



Little River Wairewa Community Trust

Minutes

Monday 11 June 2018 at the Little River Service Centre 7.30pm

Board Members

- Robert Burch – Chair
- Mario Downes – Vice Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Donald Matheson
- Glynis Dobson
- Bonnie Schenkel

Secretary: Barb Gaeth

Advisors: Helen Hayes

Project Coordinator: Dean Harvey

Wairewa Rununga Representative:

Members:

Community Members: Ryan Bucknell, Sharon McIvor, Lyn Leslie, Catherine Boyd, Marcus Puentener

Meeting opened: 7.35pm

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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
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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

The Chair introduced Dean Harvey to the Board. Dean is the new Project Coordinator for the Trust and the Little River Village Planning Committee.

Chairman's address: Pro-active funding, DIA and Heritage

- The Trust is continually looking for funding for projects which are bigger, weighty and demanding.
- We have been looking for alternative funding – apart from our usual funders for operational costs
- There is a Large Building Projects fund from Rata that could be used for drainage etc – the next round for expressions of interest is by 1 June 2019
- The Todd Foundation, Community Trust and Walking Access NZ are also funds to research
- The Trust needs to form a sub-committee to pull together these funds and decide how we will make these applications – could members of the Trust think about this and if they are able to be on this sub committee. To be discussed further.
- DIA – have asked that Birdlings Flat accounts be kept separate from Little River accounts for funding purposes
- Charity Commission webinars – if anyone would like to view these can you please contact the Secretary
- Heritage NZ – meeting in Christchurch coming up – information to be sent to Bonnie Schenkel

2. Declarations of Conflict of Interest - Members are reminded of the need to be vigilant and to recuse from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have.

No conflicts of interest were declared

3. Apologies Stuart Wright-Stow, Alison Evans, Rob Churcher, Tori Peden, Alex Lee, John Boyles *Bonnie Schenkel left the meeting at 8.25pm*

***The Trust moved that the apologies be accepted:
Moved: Vanessa Mitchell Seconded: Donald Matheson
Carried unanimously***

4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 9 April 2018 are attached.

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

***Moved: Vanessa Mitchell Seconded: Craig Roberts
Carried Unanimously***

5. **New Members** – Ryan Bucknell – is keen to get involved with the Trust
 Lyn Leslie – enjoyed helping put together the brochure and expresses interest in the Trust
 Catherine Boyd also expressed interest in becoming a member (after the meeting)

Action: Secretary to send Membership information to the above three people

6. **Matters Arising**

Dean Harvey (project Coordinator) has signed his Contract and meetings will be taking place over the next few weeks to get him up to speed with the Trust and projects coming up.

7. **Correspondence - delivered into your DropBox**

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

**Moved: Craig Roberts Seconded: Glynis Dobson
 Carried Unanimously**

8. **Statement of Accounts – LRWCT**

Expenses to pass meeting 11.06.2018

<u>Invoices paid since last meeting</u>			
5/8/2018	IRD GST March 18	May Exps Passed	2,413.88
5/8/2018	Aabley Ltd	May Exps Passed	2,265.51
5/8/2018	Chair Expenses	May Exps Passed	36.69
5/8/2018	Akaroa Mail	May Exps Passed	96.60
5/8/2018	Spark	May Exps Passed	61.24
5/8/2018	Glynis Dobson Mar 18	May exps passed	400.00
5/8/2018	CCC	Nursery rent	115.00
5/21/2018	Jeremy Head	Expenses Additional Oct 17 - ok'd by Janet	1,107.00
5/21/2018	Bonnie Schenkel	Catering at Board meetings	385.00
5/21/2018	Living streams	planting costs	32.96
5/21/2018	Geoff Ettrick	planting costs	300.00
5/21/2018	Bruce King	coronation garden costs	231.37
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			7,445.25

Funds Received

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Invoices To pass on 11.06.2018

5/31/2018	Abley	LRVP - Traffic Engineer invoice	4,174.51
2/7/2018	L R Service centre	Copying colour - newsletters etc	296.00
6/11/2018	Chair Expenses	May 18	160.42
6/9/2018	L R Support for Cancer	10 x LR phone books	100.00
5/11/2018	Spark	Birdlings Flat - 1 months	61.24
5/22/2018	Glynis Dobson May 18	Website Manager costs	400.00
5/14/2018	Glynis Dobson May 18	Easter eggs - Old School event	71.78
	Total		5,263.95

**Cash Summary
Little River Wairewa Community Trust
For the month ended 31 May 2018
Including GST**

	May 2018	YTD Actual
Income		
Christchurch City Council Grants	\$0.00	\$39,333.00
COGS	\$0.00	\$9,200.00
Donations	\$0.00	\$500.00
Flower Power Income	\$0.00	\$2,650.00
Grants Received for Birdlings Flat Community Ctre	\$0.00	\$11,500.00
Lottery Grants	\$0.00	\$28,750.00
Other Revenue	\$0.00	\$720.00
Phone Book Sales	\$0.00	\$60.00
Sales	\$0.00	\$343.36
Seniors Reunion	\$0.00	\$1,026.00
Total Income	\$0.00	\$94,082.36

