

**Minutes of the Little River Wairewa Community Trust Meeting
Monday 7th September 2015, 7pm
Little River Service Centre**

Present: Bryan Morgan, Mac Burch, Pam Baird, Geoff Marks, Mario Downes, Penelope Goldstone, Fiona Nicol, Kathy Bisman, Marcus Puentener, Megan Gainsford, Sharon McIver, Jill Tini

Apologies: Bernadette Hartley, Matthew Brosanan, Alison Evans, Hollie Hollander, Tori Peden, Stuart Wrightstow, Glynis Dobson

Previous Minutes Moved – Mario 2nd Geoff

Finances: Balance \$ \$40,075

Income: \$0

Outgoing: \$6991.89 - Norma – community garden \$74.29, Bruce – community garden \$271.71, Akaroa Mail – Ad \$36.80, Stamps - \$8, Birdlings Flat Consent \$4,914.30, Jill Wages - \$1612.50 (64.5hrs 17th Aug – 6th Sept) **Moved Bryan, 2nd Geoff**

	Issue / Topic		Action
1	Matters arising from previous minutes	•	?
2	AGM	<ul style="list-style-type: none"> This has been set for October 5th 2015 7pm Little River Service Centre. Regular meeting to follow AGM. Decided not to provide a supper. 	Jill to organise free advertising in Akaroa Mail
3	Phone Book Ad	<ul style="list-style-type: none"> End of September closing date. Group contacts of Trustees and their positions. Mario to get a price for half page add. Jill to write up. 	Jill + Mario
4	Marcus – LinC Report	<ul style="list-style-type: none"> Marcus presented his LinC report. See attached document. Marcus sought confirmation for Sculpture workshop advertising. This was agreed - Vanessa requires receipt or invoice prior to payment. Marcus updated us on his Love Little River group – current focus is speed limit reduction. Penelope indicated that the Working Party committee has this as an upcoming focus. Bryan mentioned the Rail trail completion will partially address this and suggested that it would be more fruitful to work with other groups on this. Love Little River – Community Clean up – see bottom of Minutes 	

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5	Marcus complaint mediation	<ul style="list-style-type: none"> • Marcus raised issues of lack of Trustee support during his time working for the Trust and lack of communication re job position. He also sought reasons for not being interviewed. • Bryan addressed this with an explanation of what the Trust felt were most needed (secretarial) and hoped that bridges hadn't been burned and we could all work together in the future for the betterment of Little River. • Jill offered that poor communication is a responsibility from the whole Trust and assured Marcus that this is being addressed. • Vanessa offered explanation of interview process • Mac thanked Marcus for his input over the years and had regrets over Marcus resignation. • We are all hoping to work alongside each other with future projects. 	
6	Welcome Packs	<ul style="list-style-type: none"> • Phone Book – Jill to highlight important numbers. • Plant from Living Streams Nursery • Newsletter/Info sheet • Meet and greet soon after arrival in LR with a welcome pack – Jill to do 	Jill to bring approx. numbers needed for phonebook order back to next meeting
7	Thank you Packs	<ul style="list-style-type: none"> • To be handed out to those who go above and beyond and to members of the community who hold workshops or lead events. • Suggested \$50 meal voucher at Hilltop or Blue Duck Cafe 	Jill to approach businesses for voucher prices
8	Laptop for Secretarial position	<ul style="list-style-type: none"> • Bryan has suggested using google doc + cloud – Jill to look at this • Mac suggested a new updated laptop + software to be purchased. He suggested using Adobe reader/writer and ensuring this is available to ALL Trustees so they can access documents. • Geoff suggested using Linex and Ubuntu as this is free software. Bryan commented that this was complicated to use 	Mac to get prices for laptop + software and bring back to next meeting. Bryan to help Jill with computer use

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9	Budget	<ul style="list-style-type: none"> Financial report was received from Vanessa. A thank you was received from the Fire Brigade for equipment purchased. COGS grant received \$7400 – Vanessa to check COGS application as to what this is to be used for. Mario is our GST person on behalf of the Trust. Vanessa to check Strengthening Communities to see what is still available. It was decided to commit to full Audits for the next two years Accounts to be paid - Norma – community garden \$74.29, Bruce – community garden \$271.71, Akaroa Mail – Ad \$36.80, Stamps - \$8, Birdlings Flat Consent \$4,914.30, Jill Wages - \$1612.50 (64.5hrs 17th Aug – 6th Sept) Penelope informed us that the CCC Strengthening Communities grants has approved \$12500.00 for the next 2 years towards Sec/Coord wages as we are now a KLP group CCC Special Reserve fund for the Living Streams Nursery relocation – was agreed that although it is not a requirement a final report will be completed for this. Jill to talk with Bryan and Annelies then write up a report with some photos and send to Fiona Nicol Okuti – Hilltop walkway – Paul Devlon is negotiating with landowners and overseeing this. Trust are holding funds and supporting as needed. Christmas lights are now to be left up unless they are requested by homeowners to be taken down 	<p>Moved Bryan 2nd Geoff</p> <p>Vanessa to look at grants</p> <p>Jill to write Living Streams Nursery report</p>
10	BF Hall - Building Committee update	<ul style="list-style-type: none"> Bryan gave update – we are ready for contract now – Building and resource consent approved. Inovo can still be employed by Trust to oversee this build. Geoff and Shaun are to draw up criteria for job and email out to applicants. There are 3 interested parties bidding on contract. Insurance – who covers what. Geoff will notify sec of closing date. 	Geoff + Shaun to draw up criteria for applicants
11	Water Rating update	<ul style="list-style-type: none"> Geoff gave an update. This has gone through. There are issues around multiple title though this is being sorted. Land presently too wet for large machinery so no action is being seen yet. Owner of land opposite Hotel was approached by ECAN and is opposing his land use. Kathy noted that the owner has passed and this is presently being overseen by Estate. Maria Bartlett is to write a letter off on behalf of the community seeking his approval 	Maria Bartlett to send letter of request

