

**Draft Agenda of the Little River Wairewa Community Trust Meeting**

**Monday 7<sup>th</sup> March 2016, 7:30pm**

**Little River Service Centre**

**Meeting open: 7:40pm**

**Present:** Mac Burch, Jill Tini, Jan Daffin, Murray Peden, Annelies Pekelharing, Bonnie Schenkel, Pam Baird, Kathy Bisman, Fiona Nicol, Vanessa Mitchell, Donald Matheson, Geoff Marks

**Apologies:** Mario Downes, Alison Evans, Stuart Wright-Stow

**Previous Minutes:** These were accepted as accurate Moved Geoff Marks, 2<sup>nd</sup> Vanessa Mitchell - Carried

**Matters Arising:**

- ❖ **Nursery Water** – As Mario is presently away it is suggested that the Secretary go ahead and organise an electrician and plumber to carry out the necessary work. Annelies is now home so the Nursery is able to be invoiced directly for this. Minutes received from Penny Townshend. Nursery is to donate plants for the upcoming Akaroa Rotary Club Auction. Need new signage and positioning that can be seen above parked cars. Nursery requires more polystyrene trays.
  - Jill to organise electrician and plumber to correct the present water situation. These people to coordinate with Geoff Marks or Teone Tini.
  - Minutes received from the Living Streams Nursery were read aloud. Kathy corrected that it is the Akaroa and Bays Lion Club. It was suggested to approach vege outlets/shops for polystyrene trays. Jill and Annelies to meet and discuss positioning for new Nursery flag.
- ❖ **Trailer** – Update on where the process is re logos + expired registration + Tyre.
  - Quotes are presently being obtained for the logos.
  - Pam was sure she registered the trailer though a tag did not arrive. Vanessa to follow-up.
  - Tyre is presently at the Little River Garage getting repaired. Faulty valve to be replaced.
  - Vanessa to purchase kites, water/sand unit and Giant Connect 4
  - Bryan has purchased additional storage containers

**Correspondence;**

**- Inward:**

- ❖ COGS funding application round opens 27<sup>th</sup> April and closes 7<sup>th</sup> June 2016
  - To be discussed at monthly meeting in April
- ❖ Email from Cadets notifying LRWCT of change to Cadet Camp. Funding now not needed.
- ❖ Shane Whitfield has confirmed his attendance to present information on the VCA for Tuesday 7:30pm March 22<sup>nd</sup> 2016. This has now been advertised and circulated to appropriate groups.
  - Letters of invite to be sent as not all email addresses for groups were available. Kathy suggested including Kaituna in these invites. Jill to coordinate with Kathy for this.
- ❖ Bryan Morgan – resignation as a Trustee. Request to become a Member.
  - Bryan to be formally thanked.
  - All of Bryan's hard work and dedication for the Trust was acknowledged.
  - Bryan's resignation was accepted. Moved Pam Baird, 2<sup>nd</sup> Vanessa Mitchell - Carried
- ❖ CCC update re walking track Hilltop to Okuti
  - Update was gratefully received
  - Expected completion date of track is end of May 2016
  - Trustees and Members to receive copies of information regarding this.

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### - Outward:

- ❖ Schenk contracting – informing of preferred tender
- ❖ VCA meeting invite to LR, Duvauchelle, Okains Bay, Lyttleton and Akaroa schools, Heartlands Akaroa, Fiona Waghorn (BF clubs + Heartlands LR), LR Playcentre, Sheryl Stanbury (Rugby).
- ❖ 180 Degrees were sent scanned copies of the Oscar questionnaires. There were 15 replies. 10 replies fully supported and would use this service, 2 replies did not feel there was any need for this service, 3 replies felt there was need for the service though they would not have need for it.
  - It was questioned as to the validity of engaging 180 Degrees to carry out a feasibility survey due to low number return of questionnaires. There was a cross over between 180 Degrees offering their services to the Trust and the questionnaires being delivered. Trustees were contacted and it was agreed that 180 Degrees that the Trust would accept the offer from 180 Degrees for the Oscar/after care feasibility study.
  - 180 Degrees will notify the Trust as to who our feasibility team is.

### Accounts:

- **Payments Received:** \$15,000 Rātā Foundation (Nov), \$100 CCC (Nov), Lotteries \$230,000 (BF Hall Build), CCC \$165,625 (BF Hall Build)
- **Expenditure:** Bryan Morgan (storage containers) - \$98.00, CCC (photocopying) - \$68.00, Jill Tini (wages) - \$2537.50
- **Balance:** \$436,341
- Trailer funds - \$2000.00 remaining. Vanessa to spend \$1400 on games.

