

Minutes of the Little River Wairewa Community Trust Meeting

Monday 11th January 2016, 7:30pm

Little River Service Centre

Meeting open: 7:35pm

Present: Mac Burch, Jill Tini, Fiona Nicol, Pam Baird, Geoff Marks, Donald Metheson, Mario Downes, Bryan Morgan, Vanessa Mitchell

Apologies: Fiona Waghorn, Hollie Hollander, Alison Evans, Annelies Pekelharing, Stuart Wright-Stow, Glynis Dobson

Previous Minutes: Moved Geoff Marks, 2nd Pam Baird Minutes carried

Matters Arising:

❖ **Living Streams Nursery water issues – can we have an update please – Mario/Geoff**

- Secretary - Annelies Pekelharing has reported that there is a pump sitting in the goods shed – Kevin Blogg is following up on this
- Mario is waiting to hear back from CCC in regard to proposals for water solution

❖ **Trailer – Logo's + spare keys + storage + need to purchase ball pump**

- In regards to the use of the ex-ECAN shed at the back of the CCC building – Fiona has not followed up on this at present due to progress being made with the request for the use of the recycling shed.
- Trailer is presently being parked at Jill's as it is easier to access than the Okuti shed. It is not stored under cover while here.
- Fiona will send a request for temporary use of the shed to store the Trust assets (trailer, ezi-up, sound system) in the mean time
- Vanessa to check remaining budget for the trailer. Items to purchase – halogen lights, ball pump, storage containers
- Bryan to purchase necessary equipment once Vanessa has checked the budget
- Bryan has not had time to organise logo's yet.
- Bryan has spare keys.

Correspondence;

- Inward:

- ❖ Card of thanks from Emergency Service Cadets
- ❖ Email from Rātā Foundation notifying change of grant applications process
- ❖ Lotteries – request for Vulnerable Children policies for funding
- ❖ UC Canterbury engagement have a team of students who have requested projects to work on
 - Fiona Nicol to contact to enquire about group helping with the Vulnerable children's act policy
- ❖ Community Accountant – full year course for running and managing not-for-profit organisations.
 - Jill has requested permission to attend this course.

Little River Wairewa Community Trust

- Bryan moved that Jill attend the course with course fees and reasonable costs to be paid. Carried - unanimous agreement

- Outward:

- ❖ Letter of thanks and payment to The Drew Peacocks
- ❖ Payment to Social Media Revolution Design
- ❖ Lotteries – clarification of VCA request
- ❖ Letters of thanks – Miles McIlraith, LRVFB, Rex BP Transport,
- ❖ Fiona Nicol – request for funding for legal assistance re MOU, Vulnerable Childrens Act, Nursery incorporation into Trust

Correspondence accepted – moved Pam Baird, 2nd Mario Downes

Accounts;

- **Payments Received:** These were unavailable at time of meeting

- **Expenditure:** Pedalmania \$430.40 Reuben Brooke-Scott \$400.00 Vanessa (food for Christmas gathering) \$337.06 Wages – Jill \$2475.00 Food NYE – Jill \$174.14 BP Rugby Club - \$100.00 (donation for flood lights NYE), Stephen Frame (Okana spraying) - \$462.30, Living Streams Nursery (plants Okana) - \$225.00

- **Balance:** Unavailable at time of meeting

All in agreeance with accounts - moved Geoff Marks 2nd Pam Baird

Reports:

- ❖ **Birdlings Flat Hall Build – Geoff Marks**
 - All three contractors have been contacted with regards to further questions
 - Geoff Marks to follow up with contractors to initiate a time frame for the return of requested information
 - Fiona Nicol introduced a copy of the Deed of License to occupy land and a Deed of Lease presented by CCC.
 - CCC are to organise a meeting towards signing the Deeds
 - Legal advice was suggested by a Trustee. CCC keen to get this signed. Trustee's need to have time to familiarise themselves with the Deeds prior to signing.
 - Trust needs to be aware of our exact suggested responsibilities in regard to the Hall
 - Mac Burch will forward a copy to secretary to forward out to Trustee's
 - Fiona to notify Chair and Secretary on meeting date and time

Special Items:

- ❖ **Suggested spending of Rātā Foundation new grant – Summer and Community activities/events. Matt Ledgerwood has approached us to help fund a Cadet Camp in early March 16**
 - It was suggested that Willowbank Wildlife Reserve to be looked into as an alternative to Orana Park due to this event being prioritised for families with younger children. Jill to check on prices for each and organise event in relation to this.
 - Cadets Camp – Jill was approached by Matt Ledgerwood in view of requesting funding help towards their cadet camp. They would normally fundraise for these camps though the 2 big events that they attend were both cancelled this year so their fundraising opportunity was not available. Jill suggested that there is funding available within the Lotteries budget for an event that needs to be organised prior to March 31st and offered that the Cadet camp would fit this event.
 - This was discussed and decided that it is helping promote local youth and was agreed to be funded.

