



# Little River Wairewa Community Trust

## Minutes

Monday 12 June 2017 at 19:30 Okuti Valley Hall

### Board Members

- ✓ Robert Burch – Chair  
Mario Downes – Vice Chair
- ✓ Craig Roberts – Trust Treasurer/Accountant  
Vanessa Mitchell
- ✓ Alison Evans
- ✓ Donald Matheson  
Glynis Dobson
- ✓ Bonnie Schenkel  
Geoff Marks  
Stuart Wright-Stow

**Secretary** – Barb Gaeth

**Advisors:** Fiona Nicol

**Members:** Rob Churcher, Alex Lee, Annelies Pikelharing

**Community Members:** Ken Sitarz, Peter Russell, Fiona Waghorn, Jan Poynter, Matt Daffin, Donna Harkerss, Kathy Kise, Peter Morgan, Tim

**Meeting opened: 7.45**

**Call to order, welcome and Introductions**

**Declarations of Conflict of Interest**

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**1. Call to order, welcome and introductions**

Welcome to the BFlat Committee and thanks for their support for the Trust and thank you for the job that they are doing as the committee in organising both the Opening Ceremony and management of the hall.

Chair introduced the Board and members to the community members that were there

Thank you to the Trustees and members for their support

Chair talked briefly about the Submission to the CCC and deputation to the Banks Peninsula Community Board regarding the Village Plan, Rec Centre/Medical rooms and Waste Water system

**2. Declarations of Conflict of Interest**

**3. Apologies**

Mario Downes  
Stuart Wright-Stow  
Geoff Marks  
Glynis Dobson  
Vanessa Mitchell  
Tori Peden  
Jim Mullins

The Trust moved that apologies be accepted.

***Moved: Bonnie Schenkel      Seconded: Rob Churcher***

**4. Confirmation of Previous Minutes–**

The minutes of the Board meeting held on Monday 1 May 2017 are attached.

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

***Moved: Craig Roberts    Seconded: Rob Churcher***

**5. Matters Arising**

- **Lease of land holding Living Streams Nursery.**

Correspondence received by the Secretary of the Little River Wairewa Community Trust 9 May 2017 relates to the Lease of Land held by the Trust. The property it should be noted is held for “the purpose of a nursery for the promotion of indigenous vegetation’s for the development of the Lake Wairewa and Southern Bays Catchments subject to the terms of the Licence.”

Trustees have received and read the correspondence to the Trust Secretary from The Living Streams Community Nursery Trust coordinator. This requests the transfer of the lease to The Living Streams Community Nursery Trust.

Therefore to assist, the Trustees are requested to process the following Motion as expeditiously as practicable to ensure a prompt response.

### **Motion 1**

That the Trustees by majority vote consider that the Lease held by the Trust on Part 4238 Christchurch Akaroa Road (being that parcel of land described in Computer Register CB32K/5 Canterbury Land registry and including that part containing approximately 1225m<sup>2</sup> shown on the property plan held by the Trust) should be transferred to The Living Streams Community Nursery Trust.

**Moved:**

**Seconded:**

Discussion:

- The lease is \$115 per annum through until May 2019
- The Living Streams Community Nursery Trust are keen to take the lease on
- The LRWCT are not legally able to transfer or assign the lease – there would need to be a letter written to Christchurch City Council as per the motion below
- The Trustees present agree in principal but felt it would be good to have a discussion with the Village Plan group prior to anything happening to see things progressing with the Village Plan before the lease is transferred. The LRWCT may wish to use the land for a project,

***Motion held on table until next meeting in July 2017.***

### **Motion 2 (subject to the ratification and affirmation of Motion 1)**

The Trust will write at once to the Council representatives to inquire of the Christchurch City Council in respect of the Lease held by the Trust as Licensee on Part 4238 Christchurch Akaroa Road (being that parcel of land described in Computer Register CB32K/5 Canterbury Land registry and including that part containing approximately 1225m<sup>2</sup> shown on the property plan held by the Trust) if Council would consider that said lease may be relinquished by The Little River Wairewa Community Trust in favour of the Living Streams Community Nursery Trust.

**Moved:**

**Seconded:**

### **Annelies Pekelharing**

**Weed Control:** Old Man's Beard is very prominent – Ecan have provided pottles of herbicide for community members to use on their properties.

*The Trust will make a note to bear it in mind for next year for possible funding.*

### **Leased Land:**

Some of the fencing on the property that the Nursery is on needs fixing/replacing

Question was raised – who is liable and who pays for this?

