

**Minutes of the Little River Wairewa Community Trust Meeting**  
**Monday 2<sup>nd</sup> November 2015, 7:15pm**  
**Little River Service Centre**

**Present:** Mac Burch, Jill Tini, Mario Downes, Bryan Morgan, Pam Baird, Vanessa Mitchell, Stuart Wright-stow, Glynis Dobson, Murray Peden

**Apologies:** Fiona Nicol, Geoff Marks, Alison Evans, Bernadette Harvey, Penelope Goldstone

**Finances: Balance \$54,766.63**

**Income:**

**Outgoing: Total = \$6231.24** - Audit \$234.60, Wages – Jill \$2800, Halswell Butcher –meet Neighbourhood Breakfast \$145.75, Groceries – Neighbourhood Breakfast \$280.74, LR Store – Neighbourhood Breakfast \$44.10, Wages – Tori \$450, Bryan Morgan – Web Development + computer items \$435.65, LR Playcentre – Hui catering \$1000, Power Fenwick – BF build \$293 + \$547.40

	Issue / Topic		Action
1	Matters arising from previous minutes	<ul style="list-style-type: none"> <li>• Trailer – Emitted from October Minutes. Pam is Trustee in charge of trailer hire and checking. A calendar doc and content itinerary to be set up for hiring purposes. \$20 per day hire charge. Trailer must stay within the confines of Banks Peninsula.</li> <li>• Penelope to access a laser printer for the Secretary to use (emitted from October Minutes)</li> <li>• Facebook Streaming –Tori was to meet with Donald - has this happened yet?</li> <li>• Oscar study – Janet Wills does not have time at present. No funding has been specifically allocated to this study yet, suggest we re-look at it next year. This needs to be advertised when we choose to move forward with it.</li> <li>• Hard drives + mouse – Bryan has purchased</li> </ul>	<p>Oscar study – After discussion and debate. Motion ‘ A short survey through Playcentre and School newsletters, Akaroa mail as well as delivered to local households with children via Rural Post to ascertain interest in such a program’ Moved Pam Baird 2<sup>nd</sup> Mario Downes Carried. Secretary to write up a 3 question survey and distribute as agreed.</p> <p>Bryan suggested that we only need one person, the secretary, backing up our system each week. Financial excel spreadsheets to be uploaded and stored in cloud. This can then be backed up by Secretary.</p>
2	Signatories + meeting structure and times	<ul style="list-style-type: none"> <li>• Do these signatories need changing?</li> <li>• There has been a suggestion that our meetings begin at 7:30pm to allow more time for people to get home from work</li> <li>• Meeting structure – everyone to be heard, clear motions and voting process</li> </ul>	<p>Signatories to stay the same – Stuart Wright-stow, Mario Downes, Vanessa Mitchell.</p> <p>Proposal ‘ Meeting time change to 7:30pm start as from next meeting Monday 6<sup>th</sup> December 2015’ Moved Pam Baird 2<sup>nd</sup> Vanessa Mitchell Carried</p>

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			Meeting Structure – ‘To avoid someone going off and making decisions on their own, everything needs to be proposed, moved and second. Healthy debate and everyone is to be heard. Moved Mac Burch 2 <sup>nd</sup> Pam Baird Carried
3	Future Vision of Trust	<ul style="list-style-type: none"> <li>• How would you like to see the Trust grow and develop over the next 12 mths</li> <li>• Can we organise a chat and record session with Trustees for this. This can then be diverted to that meeting and outcomes recorded at future monthly meeting.</li> </ul>	<p>Pam suggested that the vision of the Trust needs to go out to Public Community. Mac introduced the importance of local Rununga being involved. They need to be formally invited for mana. Clear plain language vision is needed. Pam – Theo Bunker is happy to come and talk to the Trust and he will look into community representation for us. He has requested Pam be the Trust representative for this process.</p> <p>Proposal ‘ We send a formal invitation to invite the Rununga to participate in the activities of LRWCT’. Moved Stuart Wright-stow 2<sup>nd</sup> Mario Downes Carried. Pam Baird to work as spoke person for this.</p>
4	Sub-committees	<ul style="list-style-type: none"> <li>• Which sub-committees do we presently have and who are their members. Just need to record names please and I would like to see a brief regular monthly report to hold with our documentation 😊</li> </ul> <p>Update from Working Party delivered verbally by Bryan Morgan –</p> <ul style="list-style-type: none"> <li>• presently liaising with Transit NZ over 50km speed limit through township</li> <li>• Janet and Mick are debating submissions to the present suggested district plan changes - Papkainga re-zoning</li> </ul>	<p>The Trust does not have any sub-committees. The Working Issues Party is a sub-committee of the Community Board. It consists of Pam Richardson, Mick O’Donnell, Janet Reeves, Bryan Morgan, Tori Peden, Penelope Goldstone, Suzanne Vallance, John Boyles, Tori was the Trust representative though has now resigned from the Trust so attends as a community member only. Bryan represents both the Community Board and the Trust. Proposal ‘ That we leave it open and if anyone from the Trust wishes to attend they can’</p>