Little River Wairewa Community Trust

- Mario Downes motioned that the Trust help fund the cadet camp as long as it is within the funding availability through the Lotteries grant. 2nd Vanessa Mitchell
- Jill to contact Matt Ledgerwood for a Camp breakdown of costs and inform him of available spending budget for this camp - \$1000. If camp cost is above this budget figure then the Cadets will need to raise excess funds through other avenues.

❖ **Lotteries – Vulnerable Children Act + Policies required for all events involving children. January 22nd to supply progress confirmation to Lotteries as it is requested as part of our funding application.**

- Mac Burch has had conversations with people in the know, about this policy. He has suggested that he would like to continue with putting a draft policy together for the Trust which can be presented to Lotteries by January 22nd 2016 as requested. This was unanimously agreed upon and carried.
- Jill advised that Lotteries recommended we get legal representation prior to presenting our policy to ensure we are fully covered under the Vulnerable Children's Act 2014
- An email has been sent to CCC requesting funding for this – still awaiting for a reply.

❖ **Living Streams Nursery – Financials + Mario would like to see this run as a Trust asset.**

- This was well discussed amongst those in attendance.
- Jill presented a verbal breakdown of the Nursery financial accounts to the meeting.
- It was suggested that the Nursery become under the Trust umbrella
- Concerns were raised in regard to taking this process slowly to ensure that the Trust know exactly what our responsibilities will be
- It was suggested that the Trust take the Nursery under our umbrella with a 12mth decision clause
- There is a need for legal advice to ensure that by running the Nursery, the Trust will not be in breach of our charitable status or Deed. Mac Burch to contact Kevin Blogg in regard to this.
- Suggestion – that one or two of the Nursery volunteers to become part of the Trust
- Another discussion point was that if the Trust take on the Nursery are we willing or setting precedence for other community groups should they come to us. Has this the opportunity to be bigger than the Trust is willing to do.
- This is a long term project
- It was agreed that the Nursery needs assistance in its running and management. The Trustee's feel that this is something the Trust needs to support.
- Mac Burch motioned
' Subject to Living Streams financial accounts being correctly audited and presented for 2014-2015 to the Trust, and the water supply solution has been recommended to the Christchurch City Council representatives then;
The Living Streams Nursery be incorporated into the Little River Wairewa Community Trust and the accounts to be administered by said Trust for such purposes as are deemed appropriate to the Trusts Charitable status as indicated under pp. 2-3 para 3.1.2/ 3.1.3 and 3.1.5 of the Deed of Incorporation.

Motion was tabled to be modified.

- Further discussion to be held at next meeting.

Other Business: (Members input/ideas)

❖ **Facebook page – Donald Matheson**

- Donald now has administration rights to Trust facebook page.
- It was agreed that Secretary to be added as administrator and that Victoria Peden to be withdrawn from administrator
- Donald has written up a document of parameters for the Facebook page use. These are to be emailed to Jill to send out to the Trustee's for their feedback. All feedback to be directed through Jill who will compile and then forward to Donald.
- All posting will need to be agreed by the moderators prior to showing on page

Little River Wairewa Community Trust

- No business advertising. Page to be kept to Trust activities and the promoting of Trust activities and events

❖ **Walking Festival – Donald Matheson**

- The walking festival was a great success with a combined total of 357 walkers over the festival. There were over 35 different walks to participate in. From this there were 4 local walks. Donald is keen to organise more local walks for next year. Project Lyttleton organise this event and donate \$5000 worth of wages to this each year. They are now requesting funding to help support this from other organisations. The finance received for the walk attendance is used to design and create pamphlets and advertising. They are suggesting that other Peninsula groups collaborate to the costs and organising of this event for 2016 – Akaroa District Promotions, Rod Donald Trust, LRWCT and Project Lyttleton.
- Trustee's agreed that this was a good event to help with.
- Donald to contact Project Lyttleton for an outline form and costs that they are requesting help with. The Trust would most likely fund a coordinator(s) from our area for this project.
- Jill to apply for funding.
- Jodi Tuckwell is keen to organise regular summer walks for 10 – 16yr olds. It was suggested that he might like to help with this also.

Date/Time of next meeting:

1st February 2016

7:30pm

Council meeting room

Meeting closed: 8:55pm