

**Minutes of the Little River Wairewa Community Trust Meeting**

**Monday 7<sup>th</sup> December 2015, 7:30pm**

**Little River Service Centre**

**Meeting open: 7:35pm**

**Present: Mac Burch, Pam Baird, Annelies Pikelhering, Geoff Marks, Vanessa Mitchell, Bryan Morgan, Murray Peden, Mario Downes, Fiona Nicol, Kathy Bisman, Stuart Wright-Stow, Jim Mullins, Alison Evans**

**Apologies: Glynis Dobson, Fiona Waghorn**

**Previous Minutes: Murray Peden pointed out spelling error 'emitted' should be 'omitted'**

**Minutes moved as accepted by Mario Downes, 2<sup>nd</sup> Vanessa Mitchell**

**Matters Arising:**

- ❖ **Trustee representative for Working issues Party –**  
Mac Burch to be Trust representative - Carried
- ❖ **Trailer – logos**  
Vanessa to email Bryan budget for Logos. Will do all 3 sides of trailer if money is available.
- ❖ **Email address – [info@littleriver.org.nz](mailto:info@littleriver.org.nz)**  
At present Bryan Morgan has set up 3 email addresses (Chair, Treasurer, info) for Littleriver.org. Chair and secretary unable to use these addresses as Bryan has administration of these. Bryan needs to connect with Mac, Jill and Vanessa to set these up to be used in conjunction with gmail accounts which are the preferred email accounts used by Chair and Sec.
- ❖ **BBQ purchased – Cera funding grant**  
Mac has purchased and fitted a 4 burner BBQ to the trailer. Pam has requested door stays for the trailer and spare keys to be cut. Bryan is presently holding spare keys so will get these to Pam as soon as possible. Boxes to store games are still to be purchased with a cargo net. Bryan has suggested purchasing stackable containers that lock into each other and use bungy cords to secure during travel. Pam and Bryan to meet in ChCh on Thursday to purchase these. Vanessa suggested Velcro dots to be purchased to secure policy and content sheets to inside wall of trailer positioned in a place easily visible to users. A caddy for the gas bottle is also needed. Pam to purchase these. Old BBQ to be donated to the Okuti hall. Mac brought to the attention due to it being left outside and neglected that thorough safety checks and seals/valves need replacing. Stuart to pick up and collect it from back of Fire Station and deliver it to Okuti Hall
- ❖ **Sound system purchased**  
Mario has purchased sound system. It goes loud! Works on Bluetooth. Mac, Pam and Jill to write up hire policy for it. Mario suggested we need to get 'old' sound system together so that the working parts of it can connect to the new system. Geoff mentioned that it is currently in the meeting room at the Fire Station. Jill to contact Christian Cooper, School principal to request stands and mics for it and to update him on our new amp. Mario thought that the school have now decided to try and fix old system and keep it for their use. Mario mentioned that it belongs to the community and needs to be all kept together with new system. Jill to discuss with Christian.

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### Correspondence;

#### - Inward:

- ❖ John Boyles – Rununga interest in Birdlings Flat build
- ❖ Various Charities logos
- ❖ Request for Trustee Representative for Working Issues Party
- ❖ CCC – request for Strengthening Communities final report 2015
- ❖ Rātā Foundation application approval \$15,000
- ❖ CCC – Kathy Jardin – Nursery water issues and breach of Lease agreement

#### - Outward:

- ❖ Card and letter of thanks to Hannah Doney for Hui posters
- ❖ Charities Commission Annual return
- ❖ CCC Strengthening Communities final report
- ❖ Cheque posted to 180 Degrees for car-pooling feasibility study
- ❖ Cheque posted to Corner Sounds band NYE
- ❖ CCC Neighbourhood Week final report
- ❖ Invitation to John Boyles Rununga Wairewa Chair – Mutual Ground Ceremony + Hall building
- ❖ Invoice request with event brief to Marcus for Carving and Weaving workshops
- ❖ CCC – Kathy Jardin – Nursery water issues