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		<ul style="list-style-type: none"> <li>Working Party is attempting to follow up on the Scoping Document which was a joint venture between the Community Board and the Trust. Flood Mitigation Committee – Geoff Marks, Stuart Wright-stow and Mario Downes are Trust representatives on this committee which is not a sub-committee of the Trust.</li> </ul>	<p>Moved Vanessa Mitchell 2<sup>nd</sup> Mario Downes Carried</p>
5	Okana planting	<ul style="list-style-type: none"> <li>Funding was applied for this yet it has not been approved through minutes. I have allocated this into the budget after speaking with Annelies who has no official approval though has had verbal approval – no figures mentioned. \$1000 was applied for (amongst other things) – does anyone know expenses needed – spraying, planting?? How much do we need to allocate? (Not all application funds were approved)</li> </ul>	<p>So far 60 plants have been planted. The track needs re-clearing as it has over-grown since our last working bee. Annelies would like to have a weeding bee to pull out the convolvulus prior to Stephen Frame professional weed sprayer coming in. He will be using a target weed spray so the grass and plants will be ok. Annelies would also like to have a sign put up at the beginning of the track so both local and visitors know where it begins. Ecan has cut willows and stump treated them as part of Flood Mitigation. Stuart suggested that this weed eradication needs to happen now rather than wait. Proposal ‘ That Annelies is approved up to \$1000 for planting and weed management’ Moved Vanessa Mitchell 2<sup>nd</sup> Pam Baird Carried Annelies to coordinate a Weeding Bee date.</p>
6	Secretary hours	<ul style="list-style-type: none"> <li>This needs discussion and approval through a meeting</li> <li>Thank you to the Trustees that have approved extra hours</li> <li>Presently averaging 25hrs per week. Giant inroads are being made to tidying Trust affairs up. Will cut these back as applicable – Im not interested in ‘creating’ non-necessary work to fill hours!</li> </ul>	<p>Extra hours have been approved while the work load is high due to putting into place new management systems. These hours will be cut back as soon as practicable. Job description and contract approved. This is to be discussed with our Community Advisor 3/11/15 then it will be signed. It has been agreed</p>

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		<ul style="list-style-type: none"> <li>Verbal employment indicated 3mth appraisal then 12mth renewable contract after this. This appraisal is due 17<sup>th</sup> November.</li> </ul>	<p>that next appraisal will be in February at the 6month point. Moved Mac Burch 2<sup>nd</sup> Mario Downes.</p>
7	Car – pooling feasibility study	<ul style="list-style-type: none"> <li>This was a great presentation night to attend.</li> <li>180 Degrees are keen to help with other studies</li> </ul>	<p>This was an excellent presentation attended by Jill Tini and Matthew Brosnahan. Very professional with a positive outcome for car-pooling to be organised. No motions nor discussion whether this is something that the Trust want to investigate further. The Trust will evaluate the need for a further feasibility study next year.</p>
8	Lotteries Communities Funding Application	<ul style="list-style-type: none"> <li>Events and programs to be applied for as follows; (Trustees look out for Project Briefs in your inbox soon with a draft application)</li> <li>Womens Self-defence Course</li> <li>Nathan Bonner – Mullet man (adults only)</li> <li>Kitchen to table program – teens to seniors</li> <li>Mid-winter Christmas Dinner - Families</li> <li>Disco – 70s, 80s, 90s music</li> <li>Ski trip – school age children – age limit applies</li> <li>Tea dance – waltz and formal dancing afternoon for seniors</li> <li>Tramping program – series of local tramps for families and teens</li> <li>Volunteers Thankyou event 2017</li> <li>Pre-school entertainment – face painting, clown act</li> <li>Food baskets for those in need in our area</li> <li>Babysitters register with Babysitters first aid certificate training</li> <li>Dress up party - families</li> <li>Wages, admin + advertising</li> <li>Community study</li> </ul>	<p>Stuart Wright-stow is concerned about the amount of suggested events and feels that there is a lack of volunteers to support these. This could create burn-out. Mac Burch would like to strengthen Members and build numbers. Some events we would not need to organise. Secretary/Coordinator organises events and Trustees are required to turn up on the day and participate in the smooth running of the event on the day. Proposal 'That the secretary is to apply for funding for these events and run them then if need be these can be cut back next year' Moved Bryan Morgan 2<sup>nd</sup> Mario Downes Carried</p>

