



Little River Wairewa Community Trust

Minutes

Monday 5 August 2019 at 19:30 Little River Service Centre

Board Members

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

Acting Secretary: Fiona McLean **Note Taker :** Narielle A'Court

Advisors: Ms Jane Harrison

Banks Peninsula Community Board: Ms Tori Peden

Project Coorinator:

Wairewa Rununga Respresentive: John Boyles

Members:

Meeting opened 7.30 to 9.10

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

2. Decarations of Conflict of Interest - Members are reminded of the need to be vigilant and to stand aside

from decsion 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 concering their matter of involvement, only returning once any propasal or vote

has been completed.

3. Apologies Alex Lee, Rob Churcher, Vanessa Mitchell

Moved that the apologies be accepted.

Moved: Bonnie

Seconded: Craig

Carried Unanimously

4. New Members - none

5. Confirmation of Provious Minutes and Matters Arising

The minutes of the Board meeting held on Monday 5 August 2019 are attached.

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

Bonnie advised that she had talked to Fiona about the Spring Fling and the event was minutued in the July minutes, Fiona then read the minutes for July and the budget was for \$2300 and will be discussed further tonight in the general meeting. Fiona then read the minutes from July about the Spring Fling for the 7 September 2019. Bonnie was to get costing for food, band, hall, decorations, advertising, mail drop. The Costings were received on the 11 August but it was discussed at the meeting of the 5 August, 2019.

Moved: Bonnie

Seconded: Craig

Carried Unanimously

6. Correspondence - Delivered into your Dropbox and Matters arising

Vanessa had asked Fiona to send out a letter to the businesses in the area requesting a letter that they support the proposed playground. Fiona has received a few of these letters, However Jodi from the Railway Trust advised they would like to see a proposed plan of the playground. Fiona has forwarded that to Vanessa. Fiona also advised Jodi that the proposed plans in the library/counci centerl. Everyone else has been very supportive and received about 8 other letters from the school, play Centre, the living Stream and the shop, there has been lots of replies, this is just for when we go for funding from lotteries which was meant to be in August but now that has been

delayed but it was just to have some letters of support. Jane said that in terms of that plan there has been a meeting the people involved in the playground group and a couple of people from the council who are in charge of making these things happen and there is money allocated in the plan for it but there are a bunch of issues that they still have to work through but I advise a little bit of caution in terms of putting that out to the community in saying that this is what is going to look like because one of the things they found just recently was they came out and saw how wet the area is so it has now gone to the drainage team who are working on the drainage issues so the plan may change and still has to go through the council planners and other areas of the council.

Amie Hart has received a signed agreement and a payment will be paid to the nominated bank account in due course that was for the \$20,000 from the strengthening communities, so it was \$3,500 for the walking fest and \$16,500 for secretary and project co-ordinator.

End of year report that was due of the 30 September 2019 that is the Little River Big Ideas has been granted an extension until the 31 January, 2020, it was for a grant for \$16,500. Fiona has email Ruby to check that the report is not due until 2020.

Fiona has been utilising dropbox to deliver correspondence to the committee members in a folders for August and September instead of individual files.

- Payment in full for Trade space for the AMP Show must be received by 5 pm Friday the 1 November 2019, because we have paid but we haven't actually gone to the last two shows they plan to go but no one can commit to it. Bonnie has committed to do it on Saturday 18 January 2019 correspondence is attached the board members will think about what they can do and discuss it next month.
- Spring Fling – Project berifs

Moved: Bonnie Seconded: Lyn

Carried Unanimously

Fiona tabled the Minutes

- **Outwards Correspondence:**

There was no Outward correspondence this month

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

Moved: Bonnie Seconded: Lyn

Carried unanimously

7. Statement of Accounts

Please see attachments -

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

- There were not a lot of expenses to pass this month but we ended up paying quite a few costs that had been passed in earlier meetings. We ended up paying out \$9,583.32 part of that was for the funding of the Spring Fling, phone books for welcome packs and the aspiring community trust, Narielle's invoice.
- Funds in GST return \$290.79.
- expenses to pass at this meeting for a total of \$1201.36 are Glynis invoice, Alison Evens for Okiti River costs which I have attached \$617.50. Okiti Hall Hire, Spark for \$400.00
- In terms of the cash summary the net for the month of August net cash flow out was \$5115.77 and started with an opening bank balance of \$141,167.73 and a closing balance closing 31 August 2019 of \$136,051.96, Craig has attached a copy of the bank statement if anyone would like to view that.
- Craig advised that he was hoping to get the accounts to the auditor this month.

