



Little River Wairewa Community Trust

Minutes – Normal Board Meeting

Monday 4 September 2017 at 21.00 Little River Service Centre

Board Members

Robert Burch – Chair
Mario Downes – Vice Chair
Craig Roberts – Trust Treasurer/Accountant
Vanessa Mitchell
Glynis Dobson
Stuart Wright-Stow
Alex Lee

Secretary – Barb Gaeth

Advisors: Fiona Nicol

Members: Pam Baird

Community Members: Tori Peden, Tom Dobson

Meeting opened:

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. Confirmation of the previous minutes
5. New Members
6. Matters Arising
7. Correspondence
8. Accounts
9. Reports of Committees / Members
10. Matters of urgency
11. General Business
12. Representations from Members / Public
13. Date and place of next meeting
14. Close of meeting

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

2. Declarations of Conflict of Interest: None

3. Apologies

Alison Evans
Rob Churcher
Bonnie Schenkel
Annelies Pekelharing
Donald Matheson

Geoff Marks (Absent)

The Trust moved that apologies be accepted.

Moved: Mario Downes Seconded: Glynis Dobson
Carried

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: Vanessa Mitchell Seconded: Craig Roberts
Carried

5. New Members - None

6. Matters Arising

Letter from Don Babe/Craig Mason re Rail Trail

Discussion took place about the information in the letter received from Don Babe and Craig Mason

Two separate issues:

Catons Bay

- Glynis Dobson – concerned with the Catons Bay area and would like a structure put in place to look after the property
- \$40,000 was put into Catons Bay
- Tom Dobson (involved with Corrections) had a gang that he supervised who planted and put a pathway in down to the lake and has continued working there spraying etc
- Since then has fallen into the void – CCC/DOC not interested in keeping it up
- There needs to be a formal arrangement and someone to take management of the area – is the Trust interested in taking on this project?
- Craig Mason has requested support from the Trust in this area
- Mario Downes mentioned a local who is looking for community service in the area and the question was raised whether the upkeep of Catons Bay could be part of this
- Other areas were mentioned that need tidying up and looking after – the Memorial in Pa Road and the pump track
- Is this something that the Trust could look at getting involved with?

Another option:

There is an opportunity on the Peninsula to lead this project across the region to eventually get contracts and give an opportunity for local people to do local work.

This would work in with Marcus Puentener's idea of The Banks Peninsula Community Development Trust - a social enterprise start up group promoting and developing a more sustainable Banks Peninsula - economically, environmentally and socially.

Action:

Mario Downes (Vice Chair) will attend to the matter of community service and how it might work within the area and report back to the Trust with information at the next meeting.

Rail Trail

Craig Mason lived in this community for 16 years and was the driver to get the Rail Trail through to Little River. He is prepared to carry on with this fight to get it through to Diamond Harbour – this would be great for Little River – increase patronage and be great for businesses.

The original Trust that was formed is going to be disbanded and therefore Craig Mason is looking for support from the community to continue with the Trail.

Resolution:

That the Trust will write a letter to the Rail Trail Trust – establishing contact with Craig Mason and Don Babe, advising that the Trust support the care of the Caton's Bay area and the principle of the continuation of the Rail Trail in the future.

Moved: Mario Downs Seconded: Stuart Wright Stow

Action:

Invite Marcus along to next meeting to discuss Social Enterprise - matching a need with an opportunity but still making a business out of it – maintenance of Caton's Bay, the earthquake Memorial and the pump track are cases in point.

Action:

Invite Craig Mason along to a Board meeting to talk on progress and give updates on negotiations that he is currently carrying out in regard to extension of the Rail Trail.

Support for Niall Muga and Bird Hides - to be discussed next time

CCC Advisor – organise a meeting with all five government organisations to talk when Niall is ready
An agreement to partner – governance level

7. Correspondence**Confirmation of Correspondence**

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

The DropBox that has been set up to allow correspondence to go directly to the Trustees is working well.