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9	Community Amp - Mario	<ul style="list-style-type: none"> <li>Mario to present his findings</li> </ul>	<p>Amps for our needs range between \$800 - \$2000. Pam Baird suggests that this system needs to be easily portable. Stuart Wright-stow mentioned that it needs to meet the needs for a party in the hall as well as be practical for using at Anzac day. Bryan Morgan suggests that it is impossible to get a system that will do both. Jill Tini suggested that it needs to be something that will meet the needs of the community as this unit will be available for hire to meet these needs. Proposal ' That Mario is approved to spend up to \$1500 to purchase a suitable system which will be owned by the Trust and will be available to hire out to community members' Moved Pam Baird 2<sup>nd</sup> Vanessa Mitchell, Opposed Bryan Morgan, Carried. Mario to be Trustee in charge of looking after this system.</p>
10	Confirmed upcoming events + Completed events	<ul style="list-style-type: none"> <li>Neighbourhood Breakfast – completed (prior to meeting)</li> <li>Seniors Hui – completed (prior to meeting)</li> <li>Jiu jitsu trip – Help feed the Homeless – completed this was a great success 😊</li> <li>Adrenalin Forest – 29<sup>th</sup> November 2pm <b>Date Change</b></li> <li>Roller Disco – 22<sup>nd</sup> November 2pm</li> <li>Mutual Ground Ceremony – brief to be approved</li> <li>Combined Community Christmas 19<sup>th</sup> December</li> <li>Community New Years Eve</li> <li>Community Combat Challenge – needs approving</li> </ul>	<p>Project briefs for Mutual Ground Ceremony, Community Cadet Combat Challenge, Community Orienteering have been approved. Moved Mario Downes 2<sup>nd</sup> Mac Burch Carried.</p> <p>Stuart Wright-stow voiced his concern that Marcus Puentener was approved up to \$500 towards advertising for his Carving Workshop. He noted that this was not well supported. Vanessa Mitchell mentioned that he needs to provide an invoice solely for Carving workshop advertising. Bryan suggested that although at the time this seemed a wise expenditure of funds, it has become apparent that this was now not a wise choice to</p>

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			support. Trust awaiting invoice from Marcus Puentener.
11	New members + Trustees	<ul style="list-style-type: none"> <li>We presently have 9 Trustees we need to increase this to 12 preferable</li> <li>Receiving membership requests following email. Does this need to go community wide?</li> </ul>	This was not presented for discussion due to time constraints.
12	Community Mail	<ul style="list-style-type: none"> <li>A blurb written up about the Trust, our vision and activities and delivered to community</li> <li>To be 'seen' a monthly mail/flyer drop to all residents of our 'whats on' calendar/poster of events. Maybe 3mths to build interest then reassess. Several residents have mentioned that they are unaware of our activities as they have not seen these advertised and have suggested flyer delivery.</li> </ul>	This was not presented for discussion due to time restraints.
13	Tori resignation concerns	<ul style="list-style-type: none"> <li>Letter of response re issues raised</li> <li>Acceptance of resignation minuted</li> </ul>	Letter of reply written by Chair, Mac Burch, was approved to be signed and posted.
14	IT training	<ul style="list-style-type: none"> <li>Bryan would like payment for this</li> </ul>	
15	In brief	<ul style="list-style-type: none"> <li>LRWCT Ezi-up – where is this presently being stored</li> <li>Emergency Asset Register – where is this at?</li> <li>Community radio – what happened/is happening with this?</li> <li>Iron sign for LR – is this still progressing?</li> </ul>	This was not presented for discussion due to time restraints
16	Correspondence	<ul style="list-style-type: none"> <li>Neighbourhood support system – calling all authors</li> <li>Letter of request to Rugby Club for flood lights for NYE</li> <li>Summer of Fun Cera funding</li> </ul>	This was briefly discussed. Mario Downes suggested that the Secretary to present a write up on our Neighbourhood Breakfast.
17	Shelly van Soest re Oscar	<ul style="list-style-type: none"> <li>Letter to Shelly thanking her for her interest in this feasibility study</li> </ul>	Shelly has requested that her letter to Bryan Morgan (Chair at time) was not to be presented to the Trust. No issues she raised nor request for payment cannot be actioned due to this. Letter written by Chair Mac

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		Burch has been approved for signing and posting.
18	<b>Meeting was declared closed at 9:15pm</b>	