Inward and outward correspondence moved by Pam Baird, 2<sup>nd</sup> Mario Downes

Discussion on Water issues and CCC suggested options for fixing problem. On Wednesday 2<sup>nd</sup> Dec CCC service centre was run dry of water! The original set up is in breach of our contract for leasing the land. The Trust water tank has been positioned lower than the CCC tank. Although the inward feed is into the CCC tank, due to T junction between the tanks, and the Trust tank sitting lower, means that our tank receives water first. There is also a T junction on the outward pump flow so when the Nursery uses water it drains both tanks simultaneously. After arranging for City Care plumber Paul Johnson to inspect the set up, CCC suggested that our options for correcting this water problem are;

1/ Put in a separate 1000l drip fed water connection from Council supply (this was ruled out from CCC water management team as low priority for a water connection)

2/ The Nursery place two additional tanks behind the sheds at the rear of the property and harvest rainwater with town supply adjoined to CCC tank as back up

3/ Could try fitting pressure and flow limiting valves to the water feed to the nursery. This would limit the amount of water that could be used. Approx. Cost \$1500-\$2000 ROC

Bryan suggested that none of the CCC suggestions were viable. Water flow limiting valves could not be used as the nursery would not get enough pressure and only a trickle from the hose. He suggests the we get another pump that can be joined to the outward flow of the Trust tank only and disconnect the T junction so water is only drained from one tank. A lockable T-bolt be placed on our tank with service centre holding key. Approx. cost \$500-\$600

Mario – Suggested putting in an additional 2000l tank for CCC use only.

Jill suggested putting a large tank in the paddock behind and pump water from Okana with Ecan consent. Pam mentioned this would be too much hassle as it would need to go through private land.

Mac – T-junction is draining water from both tanks. Requested opinion from Geoff who has great knowledge in water systems.

Geoff – suggested to draw up a schematic drawing then with a technical team make some suggestions. His thoughts are that a solution can be found at relatively low cost.

Mario asked Annelies if Nursery could cover such a cost from plant sales. Annelies replied the nursery does have some money. Jill to go through Nursery Financial Statements and sales records with Annelies on Wednesday 9<sup>th</sup> Dec.

Motion:- That Geoff and Mario take over issue and draw up a professional design of system to negate the problem

**Motion for water issue Moved by Pam Baird, 2<sup>nd</sup> Stuart Wright-Stow**

**Accounts:**

- **Payments Received: N/A**

- **Expenditure: \$14459.37**

- ❖ DIA Charities annual Return \$51.11
- ❖ Corner Sounds Band \$2500
- ❖ CCC event courses \$70
- ❖ Adrenalin Forest \$1092
- ❖ Phatsk8 Roller Disco \$400
- ❖ Rugby clubroom hire (Breakfast) \$80
- ❖ Community Centre hire (Roller Disco) \$50
- ❖ Gymnastic Club (Breakfast entertainment) \$200
- ❖ Vanessa Mitchell (Countdown+Halswell Butcher Breakfast) \$421.49
- ❖ Waikaha Studios (Mutual Ground Ceremony – artist) \$500
- ❖ BBQ + gas Bottle (Mac Burch) - \$328.36
- ❖ Computer back –up hard drive + cordless mouse for Treasurer (Mac Burch) – \$139.98
- ❖ Combat Challenge - \$783.62
- ❖ Wages (Jill) – \$3887.50
- ❖ The Drew Peacocks (Mutual Ground Ceremony band) - \$750
- ❖ Beautify Birdlings (Mutual Ground ceremony food) - \$209.18
- ❖ Mario Downes – Community sound system - \$1379.00
- ❖ Pam Baird – Hui CD’s + laminating - \$220.38
- ❖ Marcus Peuentener (advertising Weaving) - \$10
- ❖ Social Media Revolution Design (weaving) - \$300
- ❖ Glynis Dobson May-June15 - \$400
- ❖ Glynis Dobson July15 - \$200
- ❖ Glynis Dobson Nov15 - \$200
- ❖ CCC – admin \$68
- ❖ Bryan Morgan IT - \$218.75

- **Balance: \$40307.26**

Vanessa has talked to Craig Roberts, Local accountant, about our spreadsheet. His suggestion was to email Audit accountants and request they add a GST component to it. Vanessa has actioned this.

