



Little River Wairewa Community Trust

Minutes

Board Meeting 10 June 2019 – 7.30pm Little River Service Centre

Board Members

- Mario Downes – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Bonnie Schenkel
- Vanessa Mitchell
- Donald Matheson
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher
- Lyn Leslie

Secretary: Acting Fiona McLean

Advisors:

Banks Peninsula Community Board:

Project Coordinator:

Wairewa Rununga Representative: John Bolyes

Members: Dean Harvey, Janet Reeves

Meeting opened: 7.35pm

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

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

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: Stuart Wright-Stow, Rob Churcher, Craig Roberts

Moved that the apologies be accepted.

Moved: Vanessa Mitchell Seconded: Lyn Leslie

Carried Unanimously

4. New Members

5. Confirmation of Previous Minutes and Matters Arising

The minutes of the Board meeting held on Monday 6 May 2019 are attached

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

Moved: Vanessa Mitchell Seconded: Lyn Leslie

Carried Unanimously

6. Correspondence - delivered into your email and Matters arising

. Project Brief for approval for July school holiday programme in Little River.

Glynis was asked if the Trust would help to bring this programme to Little River as it was usually based in Pigeon Bay. Kukupa clay and crafts is run by Alyson Aisabie. She is running childrens art, craft and pottery workshops in the July school holidays. Alyson requested if we could pay the Okuti Hall costs. The Trust would like to get involved as a one off sponsorship seeding money as it is a new event to Little River. The amount of \$300.00 is to be used for the Hire of the Okuti Hall. This is a sponsorship one off event from the trust. The amount of \$260.00 for advertising in the Akaroa Mail was also discussed and was decided that Alyson could arrange this herself at her cost, as this is her business. Glynis was arranging the advertising in the Little River School newsletter, Little River residents facebook page, LRWCT What's on in Little River. The LRWCT logo is to be used on the posters in promoting the programme.

. Little River Walkways Project Progress Report

Please see attached notes for The Little River Walkways Action Group and the Walkways Project Progress Report.

Update - Janet has since had a reply from Geoff Holgate saying he has contacted Kay Holder and other CCC reps to discuss ULRs and had also contacted the Maori Land Court as he is certain that the southern and eastern 'legs' of Project 3 are Maori Roadways and to see if there are any restrictions on public use of the identified Maori Roadways and what, if any process would be necessary to facilitate public access.

The Little River Village Planning Committee meeting is Monday 24th June 6.00pm at the Little River Service Centre.

7. . Innovation and Sustainability Grant funding agreement to review and sign. Janet Reeves explained

Janet Reeves and Helen Hays applied for this grant for the 3D speed humps. \$11,661.00 was received, The Trust needed to sign this agreement, which Mario Downes and Bonnie Schenkel signed at the meeting. As it is tied up with the C.C.C Traffic Improvement Plan around the Craft Station, we can't do the speed humps until the council has decided what is going to happen around this area. We just have to wait and see, and this might take some time. The Grant term is till 31.01.2020 but Glynis is going to write to the council and explain that the money is tied in with the Traffic Improvement Plan and may take abit longer. Please see attached the Little River traffic and parking changes. This is the pre-consultation plain. Janet is hoping consultation will start this week as the council only has 8 consultation plan's going out at one time and the oldest one finishes today (10 June).

- . Networking for the Enviroment 21 June 2019

Glynis is going to this. The Hui will provide a IT session specific for community organisations. The talk will be about IT landscape, trends and resources that are available and relevant to the NFP sector, share what technology and information management challenges your group is facing.

- . Good in the Hood

This is Z Energy's annual neighbourhood funding programme. It's for neighbourhood groups and projects around NZ that help people and the environment.

Dean and Fiona to apply – which is just filling in their form – The Walkways Project was decided on.

The members of the Board are requested to confirm that the inward correspondence for June 2019 be accepted and the outward endorsed.

Moved: Seconded:

Carried unanimously

7. Statement of Accounts

Invoices paid since last meeting

07/05/2019	Glynis Dobson	Website April 2019	400.00
07/05/2019	Glynis Dobson	Pumpkin Festival display costs reimbursment	105.24
07/05/2019	Glynis Dobson	Easter Egg Hunt reimbursement Easter Eggs	96.00
07/05/2019	Donald Matheson	Pumpkin Festival display costs reimbursment	66.69
07/05/2019	Tony Quigley	Okuti River costs per Ailson Evans	125.00
07/05/2019	Alison Evans	Okuti River costs reimbursement	80.50
07/05/2019	Alison Evans	Trap Library costs reimbursement	228.47
07/05/2019	Spark	Birdlings Flat phone	63.56
07/05/2019	IRD	GST return Feb/March 2019	2,269.25

17/05/2019	Fiona McLean	Invoice #1	500.00
23/05/2019	Fiona McLean	Invoice #2	625.00
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			4,559.71

Funds Received

28/05/2019	Donation for Seniors Hui		50.00
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			50.00

Expenses to pass meeting 10.06.2019

04/06/2019	Glynis Dobson	Website May	400.00
04/06/2019	Glynis Dobson	Pumpkin Festival time invoice	200.00
04/06/2019	Fiona McLean	20 th / May to 2 nd / June invoice	750.00
31/05/2019	Bonnie Schenkel	Catering cost for last 12 mths	750.00
31/05/2019	Tony Quigley	Okuti River costs per Alison	125.00
30/04/2019	Tony Quigley	Okuti River costs per Alison	100.00
30/05/2019	Alison Evans	Okuti River Project	3,150.00
18/03/2019	Keystone Ecology	Okuti River Project	396.75
25/06/2019	Spark	Birdlings Flat Phone	63.86
01/06/2019	JLT	Contents, public liability & Stat Insurance	872.95
01/06/2019	JLT	Trailer Insurance	159.22
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TOTAL			6,967.78