Moved: Alex Lee

Seconded: Craig Roberts

Carried unanimously

8. Accounts Statement of account

<u>Opening Balance (in funds) 31/07/2017</u>		175,799.00	
		<u>Money out</u>	<u>Money In</u>
1/08/2017	CCC chch city council Certificate for public use	430.00	
1/08/2017	Powell Fenwick invoice 101026 Handrail Support and Deck Subfloor Inspection and Issuing of a Producer Statement Construction Review	606.05	
4/08/2017	CROWN PAYMENTSDE999960-COGS Christchurch City / Banks Peninsula 27/7/2017 GST Incl.		9,200.00
7/08/2017	Ali WalkerCatering Volunteer thank you afternoon tea	500.00	
8/08/2017	Banks Peninsula Rugby Club clubroom hire last AGM	75.00	
8/08/2017	Glynis Dobson Monthly invoice for website and one welcome pack	420.00	
8/08/2017	Peninsula Upholstery reappear Gazebo bag	80.00	
8/08/2017	Robert Burch Cellphone costs	29.99	
8/08/2017	Spark NZ invoice to 25/07/2017	163.57	
8/08/2017	Barb Fraser - Trust -secretary fees fortnight ended 08/08/2017	1,000.00	
9/08/2017	Barb Fraser - Trust additional 10 hours inv670371 for volunteer thank you	250.00	
14/08/2017	Schenk LimitedIn 674404 Add disabled hand rail and toilet required for consent	14,000.00	
16/08/2017	Donald Matheson Flower Power Vista print exps reimburse K Grant and D Matheson	145.96	
22/08/2017	Barb Fraser - Trust-secretary fees fortnight ended 22/08/2017	1,000.00	
23/08/2017	HARTLEY B - L R BROCHURE Advertsing		60.00
28/08/2017	YEE'S FIRST ENTERPRISE- Little River Diner`		60.00
28/08/2017	SCRUBBY GULLY L R BROCHURE Advertsing		60.00
29/08/2017	VALLEY HOMESTAY Ltd L R BROCHURE Advertsing		60.00
29/08/2017	CCC chch city council invoice 106466 Code of Compliance Inspections	806.25	
30/08/2017	LITTLE RIVER CAFÉ & STORE L R BROCHURE Advertsing		60.00
30/08/2017	Fraser J WDE995050 L R BROCHURE Advertsing The Bone dude		60.00
31/08/2017	BOL Monthly Charges	10.90	
31/08/2017	Account maintenance	6.00	
31/08/2017	Transaction charge	0.38	
		19,524.10	9,560.00
	Funds in	9,560.00	
	Cheque payments	-	-
	Direct Credit Payments	19,524.10	
	Current Bank Balance 31/08/2017 in funds	165,834.90	
	Less Payments still awaiting Authorisation / paid after 31/08/2017		
1/09/2017	Vanessa Mitchell Treasurers Koha 2017	1,125.00	

Schenk Ltd - Invoice#6 Completion	35,075.25
Bonnie Schenkel - catering invoices x 3	400.00
Adjusted Balance 04/09/2017	129,234.65

Motion:

That the Trust accept and pay the accounts as presented.

Moved: Mario Downes Seconded: Vanessa Mitchell

Carried unanimously

9. Reports – Discover Little River Brochure is getting printed this week and will be ready for distribution on Friday – a copy will be given to the Board

10. General Business

The Delegation to Little River Village Planning Committee from The Little River Wairewa Community Trust was formally accepted at the last meeting of the Little River Village Planning Committee. The motion was put

Motion: The Little River Village Planning Committee (LRVCP) formally approve Version 4 of the Delegation formally outlining the relationship between Little River Wairewa Community Trust (LRWCT) and the Little River Village Planning Committee (LRVPC) working on the Little River Big Ideas, a community plan for Little River and Cooptown document.

Moved: Stuart Wright-Stow - Convenor Seconded: Janet Reeves – Convenor Agreed by all attendees

The formal document will be signed by both parties and held on file.
The Board accepted the motion as carried and the Delegation ratified.

Honorary Trusteeship – on table for next meeting

Signatories –

- Thanks to Stuart Wright-Stow for his service as a Signatory – he is now stepping away from this responsibility
- Alison Evans has volunteered to be a new signatory
- Signatories are:
- Craig Roberts (Treasurer), Robert Burch (Chair) Mario Downes (Vice Chair) Vanessa Mitchell (Trustee) Alison Evans (Trustee)

Heritage – Railway Trust – Warren Brixton (not present at meeting)

Bonnie Schenkel – stepping down as Trustee link for the Trust and Birdlings Flat Committee

After discussion it was decided that:

- It is important that the Trust maintains this relationship and responsibility
- The Trustees will take turns in attending the meetings – a roster will be put together and circulated once the Birdlings Flat Committee set their meeting times.

- Craig Roberts to attend the meeting on 13 September 2017 – Birdlings Flat Community Centre – 7pm

Project Brief – Community Breakfast

The Trust moved that this Project be accepted:

Moved: Mario Downes Secoded: Alex Lee

It was suggested that a sub committee be formed to assist with the Community Breakfast. Details to follow.

Funding – Tori Peden

- CCC – Community Board granted \$12000 – Strengthening Communities Fund
- Walking Festival - \$3000 – Discretionary Response Fund

Seniors Hui – 29th October 2017 11am – 2pm – Pam Baird to confirm

11. Representations: None

12. Closure of Meeting - 10.03pm

13. Date and place of next meeting - 7 October 2017 – Little River Service Centre 7.30pm

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth – Secretary