscriptions	\$102.86	\$366.22
Telephone & Internet	\$63.54	\$462.61
Trap Library / Okuti Walkway	\$595.70	\$10,217.28
Website Costs	\$412.65	\$2,475.90
GST Refunds	\$0.00	-\$3,450.59
Total Operating Expenses	\$3,907.93	\$65,381.25
Operating Surplus (Deficit)	-\$3,047.93	\$23,673.82
Net Cash Movement	-\$3,047.93	\$23,673.82
Summary		
Opening Balance	\$149,559.11	\$122,837.36
Plus Net Cash Movement	-\$3,047.93	\$23,673.82
Closing Balance	\$146,511.18	\$146,511.18

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

Moved: Mario Downes Secoded: Donald Matheson

Carried Unanimously

The Trust will continue to send the Spark phone bills through to Te Mata for payment

Treasurer to seek refund of the payment for the A & P Show site from last year as Trust will not be attending this year

9. Reports

Trailer – Donald Matheson

- A stocktake has been completed on the contents of the trailer
- There are games that need to be replaced
- The Trailer Policy (as below) will now be implemented with the hire fee of \$30 and the bond of \$20 (from the Minutes of 1 May 2017)
 - ***That the trailer hire fee be \$30 with a \$20 bond in addition. The bond will be refunded on return of the trailer and contents complete and undamaged.***
 - ***If the Ezi Up or Barbeque are hired as separate items (not with the trailer):***

- ***That the Ezi-Up hire fee be \$30 with a \$20 bond in addition. The bond will be refunded on return of the Ezi-Up complete and undamaged.***
 - ***That the barbeque hire fee be \$30 with a \$20 bond in addition. The bond will be refunded on return of the barbeque complete, clean and undamaged.***
 - ***That administration fee of \$5.00 per hire be paid to the trailer holder.***
- The information on the website will be updated for the community

***The Trust is prepared to fund up to \$500 for replacement of games in the Games Trailer.
 Moved: Robert Burch - Chair Secoded: Bonnie Schenkel
 Carried Unanimously***

Thank you to Mario Downes for fixing the barbeque by welding and putting new wheels on it

10. General Business

Nursery; Outcomes of discussions and ratification or otherwise of lease application

This was not reported on at the meeting and the Board needs clarification on this matter.

The Trust formally thanks Glynis Dobson for the wonderful work that she has done and the time that she has put in working on the brochure and Isite information.

11. Representations: None

12. Closure of Meeting: 8.55pm

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

14. Trustees are referred to the correspondence dated 9 January 2019.

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth - Secretary