



Little River Wairewa Community Trust

Minutes

Monday 4 December 2017 at 19:30 Little River Service Centre

Board Members

- Robert Burch – Chair
- Mario Downes – Vice Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Alison Evans
- Donald Matheson
- Bonnie Schenkel
- Alex Lee

Secretary – Barb Gaeth

Advisors:

Wairewa Rununga Representative: John Boyles

Members:

Community Members: Ken Sitarz

Meeting opened

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. Confirmation of the previous minutes
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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

3. Apologies

Tori Peden (arrived late)
Stuart Wright-Stow
Glynis Dobson

Rob Churcher

The Board moved that the apologies be accepted.

Moved: Vanessa Mitchell Seconded: Alex Lee
Carried Unanimously

4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 6 November 2017 are attached.

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

Moved: Craig Roberts Seconded: Alex Lee
Carried Unanimously

5. New Members - None

6. Matters Arising

Vanessa Mitchell - Brainwave Trust Talk project brief

Moved that the Trust supports this particular educational project for the sum of \$460.00 on behalf of the community of parents and whanau.

Moved: Mario Downes Seconded: Alison Evans
Carried Unanimously

The cluster which is Banks Peninsula wide has proposed that they will also fund a talk from the Brain Wave Trust for parents of pre school and primary school age children.

Amendment to Minutes November 2017 re Lotteries Application

That the Board approve the Lotteries application for 2018/2019 which has been submitted with a final figure of \$72560.00
Extra amount was added to account for audit costs going forward.

Moved: Mario Downes Seconded: Donald Matheson
Carried Unanimously

Waste to Energy Plant - Presentation by Susan Tulloch at November meeting refers.

Discussion:

- **Proposed** that the Trust deal with this subject rather than leaving it tabled
- Information online is quite technical for lay people to understand
- **Suggested** that more information be obtained from Susan Tulloch
- Concerns about rubbish being trucked in and dumped in the area
- Should the Trust be supporting a commercial endeavour however if it helps the environment could it be worth supporting?
- Is it the Trust's mandate to be looking at supporting or not supporting a business or industry
- An email was received from Ngai Tahu with two contacts that could provide further information

Action:

Fiona Nicol to facilitate a meeting between Susan Tulloch and CCC
Send Susan the contacts from the Rununga for her to follow up if appropriate
Fiona to report back to the Board at the next meeting

Timebanking Project Brief on hold

Submission Template

Fiona Nicol along with Robert Burch and Suzanne Vallance have been working on a draft template that can be used for funding submissions. This can be adapted for any funding application.

7. Correspondence - delivered into your DropBox

The members of the Board as requested to confirm that the inward correspondence for November 2017 be accepted and the outward endorsed.

Moved: Bonnie Schenkel Seconded: Alison Evans
Carried Unanimously

8. Statement of Accounts

Expenses to be paid 4/12/17

| | |
|--|----------------|
| Chook Manor Limited | 120.00 |
| Banks Peninsula Rugby Club | 50.00 |
| Little River Playcentre – Hui Catering | 1000.00 |
| Little River Service Centre – Photocopying | 96.00 |
| Facebook Advertising Flower Power | 6.03 |
| Facebook Advertising Flower Power | 3.97 |
| Fiona Grace Ltd – LRVPC Coordinator | 1794.00 |
| Spark Account – Birdlings Flat | 61.39 |
| Chair Expenses October | 49.07 |
| Chair Expenses November | 50.09 |
| Glynis Dobson – Website | 400.00 |
| Jeremy Head Landscape Architect | <u>3600.13</u> |
| Total | 7230.68 |

Cash Summary – Little River Wairewa Community Trust For the month ended 30 November 2017 including GST

| | Nov 2017 | YTD Actual |
|---|----------|------------|
| Income | | |
| Christchurch City Council Grants | | 15000.00 |
| COGS | | 9200.00 |
| Donations | | 500.00 |
| Grants received for Birdlings Flat Community Centre | | 15,833.00 |
| Other Revenue | | 720.00 |
| Phone Book Sales | | 60.00 |
| Sales | 60.00 | 60.00 |
| Seniors Hui | 1026.00 | 1026.00 |
| Total Income | 1086.00 | 42399.00 |
| | | |
| Less Operating Expenses | | |
| Accountancy/Treasurer | | 2625.00 |
| Administration Costs | | 582.00 |
| Bank Fees | 18.00 | 87.00 |
| Birdlings Flat Community Centre Build Costs | 3021.00 | 79393.00 |
| Coronation Garden Costs | | 321.00 |
| Donations to Other Organisations | 3450.00 | 5191.00 |
| Flower Power | 527.00 | 382.00 |
| Functions and events | 2042.00 | 3506.00 |
| General Expenses | | 60.00 |
| Kitchen to Table | | 280.00 |
| Little River Brochure costs | | 2665.00 |
| Little River Big Ideas | 1509.00 | 1518.00 |
| Printing and Stationery | | 122.00 |
| Pumpkin Festival costs | | 101.00 |

