

Minutes of the Little River Wairewa Community Trust Meeting

Monday February 1st 2016, 7:30pm

Little River Service Centre

Meeting open: 7:35pm

Present: Mac Burch, Jill Tini, Geoff Marks, Fiona Nicol, Bryan Morgan, Murray Peden, Pam Baird, Maria Bartlett, Stuart Wright-Stow, Mario Downes, Glynis Dobson, Vanessa Mitchell

Apologies: Alison Evans, Jonathon Palmer, Donald Matheson, Fiona Waghorn

Moved Pam Baird **Second** Geoff Marks

Previous Minutes: These were accepted **Moved** Geoff Marks **2nd** Pam Baird

Matters Arising:

- ❖ **Living Streams Nursery** – Craig Roberts is unable to look at these accounts until 1/4/16. He has suggested that Annelies will need to register LS as a sole trader business and clear any tax owing before the Trust can take on the accounts. He also suggested that we apply for not-for-profit status for LS prior to the Trust taking this under our umbrella. Mario, Mac, Fiona N, Pam and Jill met with Kathy Jardin from CCC in regards to the water issue and she is satisfied that the suggested solution is satisfactory. Mario to organise asap.

Motion: *The Trust pays for suitable equipment to the existing tank that supplies water to the Nursery, as accepted by CCC. Living Streams Nursery will reimburse the Trust on the return of Annelies Pekelharing.*

Moved Vanessa Mitchell **2nd** Bryan Morgan

- ❖ **Trailer** – Remaining funds + logos + keys + containers
Bryan Morgan has purchased additional storage containers. Keys and storage containers now with Jill Tini. Vanessa Mitchell – there is \$3000 still available spending. The new BBQ, gas bottle, insurance and logos are still to be deducted from this amount. New games, balls and dice pump to be purchased. Vanessa to purchase further games.
Moved Mario Downes **2nd** Pam Baird

Correspondence;

- Inward:

- ❖ **180 Degrees** – have offered their services to us again. Suggested Oscar feasibility study – enough Trustee response for approval.
- ❖ **Fiona Nicol** - UC engagement of students are unable to help us at this time
- ❖ **Environment Canterbury** – storm water submission and notification of proposal
Fiona Nicol addressed the meeting on this issue. Her suggestion is that the Trust place a submission requesting that ECAN works with Community groups when putting in a Management Plan.
- ❖ **Shane Whitfield** – VCA policy – is happy to come and speak to the community on this issue. Date to be set. Shane can be flexible with dates though he is unavailable on Mondays/Wednesdays. We need to set a date please so that I can notify him.

- Outward:

- ❖ **Trish Hughes** – Lotteries Vulnerable Children's Policy – regular updates
- ❖ **180 Degrees** – have requested their input with the Oscar Feasibility study. This has been accepted. Their suggested study proposal received. **Need to discuss payment! \$1000 has been allocated for feasibility study from recent Rātā. Do we want to offer this? Leave until March.** Geoff Marks has suggested a feasibility study into a Little River Health Hub.

- ❖ **Shane Whitfield – Children’s Action Plan** – request a Vulnerable Children’s Act presentation and Q&A in L.R. Shane is happy to attend and deliver a presentation to community groups – date to be confirmed.

Discussion over privacy rights and Trust photographs. It was established that anyone in a public space can be photographed without breaching privacy rights. This will allow the Trust to take photo’s at our events and publicise them for the benefit of meeting our sponsors requirements and show casing what the Trust is doing in our community. **Moved** Bryan Morgan **2nd** Vanessa Mitchell

Accounts;

- **Payments Received:** Rata Foundation \$15,000

- **Expenditure:** Information Centre (Santa suit hire) - \$15.00, Jill Tini (NFP course enrolment) - \$40.00, Glynis Dobson (Website and community calendar updates Dec + Jan) - \$400.00, Wages Jill Tini - \$2275.00, Inovo (inv 4646 overdue) - \$1937.28 CCC Service Centre (photocopying) - \$138.00

- **Balance:** \$45,799.95

Reports:

Birdlings Flat Hall – Recommendation presented to Trustees for the building contractor

Geoff Marks presented this report on behalf of himself and Shaun Mitchell. He outlined the procedure they went through and added extra contingency where they thought areas were lacking in each tender. Their recommendation is Schenk Contracting. This documentation will now all be forward to Steve Orme CCC for his viewing and recommendation.

*A Special Meeting was motioned for 2 weeks from today 1/2/16 to discuss tender process and appoint contractor. This is a Trustee only meeting. Date confirmed for 7pm Monday 15th February 2016. Shaun Mitchell, Geoff Marks and Steve Orme to be present to answer Trustee questions. **Moved** Stuart Wright-Stow **2nd** Mac Burch*

Mario Downes stated for the record his conflict of interest with Schenk Contracting. He will attend the meeting though will not vote.

Secretary to phone Insurance Company to ensure that Trustees are not liable.

Birdlings Flat Hall – Funding release from Lotteries update. Meeting confirmed for Wednesday 3rd Feb 1:30pm with CCC to release their funds. Full budget spend to now documented and will be presented to CCC – Thank you Vanessa for your help with this 😊

Special Items:

- ❖ **Policies** – The following policies have been written and need adopting – Trailer hire + ezi-up hire
There was concern that the Ezi-up is too expensive and can easily be damaged through hiring out.
Motion: *The ezi-up is to be hired out to Community Groups only at the discretion of the Trustees*
Moved Stuart Wright-Stow **2nd** Mario Downes
Trailer Hire policy accepted
- ❖ **Rātā Spending + upcoming events** – needs accepting through minutes
Moved Geoff Marks **2nd** Vanessa Mitchell
- ❖ **Project Brief** – Cadet Camp, Old School at Old School, Drum Festival, Willow Bank. Do we want to organise an Earth Hour event? Can we approve a Easter Egg Hunt this year to be run in conjunction with the Craft Station – project brief to follow
*Cadet Camp **approved** – **Moved** Bryan Morgan **2nd** Pam Baird*
*Willow Bank **approved** – **Moved** Vanessa Mitchell **2nd** Mario Downes*
*Drum Festival – **Declined** – As this festival is in its 5th year it is now considered a viable and self-funding commercial event **Moved** Bryan Morgan **2nd** Vanessa Mitchell*

Old School at Old School – Declined – This proposal was declined due to costs. Our events are aimed at local members of our community so there is no need for expensive radio advertising. DJ to provide own turn table. If the costs are modified then the event may be reconsidered. **Moved** Bryan Morgan 2nd Vanessa Mitchell

Other Business: (Members input/ideas)

Date/Time of next meeting:

March 7th 2016 – 7:30pm LR CCC Meeting Room

Meeting closed: 9:05pm