



Little River Wairewa Community Trust

Agenda

Monday 11 June 2018 at the Little River Service Centre 7.30pm

Board Members

- Robert Burch – Chair
- Mario Downes – Vice Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Alison Evans
- Donald Matheson
- Glynis Dobson
- Bonnie Schenkel
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher

Secretary – Barb Gaeth

Advisors:

Wairewa Rununga Representative:

Members:

Meeting opened

Index

1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. Confirmation of the previous minutes
5. New Members
6. Matters Arising
7. Correspondence
8. Accounts
9. Reports of Committees / Members
10. Matters of urgency
11. General Business
12. Representations from Members / Public
13. Date and place of next meeting
14. Close of meeting

1. Call to order, Chairman's Address, welcome and introductions

2. **Declarations of Conflict of Interest** - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have.

3. **Apologies**

4. **Confirmation of Previous Minutes**–

The minutes of the Board meeting held on Monday 9 April 2018 are attached.

The Board members are asked to confirm that these minutes are a true and accurate record of the meetings.

5. **New Members**

6. **Matters Arising**

- Coordinator position update - Chair

7. **Correspondence** - delivered into your DropBox

The members of the Board as requested to confirm that the inward correspondence for May 2018 be accepted and the outward endorsed.

8. **Statement of Accounts** - LRWCT

- LRVPC

- Birdlings Flat Committee

Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted

9. **Reports** –

Submission Hearing to CCC Long Term Plan – 12 May 2018 on behalf of The LRWCT and the LRVPC

Item No. 462 pp 283 - 317

Convenors of the Little River Village Planning Committee

- Strategy going forward – Board briefing update

10. **Matters of Urgency:**

11. **General Business**

The Trust resolved to apply to COGS funding for \$71323.75 for operating expenses.

Moved: Seconded:

The Trust resolved to apply to Rata Foundation for \$... (tba) for operational expenses.

Moved: Seconded:

Other funding possibility:

Rata Foundation Large Building Projects – Expressions of Interest due 1 June each year –

Glynis Dobson – Akaroa Flyer information about the Trust

12. **Representations:** Marcus Puentener presenting Love Little River submission to Long Term Plan

13. **Closure of Meeting**

14. **Time and Place of next Meeting: Monday 2 July 2018**



Little River Wairewa Community Trust

Minutes

Monday 7 May 2018 at 19:30 Te Whare Tapere o Te Mata Hapuku

Board Members

- Robert Burch – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Alison Evans
- Donald Matheson
- Bonnie Schenkel
- Stuart Wright-Stow
- Rob Churcher

Secretary – Barb Gaeth

Advisors: Helen Hayes

Wairewa Rununga Representative: John Boyles

Members:

Meeting opened: 7.35

Bonnie Schenkel left the meeting at 7.50pm

Index

15. Call to order, welcome and introductions
16. Declarations of Conflict of Interest
17. Apologies
18. Confirmation of the previous minutes
19. New Members
20. Matters Arising
21. Correspondence
22. Accounts
23. Reports of Committees / Members
24. Matters of urgency
25. General Business
26. Representations from Members / Public
27. Date and place of next meeting
28. Close of meeting

4. Call to order, Chairman's Address, welcome and introductions

The Chair introduced Helen Hayes, the new Community Advisor for Little River and asked each Trustee to introduce themselves.

Chair – congratulations to the Board on all the work that has been achieved this month -

- We have supported the BFlat Committee at their monthly meeting (Report from Donald Matheson following)
- We are putting in a COGS application for funding for operational costs
- Alison has been working on Okuti Valley Environmental projects (Report from Alison Evans following)
- A Traffic Engineer has been engaged for Village Planning Committee
- An appointment committee has been convened to select a Project Coordinator
- We attended the Pumpkin Festival – a great opportunity to speak with members of the community about the projects going forward
- We have received an acknowledgement from CCC inviting us to speak to our submission on Saturday 12 May 2018 at 1.25pm at Council Chambers

Helen Hayes introduced herself – she has been working for 10 days with the CCC. Before relocating to the area Helen had researched online about Little River and was excited to see what was going on here and what the Trust were doing.

- 5. Declarations of Conflict of Interest** - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have.
- 6. Apologies** - Mario Downes, Glynis Dobson, Alex Lee, Tori Peden

Moved that the apologies be accepted:

Moved: Alison Evans Secoded: Vanessa Mitchell

Carried Unanimously

4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 9 April 2018 are attached.