**Accounts moved by Pam Baird, 2<sup>nd</sup> Mario Downes**

**Reports:**

- ❖ **Radio Streaming – Mario**  
Internet is streaming to radio pole above Brietmeyers Road. Matt Wilson owns wireless web and sponsors radio station. He pays all associated costs at present. This needs to be hitched into fibre optic cable from school then the radio will be streaming. Anyone who can see the pole will have radio signal. Mac suggested a letter of thanks be written to Matt. Jill to action this. Mac suggested a report to the community. Mario would prefer to wait until radio station is actually streaming.
- ❖ **Community Assets Register – Pam**  
This was a project that Marcus Puentener started but hasn't yet been completed. Geoff mentioned that it is up and running to sorts – it just needs to be localised. Murray suggested that it wont take much to tweak it. It just needs Valley coordinators to be appointed. This would have been useful in the recent Okuti/Reynold Valleys

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recent fire. Jill to follow up with Marcus for a copy of register then coordinate with Pam in organising Valley reps.

### ❖ Hire Policies – Pam

Trailer hire policy is completed along with a inventory of trailer contents. These have been laminated and will be attached to inside trailer wall.

### ❖ Birdlings Flat Build – we presently have no confirmed funding for this project until additional conditions have been satisfactorily met.

#### - Business Plan + SWOT analysis – Mac

Trustees have sighted, read and happy with Business Plan and SWOT analysis. This just needs presenting to CCC. Fiona Nicol arranging a meeting time.

Fiona N – Trust need to sign a Memorandum of Confidence. Fiona is busy getting approval for this from CCC. This is a bigger task than expected as it needs to be approved by three different departments. She is making great progress. We need to agree on what Trust are responsible for and what CCC are responsible for.

#### - Tender process – Geoff

Has met with Shaun Mitchell and they have assessed each tender. They have different queries for each tender contractor. Geoff to email these to Mac for his viewing and approval then they will be emailed out to the contractors this week with a deadline reply of Christmas. Once they hear back from each contractor they will put their recommendation forward to Steve Orme of CCC who will then make his recommendation to the Trustees. Geoff is hoping to appoint contractor in January.

Jill mentioned that a contractor cannot be appointed until we have secured funds for the build. Once we have been re-allocated these funds Lotteries will need to be used by May 2017 so we have time.

## Special Items:

### ❖ Treasurer Honorarium - \$1500 p.a has been suggested. Year will run with Trust financial year – June – July.

Bryan mentioned the Trust will need to pay withholding tax if it is called an Honorarium.

Alison suggested that this be called an annual Koha.

It was agreed that an annual Koha be motioned at \$1500 per year to run with the Trust financial year.

### **Moved Mario Downes, 2<sup>nd</sup> Pam baird**

### ❖ Newsletter drop to promote Trust and request membership

Mac has suggested we do a newsletter flyer drop to promote the Trust and invite membership.

Geoff – suggested we have a different type of meeting every 2<sup>nd</sup> month to meet n greet community members as not many people are interested in attending formal business matters.

Pam suggested we get a guest speaker in

Kathy suggested that these casual meetings are held at different community venues eg Fire Brigade, Railway station, Kaituna etc.

Murray – meeting will still need to have some steering with casual aspect. Mac will do this.

Fiona suggested that mac approaches Laurie Silver from the Akaroa Mail to write a piece on him and the Trust.