Moved: Stuart

Seconded: Glynis

Carried Unanimously

8. Reports of Committees/Members

- Walking Festival – Donald - has got 30 walks across the 4 weekends of November, it has a little bit more of a Lyttleton focus this time as it has been drifting over to Akaora but still has about the same number of walks in Little River as they have been in the past. Most of the work has been done by Sue Church from Ron Donald Trust. So the main thing that we are doing holding the money and handing them out. It is moving along nicely. The main goal is to cover its costs as the council may not want to cover the costs of \$3500 every year on a walking festival. A that would involve increasing the ticketed prices or getting sponsorship or else merging it with the Breese festival, but for now they are progressing well for now. Tickets are around \$15 - \$20 dollars. What is nice about event it is that is across 4 organisation across the peninsula, from Lyttleton to Akaroa, and works quite well. Jane segesseted working together more fund which is about having different community groups collaborating together and may be a good one to look at. Also Jane is going to ask their recreation advisor who is based in Lyttleton for advice on funding get back to Donald. The walk around Little River are up Montgomery Valley, Hilltop to Wainui then Council Hill road to the Table Top. 60% of people have done it before and the Breeze advertise and social media for a lot of groups and brochures that go out to the council library's.

9. General Business

- **Flower Power – Donald/ Glynis** We went through the details for the get together afterwards for the volunteers and kathy will in contact with Bonnie to go over the details for catering.
 - **Spring Fling – Bonnie** Hall is all booked, we are going to put the decorations up the day before, Jen is organising people to come and put up the lights up, flyers have been ordered 1500, enough to send home with the kids from the school, Postman needs 480 and is happy to deliver them free of charge. Bonnie has a few idea's to show anyone who would like to see them. She is keeping all of the receipts to be reconciled at the end of the event. Mario will say a few words at the event and thank volunteers. And it is for all ages.
- Old Library -**
- **Council engagement open day – Jane** went to see Russell Wedge about the old

library who told her that in 2017 the council went through this public engagement around heritage buildings the building that sustained damage in the earthquakes in order to prioritise so they could get funding in the long term plan. Since then they have put out expressions of interest for ideas of how they could use that building in the future. The Trust was deemed the best case to take over the use of the building. That went to the community board to determine the best use of the building and they determined that it would be a community building managed by the Trust. The next this was doing the scope of works as the building needs to be lifted so that the building does not flood in the future, that has been completed and worked out costings that will be reported back to the community board in February. The money has already been allocated in the long term plan it is ready to go but it is this process that takes quite a long time. After February the ball should be rolling and will take 1 year to 18 months to complete. At that point when it is ready to be opened and used the council will come and talk to the Trust about a community partnership agreement. Tori also advised that there was also the process of changing the reserve status on the land, it is currently a recreation reserve that has to be changed to a community purposes reserve just the area around the Corrination library, garden and gate and to use it right now it would have to be used by the Rugby or Cricket Club but not for the community or uses so we have to go through that process as well which will happen when the rebuild is happening. Jane commented that it was an issue that has lots of discussion around Banks Peninsula which had 17 of these types of buildings there is a huge amount of these issues that have gone on over here and reserve land left over from the old council. Lyn asked around the changing of the purpose of the Reserve, is that going to impact anything that is already currently being held like the Pumpkin Festival and all of those types of things. Tori advised that it will actually help and has a broader guide that the land around Corrination Library can be used. Bonnie asked if the council was progressing with getting people in to look at the building, Tori advised that it has already been done and that is why they are coming back to the board in February, to give us the breakdown of time frame. So it is already in the budget and we can't spend the money until the budget date comes around, so the process of getting to spending the money you then have to support what they have done and have builders reports and that kind of stuff. Bonnie asked if that had to be in by February. Tori advised that they would come back to us with that information in February. Jane said that the money would be released at that point. Bonnie was just wondering about what sort of time frame they were looking at. Jane advised it would be a year to 18 months from February. The tennis courts will be completed in November. Donald enquired about the expression of interest about the ideas about what the building could be used for, some of those ideas would affect the way the architects were doing up the space inside. So at what stage would we want to be contacting Russel about whether the plans are going to meet uses. Jane suggested that at least one person goes to the community board meeting in February so that these kind of questions can be asked.

- **Council engagement open day - Jane** some of the other people she has been talking to are the drainage people in the council because it seems that all of the projects that you are working on that drainage is one of the key things to get sorted. She met with Pauline Olga from the drainage team and they are in the process of modeling where the water comes from and where it is flooding, Mario commented that it would be handy if they spoke to some locals because their modelling is

nothing to the reality of what it is and the people that have lived here long enough will tell them exactly what the water does. He said he had not talked to anyone about it and if anyone from the trust had either. Tori advised that she was attending a land drainage meeting tomorrow to talk about this issue and all so there has been a lot of camera work done and they have identified areas of damage so that is why it has not been draining and that the drainage people are aware of that just from the camera work that has been conducted in the last few months it is an ongoing project which is being staged over 3 years because it is such a big project. Jane also added that they have just got new topical information so the modeling will be redone. Jane advised that the idea of the open day is to get these kinds of people here in Little River with their information to get the community input and where questions can be asked and to see what they are proposing to do. It is proposed to hold open day in early November. Bonnie suggested that we tie it in with the community breakfast which is on the 2 November. Jane has spoken to the drainage people to attend, Will Rolton who is doing the tennis courts which he is saying will be completed by Christmas he will be bringing some visual images along and be able to show people which will be a nice thing for the community. Tori advised that early November there will be action on the ground and at that time they will be working on it and are hoping to have it finished the first couple of weeks in December. Marion suggested that it be put on the agenda for next month to discuss further.

- There is also going to be an engagement team around the walkway project in town are working around how they talk to the owners of the Maori land which is a key issue at the moment to make sure that process is all done appropriately. Also the process of talking to any of the land owners involved, so the engagement team has taken it over for the moment so that is in accordance with the rules. By the end of August Jane will check if they have come up with a draft letter for the land owners. In terms of the playground group they have had a productive meeting with the council Marcie McCallam and Tara King. They have also visited the playground and seen how wet it is and so they have gone back to the drainage team because Marci advised that you don't want to have this money approved and then spend all of the funding on making the area less susceptible to flooding and not having enough for the playground equipment so they are wanting to work alongside the playground group and has been referred to the engagement team. They are going to send a letter and a plan out to the community, when they come along they will be able to update people. The staff from the council are keen to come out and meet the people from the community and talk about what they are doing. So there will be people from the council who are dealing with the ongoing projects like playground, tennis courts, drainage, walkway, Correnation Library and the engagement team will also attend the open day. My role is to work with the community organisation and then with the council staff to try to get the communication going where as the engagement team is about getting the official processes and word of council out to the community and they are super keen to work alongside of the trust and with Jane.

Fiona advised that Pam Beard has advised that the Senior Hui is the 3 November so they may have to re look at the date for the breakfast.

Donald asked how many council staff would be coming out for the breakfast, Jane advised that there would be around 10 staff. He is trying to think what it would look like if it was the community trust and the council presenting the things that are happening in the community would be one way of pitching the event and having

10 council staff there and 3 people from the trust and if we were going to hold it together it would be really important to have joint messages. Jane agreed that it would be a key thing that the messages line up together. Bonnie suggested that we hold a meeting one month before between the council and the trust to discuss what is going to be displayed and talked about so it can all work together. A meeting set for next week for the council staff to discuss. Fiona is going to set out a timeline of the projects to show that the trust is achieving mile stones and progressing with projects. Donald asked if the trust should be at the meeting, Jane advised that it was an initial meeting to bring people together and Jane will be attending. She is going to suggest that a meeting with the trust be held prior to the event.