**Cash Summary
Little River Wairewa Community Trust
for the month ended 31 May 2019
including GST**

	MAY 2019	YTD ACTUAL
Income		
Christchurch City Council Grants	\$0.00	\$16,500.00
COGS	\$0.00	\$9,200.00
Donations	\$50.00	\$2,228.60

Little River Brochure Advertising	\$0.00	\$1,160.00
Lottery Grant	\$0.00	\$28,750.00
Okuti River Project – ccc Bio Dive	\$0.00	\$27,460.00
Pest Traps	\$0.00	\$7,804.30
Rata Foundation	\$0.00	\$25,000.00
Sales	\$0.00	\$382.54
Trailer Hire Income	\$0.00	\$120.00
TOTAL INCOME	\$50.00	\$118,605.44

Less Operating Expenses

Accountancy /Treasurer	\$0.00	\$3,999.24
Administration Costs	\$0.00	\$1,151.86
Advertising	\$0.00	\$679.88
Audit fees	\$0.00	\$565.80
Bank fees	\$0.00	\$168.97
Birdlings Flat Community Centre B	\$0.00	\$2,001.00
Community Breakfast	\$0.00	\$1,612.84
Donations to other organisations	\$0.00	\$4,742.43
Functions and events	\$96.00	\$4,112.47
General Expenses	\$0.00	\$140.00
Insurance	\$0.00	\$1,003.42
Little River Brochure Costs	\$0.00	\$3,951.39
Little River Plan / Big Ideas	\$0.00	\$8,362.75
Little River Playground/recreation	\$0.00	\$7,935.00
Okuti River Project	\$205.50	\$13,589.00
Printing & Stationery	\$0.00	\$91.57
Pumpkin Festival Costs	\$171.93	\$620.93
Rent & Venue hire	\$0.00	\$40.00
Secretary Fees	\$1,125.00	\$24,615.00
Subscriptions	\$51.75	\$624.97
Telephone & Internet	\$63.56	\$799.07
Trailer Costs	\$0.00	\$545.43
Trap Library	\$228.47	\$14,585.86
Volunteer Costs	\$0.00	\$135.90
Website Costs	\$412.65	\$4,587.73
Welcome Packs / Vounteer Netwo	\$0.00	\$7.50
GST Payments	\$2,269.25	\$2,269.25
Funds Held on Behalf	\$0.00	- \$553.43
GST Refunds	\$0.00	-\$4,323.12
TOTAL OPERATING EXPENCES	\$4,624.11	\$98,062.71

Operating Surplus (Deficit)	\$4,574.11	\$20,542.73
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Net Cash Movement	\$4,574.11	\$20,542.73
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Summary

Opening Balance	\$147,954.20	\$122,837.36
Plus Net Cash Movement	-\$4,574.11	\$20,542.73
Closing Balance	\$143,380.09	\$143,380.09

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

Moved: Seconded:

Carried Unanimously

9. Reports

- Vanessa Budget and Grants Funding

Vanessa, Craig and Fiona got together to find out What money we had , What money we apply for, and What money we spent. This was done so that Vanessa, Bonnie and Lynn could work out the draft for the Job Description Draft Idea, and how much money we had so we could employ people. What we need to apply for so we can keep our person going and what we need to spend.

- Rata Funding left to spend \$14,000.00 till September 2019 Lottieries \$25,000.00 both have to be spent on operational costs, advertising, admin, internet and events.
- There is \$12.00 left from Dean who never charged hours that was for the Project Coordinator funding (Strengthening Communities Fund). Penelope has stretched this funding out till February 2020.
- COGS left to spend \$3,600.00 this is for wages and website costs.
- \$19,000.00 this is because the way the grants come in for the Birdling's Flat Hall, we could claim the G.S.T back on one of the grants (Lottieries and Council Money). This is not tagged to anything. Trust money that we can decide on what we spend it on – no time frame to spend the money on.

Money On Hold in Trust

- Gym \$1,400.00
- Seniors Hui \$960.00
- Flower Power \$170.00
- Okuti Walkways \$19,243.00
- Okuti River \$10,254.00

Please see attached the Draft Job Description – to read and make comment, ideas on before the next meeting.

10. General Business

Volunteer Canterbury Recognition Awards – Mario informed Bruce King that the LRWCT nominated him for this award and he was successful, Bruce was very happy and was looking forward to meeting Hon Ruth Dyson and receiving his award. Fiona to email The Akaroa Mail and inform them and hopefully they will do a story on this.

Laptops – Fiona has collected two more laptops, One is to go to Mario and the other is for the new minute taker, the old ones to go back to Council (one from Fiona, one from Dean, one from Mac)

Mac has returned the laptop, phone, PO key to Fiona. Fiona to have the phone and PO Box key. Fiona to top the phone up as needed.

Little River Garden Tour – Kathy is looking at the date for this, either October Labour weekend or Show week in November.

**Otautahi Arts Strategy – Mario and Glynis attended the meeting
Glynis to write a submission to the council. Please see this submission attached.**

**Mid Winter Xmas – Bonnie to do the proposal for the volunteers thank you.
Bonnie to come up with the brief for the next meeting. Looking at having a Mid Winter Xmas Event, in August or end of July, if it is going to be July we may have to advertise Save the Date. Vanessa to talk to Jess Morrison as she was looking at holding a Winter Ball.**

11. Representations:

12. Closure of Meeting: 8.45pm

13. Time and Place of next Meeting: 1 July 2019

Certified as a true and correct copy of the Minutes:

Signed: _____ Mario Downes – Chair

Signed: _____ Fiona McLean – Acting Secretary