The Board members are asked to confirm that these minutes are a true and accurate record of the meetings.

Moved: Craig Roberts Secoded: Alison Evans

Carried Unanimously

8. New Members – none

Alison Evans has spoken with a community member who is tentatively interested and will come along to the next meeting

9. Matters Arising

- **Coordinator position update** – there have been 10 expressions of interest and three applications received so far. Applications close on 11 May – the panel will meet on 17 May 2018 to go through these (time to be advised).
- The question was raised that if no suitable applicant was found could we widen the field to Christchurch, however the Trustees commented that they would rather keep it local. Secretary to put it up on Residents FaceBook page again.
- Email to be sent through to panel reminding them of meeting on 17 May 2018
- Payrate – as there is a nominal sum of money available to use it was agreed that the rate would be \$25 per hour
- Although lower than positions in Christchurch, the Board decided it is reasonable, a great opportunity for a local and that it could be flexible for the right person.

Resolution re Traffic Planning Engineer...

Abley have come out to LR and met with Janet Reeves and have submitted an interim invoice for the work done. The Treasurer is to check with Janet Reeves for evidence that the 12 hours claimed for is correct.

The Trust confirms the engagement of the Traffic Engineers recommended - Abley - to provide support and advice to the Little River Village Planning Committee

Moved: Stuart Wright-Stow Secoded: Rob Churcher

Carried Unanimously

10. Correspondence - delivered into your DropBox

The members of the Board as requested to confirm that the inward correspondence for April 2018 be accepted and the outward endorsed.

*Moved: Craig Roberts Seconded: Stuart Wright-Stow
Carried Unanimously*

11. Statement of Accounts – LRWCT

Cash Summary
Little River Wairewa Community Trust
For the month ended 30 April 2018
Including GST

	Apr 2018	YTD Actual
Income		
Christchurch City Council Grants	\$10,000.00	\$39,333.00
COGS	\$0.00	\$9,200.00
Donations	\$0.00	\$500.00
Flower Power Income	\$0.00	\$2,650.00
Grants Received for Birdlings Flat Community Centre	\$0.00	\$11,500.00
Lottery Grants	\$0.00	\$28,750.00
Other Revenue	\$0.00	\$720.00
Phone Book Sales	\$0.00	\$60.00
Sales	\$0.00	\$343.36
Seniors Reunion	\$0.00	\$1,026.00
Total Income	\$10,000.00	\$94,082.36
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$5,124.70
Administration Costs	\$113.51	\$1,059.11
Audit fees	\$0.00	\$680.23
Bank Fees	\$16.71	\$170.65
Birdlings Flat Community Centre Build Costs	\$0.00	\$85,322.88
Community Breakfast	\$0.00	\$1,335.60
Coronation Gardens Costs	\$0.00	\$321.06
Donations to other organisations	\$0.00	\$6,941.10
Flower Power	\$0.00	\$226.18
Functions and events	\$51.65	\$3,557.57
General Expenses	\$200.00	\$323.36
Insurance	\$113.47	\$113.47
Kitchen to Table	\$0.00	\$280.00
Little River Brochure Costs	\$0.00	\$2,665.10
Little River Plan / Big Ideas	\$374.40	\$13,252.81
Living Streams Community Trust	\$1,299.60	\$1,607.80
Printing & Stationery	\$256.87	\$570.84
Pumpkin Festival Costs	\$0.00	\$599.94
Rent	\$0.00	\$176.00
Repairs and Maintenance	\$0.00	\$80.00
Secretary fees	\$2,000.00	\$21,325.00
Subscriptions	\$53.02	\$353.47
Telephone & Internet	\$140.88	\$547.27
Trailer Costs	\$32.48	\$32.48
Trap Library / Okuti Walkway	\$924.92	\$5,128.10
Website Costs	\$412.65	\$4,303.97
Welcome Packs /Volunteer Networking	\$0.00	\$20.00
Funds Held on Behalf	\$0.00	-\$1,125.53
GST Refunds	\$0.00	-\$21,955.25

Total Operating Expenses	\$5,990.16	\$133,037.91
---------------------------------	-------------------	---------------------

Operating Surplus (Deficit)	\$4,009.84	-\$38,955.55
------------------------------------	-------------------	---------------------

Net Cash Movement	\$4,009.84	-\$38,955.55
--------------------------	-------------------	---------------------