| | | |
|------------------------------------|------------------|-------------------|
| Repairs and Maintenance | | 80.00 |
| Secretary Fees | 2000.00 | 11325.00 |
| Subscriptions | 47.00 | 60.00 |
| Telephone and Internet | 61.00 | 203.00 |
| Trap Library/Okuti Walk | 223.00 | 4203.00 |
| Website Costs | 633.00 | 2233.00 |
| Welcome Packs/Volunteer Networking | | 20.00 |
| Accrued Expenses | | 3179.00 |
| GST refunds | (5402.00) | (19264.00) |
| Unexpended grants | | (3179.00) |
| Total Operating Expenses | 8130.00 | 95962.00 |
| Operating Surplus (Deficit) | (7044.00) | (53293.00) |
| | | |
| Net Cash Movement | (7044.00) | (53293.00) |
| | | |
| Summary | | |
| Opening Balance | 134285.00 | 180534.00 |
| Plus Net Cash Movement | (7044.00) | (53293.00) |
| Closing Balance | 127241.00 | 127241.00 |

Account for Cosgroves has not been paid as yet – still waiting for confirmation. Bonnie Schenkel to follow up. Leave on table and clear in the New Year.

Moved that the Board approves the accounts to be paid:

Moved: Vanessa Mitchell Secoded: Mario Downes

Carried Unanimously

Chair – thanks to Craig Roberts for his efficient and effective work on compiling the accounts for the Birdlings Flat build and also for sorting the full Trust accounts ready to an audit stage.

Management of Funds for satellite groups

Motion:

Moved that the Trust will charge an administration fee of 5% of the amount per grant being managed by the Trust on behalf of other organisations in normal circumstances.

Moved: Alison Evans Secoded: Mario Downes

Carried Unanimously

Agenda:

A cut off date a week before the meeting is to be implemented. This will be firm except in exceptional circumstances. This will be published on the Trust website.

9. Reports

Mario Downes re Birdlings Flat wifi and Corrections/Catons Bay – **tabled and a report due for next meeting**

10. Matters of Urgency: None

11. General Business

Long Term Plan submission by Trust – projects to be ratified by Board

A submission was tabled by the Chair – available in your DropBox (Version 6)

Discussion:

- Robert Burch has been working on the drainage issue and has, together with Suzanne Vallance and Fiona Nicol, composed a submission to be given to the Banks Peninsula Community Board meeting on Monday December 11, 2017

- **Noted** that the LRVPC priorities need to be included in this submission - that one is not perceived to be more important than the other
- **Important** that we ask to partner with CCC
- **Suggested** that both submissions have the same lead in, story etc – they need to match and be congruent with each other
- The Community Board may not understand the intricacies of the Little River Wairewa Community Trust and the Little River Village Planning Committee
- **A sentence to be added** to the submission – “Please read this in conjunction with the detailed submission from the LRVPC which is a subcommittee from the Trust”.

Moved that the Trust support the provisional draft submission for inclusion in the Long Term Plan in the matters of:

- **Drainage**
- **Waste Water**
- **Medical Centre/Recreation Centre**

The LRVPC aim to have their draft submission to be presented along side this for Monday 11 December 2017.

Moved: Vanessa Mitchell Secoded: Donald Matheson

Carried Unanimously

Flower Power money to be allocated: deferred until money arrives

- Okuti Hall
- Trap Library / Gymnastics
- Donation to Craft Station
- Water Tank for Nursery

New Year celebration start up afternoon tea – February 11, 2018 – Te Whare o Te Mata Hapuku

Motion:

Since the Trust is becoming more active to start the year we propose:

That the Trust hold its first inaugural start up party with invited guests at Te Mata on Sunday 11 February 2018. This will take the form of an afternoon tea.

Moved: Alison Evans Secoded: Donald Matheson

Carried Unanimously

A & P Show – 20 January 2018

It is proposed that the Trust attend the A & P Show and accept the Project Brief as presented.

Moved: Donald Matheson Secoded: Vanessa Mitchell

Carried Unanimously

12. Representations:

Ken Sitarz – update on the endowment fund

Chair’s position: If anyone associated with the Trust wish to assist Ken Sitarz they can do so however the Trust is not in the position to support this further.

Further discussion:

- If there is money left in the Endowment Fund under Legislation 143 – could the Trust investigate as to how much and whether this could be available to assist with the flood mitigation/drainage works in Little River?
- Potential to add this into LTP ???
- If the Rununga are going to purchase the other reserve land, a discussion as to whether there may be some complimentary objectives for the Rununga and local community.

13. Closure of Meeting 8.45pm

14. Time and Place of next Meeting: January 8 2018 Little River Service Centre 7.30pm

Supper:

Thank you Bonnie Schenkel for another amazing spread!!

Toast to the Trust for the great work achieved this year!!

MERRY CHRISTMAS EVERYONE!!!!