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12	Trust Public Liability Insurance	<ul style="list-style-type: none"> • Are other community groups covered under our insurance or do we need to seek prior approval each time. Geoff read contract it seems like it is an open cover. Jill to phone and double check 	Jill to ring insurance company JLT
13	Postal Box	<ul style="list-style-type: none"> • As no Postal Boxes are currently available the Trust has decided to use c/- Little River Postal Centre, Little River 7546 as our address for now 	
14	Intro Fiona Nicol	<ul style="list-style-type: none"> • Penelope introduced Fiona Nicol to the meeting. Fiona is our new Community Development Advisor who will now be working with the Trust • Fiona will be working in LR 3 days per week. She is looking forward to meeting with other community groups and is excited about her new position. Fiona lives in Pigeon Bay and has previously worked for Environment Canterbury. • We look forward to growing and working alongside Fiona 	
15	Travel Compensation	<ul style="list-style-type: none"> • Mac suggested a per km travel reimbursement be set for members attending training, meetings etc on behalf of the Trust. This was agreed to be tabled at next meeting 	To be Tabled at Oct meeting
16	Car Pooling	<ul style="list-style-type: none"> • Matthew Brosanan initiated this feasibility study. He has suggested that we enlist Canterbury University Students 180 Degrees who would like to take this project on and suggested a contribution of \$250-\$500 for this. • Mac supported this and proposed we offer \$200 towards the project. • Bryan increased this to \$250 . 	Moved Mac 2 nd Bryan Jill to notify Matthew of Trust decision
17	Rocket Launch	<ul style="list-style-type: none"> • Mac put forward that "until matters are clarified by Rocket Lab to this committee and the communities of LR and B/Flat concerning infrastructure development, buildings, transport and storage of materials and fuels together with the environmental impacts of the operation in the long term, this committee should refrain from any considerations of negotiation with the company concerned". • Bryan agreed that we need to be cautiously interested • Mario was awaiting a reply from the Rocket Launch promoter to see when he can come and address our meeting. Mario to follow this up 	Mario to follow up with Rocket lab Tabled to Oct meeting

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		<ul style="list-style-type: none"> It was agreed to Table this to the next meeting 	
18	Website	<ul style="list-style-type: none"> Vanessa discussed the need to keep Glynis Dobson on board for website update. This was all agreed that Glynis is still to be paid for this service. She is approved up to 8hrs per month. Glynis had become unsure of her position and requirement. Kathy mentioned that Scott Bramford from CCT uses our 'Whats on' website on a regular basis to communicate what is happening in our area. 	<p>Moved Vanessa 2nd Mario</p> <p>Vanessa to contact Glynis</p>
19	Seniors Hui	<ul style="list-style-type: none"> This was discussed in brief. Pam notified us that the Marae had been booked for the Seniors Hui for Nov 1st 2015. Penelope was concerned that this coincided with Neighbourhood Breakfast and suggested changing dates. Kathy replied that this was the only available date. Expected attendance 120 Seniors 	Needs further discussion
20	Meeting adjourned	<ul style="list-style-type: none"> It was agreed that the meeting be closed and another 'mini meeting' was to be organised to cover rest of agenda Time to be confirmed and emailed out to Trustees for those who want to attend Meeting closed 9pm 	Jill to organise
21	Love Little River – Community Clean up	<ul style="list-style-type: none"> Love Little River- as part of Keep NZ Beautiful nationwide clean up events there are two opportunities to get involved. Sunday 20th September meeting at the Silos at 1pm and Wednesday 23rd Sept at 1.20pm meeting at the school. Gloves and bags will be supplied but bring good gloves if you can. We are planning on cleaning out littler from the ditches, behind the stores and in the domain. A social occasion with a positive outcome. All ages welcome. Call Marcus on 325 1014 for details. 	Contact Marcus for details
22		<ul style="list-style-type: none"> 	
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