### Reports:

- ❖ **Willow Bank Visit** – Families were granted entry via a ticket system and could visit any time that best suited them on Sunday 6<sup>th</sup> March 2016. LRWCT covered costs of entry, animal food and hot chips. Twelve families participated.
  - Positive feedback has already been received for this trip 😊

### Special Items:

- ❖ **Trustee and Member nominations** – Our Trustee representation is now at the point where the Trust would benefit from increasing this capacity.
  - Trustees will invite Donald Matheson and Glynis Dobson to become Trustees. Donald Matheson was present at the meeting and has accepted this offer.
  - It was also suggested that a representative from the Birdlings Flat Hall Committee also be welcomed on as a Trustee. This was agreed. Bonnie and Jan to take this back to their committee for discussion and nominated representation.
  - An email explaining the roles of Members and Trustees, along with a copy of the LRWCT Deed to be emailed to the Birdlings Flat Hall Committee.
- ❖ **Trust Funding Policy** – Mac has written a policy that we can follow when other community groups and members request funding from the LRWCT
  - **Motion ‘ That this funding policy be accepted’ Moved Geoff Marks, 2<sup>nd</sup> Vanessa Mitchell - Motion Carried**
- ❖ **Vulnerable Children’s Act and Police Vetting**– Mac Burch has now completed a draft VCA Health and Trust Policy. This needs approval at this meeting as we need to send a copy to Lotteries to support our present funding application. As part of the LRWCT VCA policy present Trustees and Members are being requested to complete a Police Vet form. This is only compulsory for paid positions at present though it is suggested that it is preferable that all Board and members complete the form. The secretary will have these at the meeting to hand out for those who are willing to complete it.
  - The VCA Policy has been accepted.
  - **Motion: ‘That the VCA Policy be accepted as it stands and will continue to be updated’ Moved Geoff Marks, 2<sup>nd</sup> Pam Baird - Motion carried**

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- ❖ **Birdlings Flat Hall Build** – The Trust is now at the stage where a Negotiation Team needs to be formed to enter into negotiations with our preferred Tender. CCC Steve Orme is willing to assist and guide us with this process. Mac Burch to address the Meeting.
  - Negotiation Team is Mac Burch, Geoff Marks, Sean Mitchell and Steve Orme
  - BF Hall Committee to be kept up-to-date with progress
  - Bonnie Schenkel and Jan Daffin spoke briefly on the recent BF Hall Committee (BFHC) meeting. Approx 27 residents turned up for the meeting. Many had questions as this was the first opportunity for information about the Hall to be discussed. BFHC was voted by 17 people to become Incorporated. It is hoped that this Hall will help combine the BF Community.
  - Fiona Nicol would like to organise two more meetings between NFHC and LRWCT. First meeting to discuss a Vision, second meeting with other committees who are managing small halls.
- ❖ **Easter Egg Hunt Brief** – I have approached Marcus to hold this event up at the Camp Ground. This was a very popular event last year. By holding it up at the Camp Ground then our local children will have the opportunity to mix with visiting children. It will also allow the hunt to be more stimulating for the older children. I would also like to see this combined with an early evening bonfire (fire permit dependant) with a sausage sizzle.
  - This has been approved
  - Funding to come from Lotteries

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

- ❖ **Fire Brigade** – motion of concern (Mario Downes) – to be deferred to April meeting
- ❖ **Environmental issues** – Mac Burch to address meeting.
  - Mac Burch is attending upcoming meetings on environmental issues for our community.
  - Mac will bring back info to the Trust so the Trustees can then decide whether they would like to get involved.
- ❖ **Rating District** – action can now be seen in the community. Community members would like to receive an update.
  - Willows are being removed from land opposite the Domain
  - The land near the Hotel has now been sold. New owners are being approached for consent to enter and clear this portion of the river
  - Fiona Nicol mentioned that there is an article in the next issue of the Akaroa Mail on the progress
  - Fiona N and LRWCT to organise an open meeting to update the Community on progress
  - Jill, Mac and Fiona to draft a letter to ECAN in request of a Community Meeting.
- ❖ **Okana Trail** – Annelies to lead discussion.
  - Stephen Frame has got the convolvulus under manageable control.
  - Further spraying is needed to prepare for school planting of flaxes. There is \$300 left in allocated funds for this so Annelies can organise the spraying.
  - The track needs re clearing. It was suggested that it needs digging out to flatten. An idea to put old carpet then bark chip down on track to help maintain weed/grass growth along track
  - Rob and Marie McFarland have equipment that would suit track clearing. Annelies and Jill to follow up with and enquire about this
  - It was suggested that Rob Thornley be contacted in regards to old carpet. Annelies and Jill to follow up with this.
  - There are large stakes that need urgent storage. All planting have now been staked. It was suggested to approach the Rugby Club for available shed storage. Jill to follow up.
  - A post has been dug in at the beginning of the trail. This now needs a sign 'Okana Trail' to attach to the top of it. Mario and Jane Downes to be contacted for this.
  - Annelies has suggested a name change for this group. It is presently Living Streams Restoration. Annelies has suggested that it gets changed to Wairewa Restoration Trust. This would reflect the community better. This is to be discussed further.

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❖ **Walking Festival** – Donald Matheson to present an update.

- Rod Donald Trust now has a new Chair/Manager Sarah Pritchard.
- Discussions are still to confirm whether the LRWCT will be asked to help organise this festival.
- Akaroa District Promotions (Hollie Hollander) is keen to work with the LRWCT to organise this festival if Lyttleton decide they would like to step back from it.
- More information to be presented at the April meeting.

**Date/Time of next meeting: Monday April 4<sup>th</sup> 2016 7:30pm at CCC Meeting Room**

**Meeting closed: 9:15pm**