Summary

Opening Balance	\$137,568.39	\$180,533.78
Plus Net Cash Movement	\$4,009.84	-\$38,955.55
Closing Balance	\$141,578.23	\$141,578.23

Accounts to be paid:

Expenses to pass meeting 07.05.2018

Invoices paid since last meeting

4/11/2018	Living Streams Community Trust	April Exps passed	1,299.60
4/11/2018	Alison Evans	April Exps passed	664.50
4/11/2018	Chair Expenses	April Exps passed	113.51
4/11/2018	NZTA - Trailer Rego	April Exps passed	32.48
4/11/2018	Spark	April Exps passed	140.88
4/11/2018	Glynis Dobson Mar 18	April Exps passed	400.00
4/16/2018	Open Host Ltd	Monthly Fee	12.65
4/19/2018	Barb Fraser - reimbursement	Warehouse Stationery - printer Toner etc	176.88
4/19/2018	Barb Fraser - reimbursement	Lincoln Uni - Printing of LTP submission booklets	294.40
4/19/2018	JLT	Contents insurance - April-June 2018	113.47
4/19/2018	Xero	Monthly fee	53.02
4/30/2018	bank fees		16.71

3,318.10

Funds Received

4/26/2018	CCC - Council Grant	LRVP	<u>10,000.00</u>
			10,000.00

Invoices To pass on 07.05.2018

4/30/2018	Abley	LRVP - traffic engineer invoice	2,265.51
4/30/2018	Akaroa Mail	Advert for Project Coordinator LRVP	96.60
4/4/2018	Chair Expenses	April 2018	36.69
5/2/2018	Rent to CCC	Little River Nursery	115.00
5/11/2018	Spark	Birdlings Flat - 1 month	61.24
5/7/2018	Glynis Dobson Apr 18	website	400.00
5/7/2018	GST payment due	Feb-March 2018 return	<u>2,413.88</u>
	Total		5,388.92

Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted.

***Moved: Vanessa Mitchell Seconded: Donald Matheson
Carried unanimously***

LRVPC – no money spent

Birdlings Flat Committee - Basic Cash Books have been received

- The Board members have been invited to view the Trust accounts on Xero – please contact the Treasurer and an email will be sent with the option to set up a Password – this will allow viewing only (no ability to change anything). The Treasurer would like to run a training session for the Board in a couple of months.
- The Treasurer reported that the Contents Insurance is now in place.
- Alison Evans has a signed copy of the Minutes as required and will make an appointment at the Westpac Bank in Halswell to activate her signatory status.
- As Mario Downes is away, Stuart Wright-Stow is happy to continue as a backup signatory until his return.
- Donald Matheson queried Marcus Puentener’s email regarding the \$3000 put aside for the Welcome to Little River sign.
- Vanessa Mitchell (former Treasurer) confirmed that the amount for \$2200 was tagged for this about 5 years ago, however this money would have been used for spending on other projects.
- Donald Matheson asked whether there may be any other commitments that we have made for funds allocated to certain things – Treasurer responded that no there are not, and also the process around the accounts is much tighter now with Xero tracking the spend on each grant.
- John Boyles advised that the original wooden sign is in the holding sheds at the Wairewa Marae. LRVPC to follow this up.

9.Reports –

Convenors of the Little River Village Planning Committee

- Strategy going forward – Board briefing update – no report at this time

Alison Evans – update on Okuti River Project

Alison is involved in three conservation programmes

1. **Trap Library for back yard pest control** – Alison has obtained funding from CCC for \$10,000 primarily for starting up a new trap library possibly in Halswell, but the primary focus is Banks Peninsula. There is a venue at Duvachelle – near the Akaroa Men's Shed that could be used. A letter has been sent to the Wairewa Rununga by Alison requesting a time to speak at the next Hui regarding the possibility of working in conjunction on pest control. Some of the fund was spent on the recent Open Day which was well attended, and new traps.
2. **Horimako Living Classroom** – there is an area in the Okuti Valley Reserve which is part of a track that runs up to the Hilltop – this was put in by CCC. Alison is using \$5000 that the Trust has been holding for maintenance of this track, together with a donation of \$5000 to set up an outdoor classroom. This will take the form of interpretive panels and a number trail – people will be able to go online and download a map of the area. They can then follow the numbers on the track and read the explanations of what each item is. There will also be signs showing the value of plants, medicinal uses and cultural significance. Fulton Hogan have quoted \$3000 for the interpretation panels and metal signs and Alison will talk with the Men's Shed to see if they are able to frame them and install them to DOC specifications.
3. **New project** – funding for the Okuti River Project from ECAN (Water Zone Committee) is being finalised. This is tentatively \$10000 a year for five years. The first two years of funding have already been used to remove willows and build a fence which has left Alison short for the other parts of the project. The Okuti River is considered a high value river because of its diversity, cultural and recreational values. The vision is to try to get legal rights for the river (similar to the Whanganui River) which will give the river legal protection and a voice. If achieved this will be used as a template for other rivers both in Canterbury and throughout New Zealand. This is a broad idea which will need refining in years 4/5. There is a lot of support from people living in the valley and also from different agencies. Alison has applied to CCC for the Biodiversity fund under the umbrella of LRWCT – asking for \$36000 -which consists of \$16000 in kind (time and labour), and \$20000 from ECAN. She is waiting to see how much will be allocated.
4. Helen Hayes has some further ideas and will arrange to meet with Alison to discuss this
5. John Boyles commented that the Rununga meet bi monthly and the next meeting would be in August.
6. The Trust will write to Rei Simon to endorse the work that Alison is doing and to suggest collectively meeting with the Rununga to discuss the Okuti River Project and cleaning of Te Roto o Wairewa.
7. Rob Churcher commended the great work that Alison is doing
8. It was noted that the Rating Committee has been very generous with time and equipment

The Board will write a letter of endorsement supporting Alison Evans with the projects for the Okuti River to the Wairewa Rununga forthwith.

***Moved: Robert Burch Secoded: Rob Churcher
Carried Unanimously***

Donald proposed that one of the walks in the Walking Festival would be up the valley to hilltop and asked if Alison could talk at the start of this walk – in November. Alison will lead this project.

Birdlings Flat Meeting – report by Donald Matheson

- It was a good constructive meeting
- A brochure has been printed to be distributed to allocated people who may be interested in hiring the hall
- A local leaflet drop will be done with information re hiring at a reduced rate
- A project brief for the concrete pad and shed will be presented to the Trust once quotes are obtained
- Defibrillator – the Committee are to arrange St John to come out and talk to the community about this
- The Treasurer of the committee will arrange for copies of their accounts to be sent to Craig Roberts at the start of each month
- At the next meeting the committee are to decide on whether to form a Trust/Incorporated Society – Helen Hayes to attend July meeting to talk more about this and she will send through information around this topic to the committee

Stuart Wright-Stow can possibly attend next meeting to be held on 6 June 2018

10. Matters of Urgency:

11. General Business

- **Increase in Secretary Fees – Chair** - The Secretary having recused from the meeting the board convened and discussed the matter of the Secretary's fees. The members of the board unanimously agreed that the Secretary's fees should be reviewed and concluded that it should be increased to the rate of \$30 per hour forthwith. The motion was then passed:

That the Secretary's fee be raised to \$30 per hour

Proposed Stuart Wright-Stow Seconded Rob Churcher

Carried Unanimously

The Board are aware that the Secretary's contract needs to be reviewed and refined as we gain experience ourselves in administering such a responsibility. The Board have therefore asked the Chair to discuss this matter with the Secretary to review the contract to the Board and Contractor's satisfaction.

A formal letter will be sent to the Secretary by the Chair.

Proposed: Stuart Wright-Stow Seconded Donald Matheson

- **Project Brief – Izzy Hoult (attached)** After discussion it was agreed that funding individuals is not something the Trust has participated in before and that it is outside our scope. A letter will be sent to Jane Hoult – suggesting that she approach Helen Hayes/ Rob Churcher re funding options
- **Long range planning / Financial planning / Other funding resources / Possible Partnerships** - as the Trust is moving into a phase in which the work will take a good few years we may need to engage and look after people to do some of these projects – we may need to look at long term funding – can the Trustees give this some thought.
- **Strengthening Communities Fund** – under this fund there is an opportunity for multiyear funding which the Trust will look at next year. This year the application is combining the Project Coordinator fees (\$19500) and part of the costs for the Banks Peninsula Walking Festival (\$4213).

The Board agreed unanimously that the application for Project Coordinator Fees and the Walking Festival as calculated should be placed.

12. Representations: None

13. Closure of Meeting 9.00 pm

14. Time and Place of next Meeting: Monday 11 June 2018

Certified as a true and correct copy of the Minutes:

Signed: _____ **Robert Burch – Chair**

Signed: _____ **Barb Gaeth – Secretary**