Less Operating Expenses

Accountancy /Treasurer	\$0.00	\$5,124.70
Administration Costs	\$36.69	\$1,095.80
Audit fees	\$0.00	\$680.23
Bank Fees	\$17.28	\$187.93
Birdlings Flat Community Centre Build Costs	\$0.00	\$85,322.88
Community Breakfast	\$0.00	\$1,335.60
Coronation Gardens Costs	\$348.80	\$669.86
Donations to other organisations	\$0.00	\$6,941.10
Flower Power	\$0.00	\$226.18
Functions and events	\$385.00	\$3,942.57
General Expenses	\$0.00	\$323.36
Insurance	\$0.00	\$113.47
Kitchen to Table	\$0.00	\$280.00
Little River Brochure Costs	\$0.00	\$2,665.10
Little River Plan / Big Ideas	\$3,657.61	\$16,910.42
Living Streams Community Trust	\$232.93	\$1,840.73
Printing & Stationery	\$0.00	\$570.84
Pumpkin Festival Costs	\$0.00	\$599.94
Rent	\$0.00	\$176.00
Repairs and Maintenance	\$0.00	\$80.00
Secretary fees	\$3,000.00	\$24,325.00
Subscriptions	\$53.02	\$406.49
Telephone & Internet	\$61.24	\$608.51
Trailer Costs	\$0.00	\$32.48
Trap Library / Okuti Walkway	\$0.00	\$5,128.10
Website Costs	\$412.65	\$4,716.62
Welcome Packs /Volunteer Networking	\$0.00	\$20.00
GST Payments	\$2,413.88	\$2,413.88
Funds Held on Behalf	\$0.00	-\$1,125.53
GST Refunds	\$0.00	-\$21,955.25
Total Operating Expenses	\$10,619.10	\$143,657.01

Operating Surplus (Deficit)	-\$10,619.10	-\$49,574.65
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Net Cash Movement	-\$10,619.10	-\$49,574.65
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Summary

Opening Balance	\$141,578.23	\$180,533.78
Plus Net Cash Movement	-\$10,619.10	-\$49,574.65
Closing Balance	\$130,959.13	\$130,959.13

- Glynis Dobson is to buy 20 further Telephone Books for Welcome packs – approved by Board

- A reminder to all that the Accounts are open to view to all members – contact Craig Roberts for details re Xero

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

***Moved: Donald Matheson Secoded: Vanessa Mitchell
Carried Unanimously***

9.Reports

Submission Hearing to CCC Long Term Plan – 12 May 2018 on behalf of The LRWCT and the LRVPC

This can be found as Item No. 462 pp 283 – 317 in the Document provided to the Trust from the Christchurch City Council which will be available in the Library

- Robert Burch (Chair of LRWCT) presented a great submission which was very well received
- The Mayor likes the “Little River Big Ideas” concept and said it was good to hear from a group that are prepared to partner with CCC to get work done
- Questions asked by Councillors were around the immediate problem of flooding and the speed limit through to Cooptown and the total cost of what was being requested by the Trust
- Councillors are happy to advocate in getting the speed limit lowered past the Marae due to near miss incidents on Waitangi Day

Convenors of the Little River Village Planning Committee

- The Convenors were not present at the meeting – Glynis Dobson gave a brief update on the last LRVPC meeting
- The Minutes from the May 28 2018 LRVPC meeting are in the Dropbox

Action:

Secretary will put all correspondence and documents for the Little River Village Planning Committee in the DropBox so that all Trustees can read them

10. Matters of Urgency: None

11. General Business

The Trust resolved to apply to COGS funding for \$71323.75 for operating expenses.

Moved: Mario Downes Secoded: Donald Matheson

Carried Unanimously

The Trust resolved to apply to Rata Foundation for \$71323.75 for operational expenses.

Moved: Craig Roberts Secoded: Mario Downes

Carried Unanimously

The Budget for the above funding applications is in the Drop Box

Glynis Dobson – Akaroa Flyer information about the Trust – Project Brief attached

- There are some funds available from selling the advertising from the first print of the brochure
- Suggested that a map showing where Little River is in relation to Christchurch be placed on the front of the brochure
- The brochure would sit in the ISite in the Banks Peninsula section and will work well with the Akaroa/Peninsula guide
- It will have an online presence as well
- Question: If the ISite is owned by CCC why are we paying them to promote it to Christchurch?
- Helen Hayes is to follow up on this issue through Council avenues
- Promoting Little River and having that as part of our strategy is a great idea – supporting the social and economic development of LR is important. We can inform funders that this is what we do
- Put together a marketing plan – Helen Hayes to advise further

Moved that the Trust accepts Glynis's proposal as tabled for the amount of \$4152.00 for the brochures
Moved: Donald Matheson Secoded: Vanessa Mitchell
Carried Unanimously

Vanessa Mitchell – Slide for Playcentre – Project Brief attached

The Trust can have promotional material ie logo on the slide and perhaps a plaque stating that we have sponsored this.

Moved that the Trust accepts Vanessa's proposal as tabled for the amount of \$1650.00 for the slide at Playcentre
Moved: Mario Downes Secoded: Glynis Dobson
Carried unanimously

Funders Afternoon tea

- An invitation to our funders to attend an afternoon tea at Birdlings Flat Hall with the purpose of showing them what they have achieved through their funding of the Trust.
- Birdlings Flat Community Centre is a prime example
- Have displays of what the Trust has been involved in – ones that have been used at Pumpkin Festival
- The LRVPC can also have their displays of the projects etc

Action:

Can the Trustees please email the Secretary with their preferred afternoon (during the week) asap so that a date can be chosen for this

12. Representations: Marcus Puentener

- Marcus Puentener gave a power point presentation briefly summarizing his submission to the CCC Long Term Plan.
- (The PowerPoint is attached).
- These topics have been discussed earlier in the year by the Board and Marcus with the Board giving him suggestions of what to do next.

- Helen Hayes stated that the Reserve Management committee are looking at the subject of contracts and will let us know the outcome

13. Closure of Meeting 9.00 pm

14. Time and Place of next Meeting: Monday 2 July 2018 – Little River Service Centre – 7.30pm

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair