



Little River Wairewa Community Trust

Minutes

Monday 5 March 2018 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
Glynis Dobson
Stuart Wright-Stow
Rob Churcher

Secretary – Barb Gaeth

Advisors:

Wairewa Rununga Representative:

Members: Anneliese Pikelharing

Meeting opened: 7.35pm

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
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9. Reports of Committees / Members
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1. Call to order, Chairman's Address, welcome and introductions – those of you that were at the previous LRVPC meeting – thank you very much!

Volunteer commitment – An email was set out to you all regarding volunteer hours that you are each putting in on a weekly/yearly basis. Can you please respond as we need to know a ballpark figure for funding applications. This affects the Trust viability for future funding. Thank you.

2. Declarations of Conflict of Interest – No conflicts were noted

- 3. Apologies:** Alex Lee, Bonnie Schenkel
Moved that the apologies be accepted
Moved: Donald Matheson Secoded Craig Roberts

4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 29 January 2018 are attached.

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

Moved: Rob Churcher Secoded: Stuart Wright-Stow

5. New Members – no new Members noted

6. Matters Arising

Update on Submission to the Christchurch City Council Long Term Plan - LRVPC/Board of Trustees/Railway Trust/Domain Board

- Timeline for refined submission – The submission process opens on Friday February 9 2018 – closes mid April 2018
- Priority projects –

Trust

Stormwater/Drainage/filling in drain SH75

Wastewater/Sewerage

Scoping money for Med Centre - (\$20,000)

Tori Peden advised:

A Meeting is to be held from 6.30pm to 7.30pm next Tuesday 13 March 2018 at the Little River Service Centre – Andrew Turner and other technical staff from CCC will be available to talk to people regarding the submissions to the Long Term Plan. This meeting is open to the public.

- Estimates for projects are being worked on by the Chair, Rob Churcher and other members for the submission
- Power point team – Chair to arrange a selection of photos to be shown to CCC at the submission
- Coronation Library – There is a Heritage submission to be filled in online – the Trust is supporting the Domain Board to get drainage done in Awa Iti Domain to protect the Coronation Library. Money has been set aside for the Coronation Library previously by Council - \$238,000 restoring inside \$755,000 making sure the building is secure. The Coronation Library is a listed Grade 1 Heritage Building

The Chair requested that he be able to work alongside Dean White (Chair of the Domain Board to complete a submission for the Coronation Library – The Trustees agreed to this.

7. Correspondence - delivered into your DropBox

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

Moved: Craig Robetrs Secoded: Donald Matheson

8. Statement of Accounts – LRWCT – per attached document

Accounts to be paid:

<u>Invoices paid since last meeting</u>			
2/1/2018	Little River Service Centre	Jan payments passed	10.00
2/1/2018	Little River Service Centre	Jan payments passed	60.00
2/1/2018	Robert Burch	Jan payments passed	68.74
2/1/2018	Robert Burch	Jan payments passed	68.50
2/1/2018	Spark NZ	Jan payments passed	141.86
2/1/2018	Fiona Grace Limited	Jan payments passed	897.00
2/1/2018	Glynis Dobson	Jan payments passed	800.00
2/9/2018	Little River food bank	Donation	500.00
2/12/2018	EFD - Biz Fitpatrick	Modify and fit curtains Birdlings Flat community Centre	400.00
2/8/2018	Christchurch Community Accounting	Audit Fee year end 30/06/2017	680.23
2/15/2018	DIA	Charities annual return fee	51.11
2/17/2018	Open Host Ltd	Overusage Feb	8.07
2/19/2018	Xero	Monthly fee	47.44
			3,732.95
<u>Funds Received</u>			
2/21/2018	Lotteries Grant		28,750.00
2/14/2018	Birdlings Flat	Curtain reimbursement	659.88
2/19/2018	L R Gymnastic	Funds to be held on their behalf	1,125.53
			30,535.41
<u>Invoices To pass on 05.03.2018</u>			
3/5/2018	Chairs Expenses Feb		127.58
2/15/2018	Schenk Ltd	15% retainer	6,189.75
2/28/2018	Fiona Grace Limited	Feb Costs	1,426.00
	Glynis Dobson Feb 18		400.00
	Total		8,143.33

It was noted that all invoices for Birdlings Flat have been submitted

**LRVPC – Committee needs to be proactive funding wise for what the projects will need
Chair has spoken to Josh Neville (CCC) re the money that is remaining**

Birdlings Flat Committee – no accounts received

Insurance for contents of Birdlings Flat, contents of the Trailer and office equipment owned by the Trust – the following information was received by the Treasurer from JLT:

Our quotation for plant/contents for your organisation is as follows:

Sum Insured - \$39,000
Annual Premium - \$609.09 (GST Inclusive)

Basis of settlement – Replacement

Excesses:

\$10,000 Subsidence/Landslip

\$2,500 Theft

\$1,000 Burglary/Malicious Damage

\$500 All other perils

Natural Disaster/Earthquake – 5% of the site value, minimum \$5,000

Natural Disaster is defined in the policy as – Earthquake, Tsunami, Volcanic Eruption, Hydrothermal and Geothermal Activity, Subterranean Fire and any damage as result of those perils

Insurer – Lumley, A Business Division of IAG New Zealand Limited.