*LRWCT and Living Streams Community Nursery Trust to write to CCC in regards to this*

## Contingency Funding

### Motion:

***The Little River Wairewa Community Trust shall forthwith generate a fund called the “Contingency Fund”, with the express purpose of making funds available to the Trust to meet such needs as may occur from time to time to ensure the smooth running of the Trust and achievement of any applicable Trust objective. This fund will be accrued from activities as described in the Charitable Trust Deed of The Little River Wairewa Community Trust of 4 March 2011. Paras 3.1.2 and 3.1.3 of the “Purposes” pp.2 refer.***

### Moved:

### Seconded:

The Trustees that were present agreed to this motion however it was decided to hold on table until July 2017 to allow other Trustees who may have alternative views to present them.

*This motion must be moved or discarded at the next meeting as it has been tabled several times.*

## 6. Correspondence

### Inwards and Outwards – See separate document attached

Contingency Funding – Chair  
Misty Peaks & Te Oka Reserves – proposed management planning by CCC – Derek Roozen  
Re Agenda Board Meeting May 2017 Robert Burch  
Re Agenda Board Meeting May 2017 Mario Downes  
Confirmation of Hearing for CCC Draft Annual Plan – Robert Burch  
Submission Wastewater Scheme for Little River – Robert Burch  
Submission Received – Rob Churcher  
Submission to the Draft Annual Plan  
Sue Jarvis – Info about LRWCT  
Janet Reeves re Okuti Hall Meeting Minutes and emails re Site Meeting at Birdlings Flat  
Kathryn Grant – Flower Power  
Letters of Support from CCC, Steve Lowndes and Banks Peninsula Community Board  
CCC Discretionary Response Fund Application  
Emails re Nursery Lease – Anneliese Pikelharing  
Application for Computers from CCC  
COGs request  
Cellphone for Chair  
Emails re Village Plan  
Donald Matheson – Reusing Funds for Okuti Walkway for other projects  
Discussion re electrical supply for Birdlings Flat Building  
Meridian Energy Sign Up enquiry and response

### Confirmation of Correspondence

The members of the Board are requested to confirm that the inward correspondence be accepted and the outward endorsed.

***Moved: Donald Matheson  
Carried unanimously***

***Seconded: Alison Evans***

## 7. Accounts May – 12 June 2017

### Income

15/5/17	IRD GST return	\$4609.66
30/5/17	R Carr – Donation to Trap Library	\$ 400.00

### Cheques Written:

1/5/17	B Fraser – Secretary wages	\$1000.00
2/5/17	A Evans – Freshwater Funday reimbursement	\$ 530.77
5/5/17	B Schenkel – catering Village Plan Meeting	\$ 200.00
5/5/17	G Dobson	\$ 480.00
5/5/17	G Dobson – April Hours website management	\$ 200.00
5/5/17	G Dobson – Feb/Mar website management	\$ 400.00
5/5/17	G Dobson – Welcome Bags	\$ 200.00
11/5/17	B King – Coronation Garden Planting	\$ 263.92
11/5/17	Okuti Hall Hire – Freshwater Funday	\$ 100.00
19/5/17	Okuti Hall – Old School event	\$ 30.00
6/6/17	3 <sup>rd</sup> Prize Photo Competition LR Brochure	<u>\$ 50.00</u>
	Total Cheques	\$3454.69

### Internet Payments:

15/5/17	B Fraser – Photo printing and Lolly purchase	\$ 18.17
15/5/17	D Matheson – trailer ownership and rego	\$ 44.57
15/5/17	L Bevan – LR Brochure costs reimbursed	\$ 50.80
15/5/17	G Dobson – Phone books for Welcome Bags	\$ 90.00
15/5/17	B Fraser – Trust Hardrive Backup for Chair	\$ 109.99
15/5/17	CCC – licence fee renewal Lease for Nursery	\$ 115.00
15/5/17	Rod Donald Trust – Walking Festival Costs	\$ 325.00
15/5/17	LR Gymnastics – funds held on behalf paid out	\$1450.00
16/5/17	B Fraser – AP Wages	\$1000.00
17/5/17	R Burch – reimburse phone/travel costs Dec 16 – Apr 17	\$ 306.35
17/5/17	Schenk Limited Invoice Kitchen	\$1800.00
30/5/17	B Fraser – Cards LR Brochure Photo Comp	\$19.50
30/5/17	B Fraser – Vouchers Judges LR Brochure	\$60.00
30/5/17	Orion NZ Limited – Bflat connection	\$713.00
30/5/17	B Fraser – AP Wages	<u>\$1000.00</u>
	Total Online Payments	\$23302.38

### Payments to be approved:

G Dobson – Apr/May Website Management	\$400.00
G Dobson – April Welcome Packs	\$140.00
JLT – Trailer Insurance	\$121.90
JLT Public Liability Insurance	\$244.66
R Burch – Phone/Travel – May/June 2017	\$85.50
Spark BFlat phone costs	\$172.65
A Evans – 20x Traps	\$782.00

A Evans – Traps and Baits	<u>\$3198.32</u>
Total Payments to be approved	\$5145.12

**Balance in Bank as at 12/6/17** **\$159960.15**

**Motion:**

**That the Trust accept and pay the accounts as presented.**

**Moved: Bonnie Schenkel      Seconded: Alex Lee**  
**Carried unanimously**

**Thanks to Craig Roberts for all the work that he is doing over and above his Treasurer duties.**

**8. Reports**

**9. General Business**

**Next Meeting of Village Plan Committee to be confirmed**

Wednesday 21 June 2017 6pm at the Service Centre – Room has been booked

**Rob Churcher to coordinate with Janet Reeves and an email to be sent out to those involved in the group**

Ezi-Up – Donald Matheson to confirm best option to fix and go ahead.

Flower Power Project Brief – tabled for July 2017 meeting

**Walking Festival Project Brief**

**Motion:**

**That The Little River Wairewa Community Trust resolve to apply for funding to CCC Discretionary Response Fund for \$4000 towards the Banks Peninsula Walking Festival to be held in November 2017.**

**Moved: Rob Churcher      Seconded: Bonnie Schenkel**

Kids Holiday Programme Project Brief – tabled for July meeting

**Motions re Funding:**

**That The Little River Wairewa Community Trust resolve to apply for funding to COGS for \$65670.00 for operating costs for the year 1 September 2017 – 1 September 2018.**

**Moved: Bonnie Schenkel      Seconded: Alison Evans**

**That The Little River Wairewa Community Trust resolve to apply for funding to Strengthening Communities for \$20700.00 for wages for the Secretary/Coordinator and Website and Community Calendar Coordinator for the year 1 September 2017 – 1 September 2018.**

**Moved: Craig Roberts      Seconded: Rob Churcher**

***Please note the amount difference in this motion compared with the Agenda. This is an adjustment made to reflect the funding for wages that we have from Lotteries from September through December 2017.***

In accordance with the Minutes of the Board Meeting of 1 May 2017 regarding the Rata funding application, which the Trustees approved, the Trustees are required to move the following motion:

***Motion***

***That the sum of \$60670.00 be applied for from Rata Foundation for Operational Costs for the year 1 September 2017 to 1 September 2018 in accordance with the previous Minutes.***

*Moved: Donald Matheson*

*Seconded: Bonnie Schenkel*

**10. Representations –**

BFlat Committee to present their Booking System and Hall Rules for consideration by the Board

- Jan Poynter briefly spoke on the progress of the management of bookings etc. It is being put together along similar lines to the Okuti Hall but further discussion needed. Will be finalised once the meeting on 1 July 2017 has been held with elections for a new Chair/Secretary/Treasurer/Committee sorted
- Jan Poynter to email through what they have so far to Secretary
- The Opening Ceremony is set for Friday 23 June 2017 and is well on track
- Trustees and members were asked for assistance on the day
- The Chair thanked the Committee for their commitment in doing such a fantastic job over the last couple of years with a special mention to those members going over and above their duties!
- Fiona Waghorn asked if the planting could wait until after the Ceremony next Friday to avoid them being trampled on – it was agreed that it could wait as the Consent states:
  3. All required landscaping shall be provided on site within 6 months of the construction of the Community Hall being completed.

**11. Closure of Meeting - 8.55**

**Supper – wonderfully catered by our Trustee Bonnie Schenkel and thoroughly enjoyed by all – thanks Bonnie!!!**

**12. Date and place of next meeting 7.30 3 July 2017 – CCC Service Centre**

**Certified as a true and correct copy of the Minutes:**

**Signed: \_\_\_\_\_ Robert Burch – Chair**

**Signed: \_\_\_\_\_ Barb Gaeth – Secretary**