- Jane asked if other groups in Little River that are doing things for the community would be included in this event. Stuart said that he thinks that maybe another event all together, we are in real danger if you start inviting all of the groups to have a discussions about where they are at. At that particular point in time, In a way this trust has worked through lots of things to get where it is on the issues that you have been dealing with there. Recognising how much information people can take in at one time. I think you are in danger of messing up some of the good things this trust has done to get those things to where they are. We need to be really careful about that part of the process. For the breakfast we should concentrate on what the trust has done and the role of the council is working with the trust and the community having a say. I think it would be dangerous to invite all of the groups at that point, to have their say in what is going on. You will end up going right back to the beginning in lots of things. There is one issue you mentioned the drainage modeling, there was a huge amount of work done with Ecan early on after all of the flooding, it is like you could end up almost back in the same place again where in actual we have gone quite a long way forward. I am always anxious when you try to bring in lots of other stuff in to the picture. Jane advised that she is not planning on making those decisions, because those were identified to me as the key projects. Mario agreed with Stuart that it was important to keep it clear this time between the trust and the council. Tori also added that the Little River Big Idea's actually started from a community breakfast, we did that consultation originally at a breakfast and the whole point that came back through the Little River Big Idea is that you will never get any traction in getting these projects through, actually we have got there and see the tennis courts that are ¾ built, it is almost a pat on the back for Trust in coming from the brochure to working with the council, and showing how we have moved through these processes and getting results. Fiona added that is what this timeline is a pat on the back for everybody for the past five years what they have done and what they have achieved and getting projects off the ground. It was agreed to showcase the trust and the council.
- **Inspiring Communities Workshop – Fiona / Jane**
Fiona found the workshop very inspiring and it is important to add value to the projects as they are big project and big projects take time to achieve. We had to do lot of workshop and grouping with people so Fiona used the Little River Walkways project, the success, the evidence and what our strategy was and reflection, what was our bottom line. That going forward she will use a lot of what I learnt.
- **Chair Position** - Mario advised that it was time to find an new chairman for the trust so we need to advertise the position so lets advertise it for 4 November. Fiona advised that she needed 28 days to advertise it.
- Jan asked Fiona about a shed for quite a few months ago there was a project brief

put into the trust, but she indicated that nothing has happened. Bonnie said that what originally happened was that someone had found a shed for \$50 on trade me and they asked for the money for the concrete slab/foundation. Craig asked Fiona to go back to Jan and confirm the details of where they are at because he is sure they gave the money back that the trust gave them originally for the foundation because they did it themselves and then they wanted the money again later to go towards the shed of \$2,137.00, so the trust need confirmation on where they are at. Fiona is going to follow it up.

Moved: Mario Seconded: Lyn

Carried Unanimously

- **Project Coordinator Position – Mario**

Mario raised that he wanted to talk about the position. Bonnie and Lyn advised that they are still finalising the position description. Stuart advised that couldn't we just say to Fiona that the Trust is very happy with the work that she has been doing but as of yet we haven't sited the new position description/ contract, we are happy for her to continue for a short period of time so that they can view the new description, reviewed and agreed by the next meeting. Lyn is going to follow up with Vanessa and get the ball rolling and make sure she gets the email sent out to everybody. So once it is all agreed, Mario will offer Fiona the position. Fiona was called back into the Meeting and Mario advised that once the position description was finalised and agreed upon by the trust and if she had any question regarding the position. Fiona advised that she would like to see the revised version and go from there. Mario advised that it should be completed by the next meeting.

- **Note takers position – Narielle** advised that the 3 hour allocated to take the notes were not enough time when half of the time is spent in the meeting and her knowledge of the topic was not up to speed. Requested learning time to get up to speed with the position. The trust agreed additional learning time at the same rate to be reviewed in 2 month learning period and was put it into motion.

Moved: Stuart Seconded: Craig

Carried Unanimously

- **Motion for Spring Fling – Glynis** we accept you project brief and budget for the Spring Fling 2019. Funds have been advanced to Bonnie. Invoices/ receipts to be lodge with Craig to reconciled at the end of the event

Moved: Mario Seconded: Lyn

Carried Unanimously

Carried Unanimously

9. Representations from members / Public:

10. Close of meeting: time 21.11

11. Time and Place of next Meeting: 7 October 2019 At the Little River Library/Council building

Certified as a true and correct copy of the Minutes:

Signed: _____ Mario Downes - Chair

Signed: _____ Fiona McLean - Secretary