Main locations where contents are being stored would need to be specified.

Treasurer is to obtain a second quote for Contents Insurance

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

Moved: Mario Downes Seconded Vanessa Mitchell

9.Reports

Convenors of the Little River Village Planning Committee

Strategy going forward

- The Plan is to be revised
- Publicise our work to try and gain more community help and support –
 - Community consultation has been done by the Coordinator
 - LRBI document has informed ideas from the community
 - Article in the Akaroa Mail was well received
 - Trust Newsletter was sent out with map and details of 11 project areas

- The next phase of advising the community on what is happening will involve more detail
- Previous years consultation can be taken into consideration
- Pumpkin Festival will provide a good space for further consultation with the community
- Pursue the walkways
- Support the playground team
- Support the Goods Shed team
- Pursue other items in the concept plan if more helpers come forward
- Decided at today's LRVPC meeting that two Traffic Engineers will be approached for their ideas on the traffic management and pedestrian safety issues around the Craft Station
- It has been decided that the Trust/Committee will pick up the initial submission document that has been tabled by Fiona Nicol and continue to work on it in house with support from all parties involved
- Coordinator position update – Fiona Nicol has advised that she does not want to continue in the Coordinator role. An updated Job Description has been sent to Convenors and Chair – this needs to be looked at and confirmed and then the recruitment process can begin for a new person
- Rob Churcher to ring Fiona Nicol and a formal letter of thanks to be sent
- Formal letter of thanks to be written to Janet Reeves for the work done to date

Alison Evans – Article in Akaroa Mail –

- The feedback received “a great deal of passion coming from the village – great plan being put together”.
- Alison is happy to write another article – this will be specifically around one or two of the priority projects ie walkways/playgrounds/drainage to inspire support from the community
- Vanessa Mitchell, Stuart Wright-Stow and Chair will work with Alison Evans on these subjects
- This to be done pre the Pumpkin Festival please

The Chair would like to propose a formal vote of thanks to Alison Evans for the definitive article in the Akaroa Mail on behalf of the Trust and the Little River Village Planning Committee

10. Matters of Urgency: None

11. General Business

Support for Okana track spraying (Annelies) – Project Brief put in last year

This has been approved for spending up to \$1800

Annelies to put in invoices for materials, plants and protectors – the planting is planned along Pa Road (it will be interplanting)

Catons Bay – Alison Evans gave an update – she had organised Conservation Volunteers who have cleared out the Convolvulus in this area

Games Trailer Report

Donald Matheson, 26 Feb 2018

The trailer has been borrowed:

Oct	2
Nov	1 + Trust
Dec	2
Jan	2
Feb	4

income	\$240
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Donald has purchased:

gas	51.80
gas	11.56
croquet set	59.99
	\$123.35

The barbeque is in need of maintenance to a wheel – Donald is currently getting a quote for that from Pete Buss. Mario Downs also suggested that he could have a look at it and fix what is damaged.

Donald has been holding cash and spending. From now, he will deposit cash with Craig and get reimbursed for expenses.

Insurance

The trailer contents have not been insured. The equipment and games purchase cost was \$4159. I suggest we buy cover for total loss and self-insure for damage to individual objects, as they won't reach excess. (See above from Treasurer – Trailer contents covered in the JLT Insurance quote)

Donald Matheson and Chair to complete a new inventory on the contents of the Trailer

Birdlings Flat:

- a. Sewerage tank – being monitored by CCC
- b. Members of the Trust are asked to support the Te Mata committee – Alison Evans to attend meeting on 7/3/18
- c. Curtains – have been hung professionally by Bizz Fitzpatrick and have been paid for
- d. Query over payment from BFlat Committee for half of the cost of the curtains – Treasurer to follow this up
- e. Concrete Base needed for storage shed at Birdlings Flat – Project brief to come with quotes
- f. CCC 6 month inspection has been completed.

Volunteer hours and commitment – see above in Chair's welcome address

Pumpkin Festival – Project Brief was accepted

Vanessa/Alison/Donald/Glynis have offered to be onsite during the day to talk about what the Trust is doing in Little River

Project Brief – Birdlings Flat Seaweed event was agreed to by the Trustees

Moved: Rob Churcher Secoded: Glynis Dobson

Mario Downes (Vice Chair) is away from 25 March 2018 – 10 weeks

Vanessa Mitchell has been nominated as Vice Chair during Mario's absence

12. Representations:

13. Closure of Meeting : 9.05pm

Special thanks to Bonnie Schenkel for dropping off platters to keep us going! Awesome!

14. Time and Place of next Meeting: Monday 9 April 2018 - 7.30pm at the Little River Service Centre

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth – Secretary