Mario suggested that a monthly newsletter flyer drop with the 'whats on' calendar on the back of it.

Newsletter to go ahead. Jill and Mac to begin organising content.

### ❖ Upcoming events – NYE are we doing a supper?

Kathy mentioned that we need to provide a supper as community responsibility for our event.

Pam suggested light finger food

Mario suggested a BBQ.

It was agreed to have a sausage sizzle. Mario in charge of this.

Jill mentioned Domain hire application is on hold as she is awaiting to hear back from CCC people in charge. Fiona Nicol will follow this up.

### ❖ Christmas gathering – who would like to purchase desserts

Vanessa will purchase desserts.

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This event is being organised for Saturday 19<sup>th</sup> Dec and is now being advertised as a chance to come and sit and relax after the busy-ness of the Christmas lead-up, due to Churches deciding to hold their annual Carols the night before. Local youth will provide live music, Pedalmania to attend with 35 bikes, Fire-Brigade will offer wetnslide activity and fire engine rides (dependant on how 'old girl' is), Santa will come and chat with children then do a lolly scramble. BYO picnic tea, BBQ's available for use, Trust to provide desserts. Expected time 2pm – 7pm.

- ❖ [Cash fund account for donations received that can be 'spent' at the discretion of the Trust for items/events that do not fall under our Grant application requirements](#)

Not discussed due to time.

- ❖ [Water supply/quality – Mac](#)

To be held over for meeting next year

- ❖ [Lotteries final application –](#)

Trustees have all received a copy of this application. All in agreeance for it to be submitted.

- ❖ [Draft tagged Grant expenditure](#)

Jill presented Trustees with a draft spending of current grants. Event ideas can be changed.

- ❖ [Water Supply – Nursery](#)

Actioned above under correspondence.

### **Other Business: (Members input/ideas)**

#### [Annelies – Okana planting](#)

\$500 has been allocated for professional weed spraying. This has been started and is looking good. Annelies would like to spend \$300 on further plantings for the Okana. Annelies suggested spending rest of allocated funds on sparaying around Pa Rd to clean up Memorial area.

Mario suggested that we leave the \$200 for now and decide at a later date.

#### [Alison Evans](#)

Alison was approached to see if the Trust could organise a casual meeting of Okuti/Reynolds Valley residents to have a debrief after the recent fire and to chat about possible ideas that could be action. It became apparent during the fire that not everyone was able to be contacted as cell phone numbers were not known. This was a problem as it was not known whether everyone had been evacuated from their homes or not.

Geoff suggested that Darren Woods from CCC Rural Fire Officer as well as Murray Lain (?) from DoC be invited to speak at a public meeting.

Stuart mentioned that the residents wanted this to be a casual debrief with the setting up of contacts. Keep it small and local.

Bryan mentioned that he thought there was a universal sign to let people know that everyone had been evacuated from a property. He thought it was a sack over the letterbox.

Mario mentioned that it was a phonebook left on letterbox and the back cover of the local phonebook was designed with this in mind.

Fiona Nicol thought that the Chief Fire officers of different divisions should be invited.

Alison and Stuart – residents do not want a formal meeting. They want a casual interactive evening where they can chat and debrief. This was a traumatic event.

Jill and Fiona Nicol to organise asap – evening to happen prior to Christmas.

**Bryan moved that we budget funds for this event. The hire of Okuti Hall and light refreshments. Geoff 2<sup>nd</sup>. Jill to allocate funding from budget.**

#### [Fiona Nicol](#)

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Birdlings Flat Mutual Ground Ceremony was a great success. She has a list of names from local residents who are interested in being on a committee that looks after the hall.

Jill mentioned that approx.. 85 people were in attendance at the ground Blessing.

**Date/Time of next meeting:** January 4<sup>th</sup> 2016 7:30pm – venue to be confirmed.

**Meeting closed: 9:10pm**