



Little River Wairewa Community Trust

Minutes

Monday 3 April 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
- ✓ Glynis Dobson
Bonnie Schenkel
Geoff Marks
- ✓ Stuart Wright-Stow

Secretary – Barb Gaeth

Advisors

Members: Alex Lee, Rob Churcher

Community Members: John Boyle (Wairewa Runanga)

Meeting opened 7.40

Index

1. Apologies
2. Confirmation of the previous minutes
3. Matters Arising
4. Representations from Members / Public
5. Correspondence
6. Accounts
7. Reports of Committees / Members
8. Matters of urgency
9. General Business
10. Date and place of next meeting

11. Close of meeting

1. Apologies

Geoff Marks
Bonnie Schenkel
Lisa Bevan

The Trust moved that apologies be accepted.

Moved: Mario Downes Seconded: Stuart Wright-Stow

2. Confirmation of Previous Minutes–

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

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

Moved: Glynis Dobson Seconded: Rob Churcher

3. Matters Arising

- Ratify Accounts from March meeting

Funds In:

21/2/17	\$28,750.00	Lotteries
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Funds Out:

Cheque 533	\$40.00	CCC photocopying
Cheque 520	\$75.00	Clubroom Hire
Cheque 539	\$1000.00	Barb Gaeth – wages
Cheque 531	\$69.00	Iron Weed plate for Pam Baird
Cheque 540	\$62370.00	Schenk Limited

Bank Balance 28/2/17 \$239,000.08

That the accounts for February be accepted and approved.

Moved: Vanessa Mitchell Seconded: Mario Downes

- Pumpkin Festival – allocation of jobs!!
- Barb to send out roster for people on the day
- Alison/Donald – Environmental Display
- Vanessa – Toy Library/Playcentre/ etc
- Lisa Bevan – photographic competition display
- Mario/Robert – Birdlings Flat
- Village Plan – find out from Janet on 10th what she wants to do

Amendment to Minutes re CCC Strengthening Communities Fund – please refer to attached document

Motion 1 – Toy Library \$1800

Moved that the sum of \$1800.00 from the CCC Strengthening Communities Fund be disbursed to Little River Toy Library for the purchase of and upgrade of toys through Trustee Vanessa Mitchell.

Moved: Mario Downes Seconded: Alison Evans
Carried unanimously

Motion 2 – Little River Brochure - \$2500

Moved that the sum of \$2500.00 from the CCC Strengthening Communities Fund be made available to the sub committee members (Glynis Dobson, Alison Evans, Lisa Bevan) for the costs of the Little River Brochure. This to include the administration of the photographic competition and associated printing costs.

(Prize money cannot come out of Strengthening Communities Funding.)

Advertising and sale of brochures can cover this cost.

Moved: Vanessa Mitchell Seconded: Alex Lee
Carried unanimously

4. Representations

- Ken Sitarz – please refer to email in Inwards/Outwards Correspondence for details
- Ken requested that the Trust have an urgent meeting with local member of parliament to force council to release funds for the use intended. He also requested:
- Petition the council not to sell these reserve lands – Banks Peninsula asset – protected by an Act of Parliament
- Meeting next week (11/4/17) with Ecan about rating district – discuss with them
- Chair thanked Ken for information presented

Trustee's Action:

Recommendation: That Ken Sitarz notify our local Board Representative Tori Peden to take to Banks Peninsula Community Board and request response

Recommendation: Ken Sitarz to attend the next Banks Peninsula Community Board Meeting to present information and the local River Rating District meeting next week

5. Correspondence

Inwards and Outwards – See separate document attached

- Draft Position description – Project Coordinator LRBI – for your consideration for the May meeting please
- Communications re Broadband Connection at Birdlings Flat – Chair/Steve Lowndes
- Info re Little River Rating District Meeting
- Email re Freshwater Decontamination Centres – Chair
- Email re Contingency Funding – Chair
- Email re Energetic Meeting (March) – Chair
- Pumpkin Festival Booking form
- Red Cross Funding (CMM) notification
- LRBI flyer update
- Inquiry and Response re Catons Bay – Mary Millar/Chair
- Meeting notes and emails regarding Akaroa Health Hub information meeting
- Email from Red Cross re Quote for AEDs
- Email – Ken Sitarz – Lake Forsyth Endowment Reserves
- Emails re Photo Competition – Little River Brochure
- Emails re website issues – Bryan Morgan/Glynis Dobson/Chair
- Invite to Little River Goods Shed Meeting
- Draft LRBI Working Party Concluding Report
- Marquee Hire confirmation
- Emails re Village Plan Community Meeting – Janet Reeves/Secretary
- Thank you from Marcus!

- Website administration – Chair/Glynis Dobson
- Final Compliance Consent Information – Birdlings Flat
- Okuti Hall – Overdue accounts 2014/2015
- Email re Money for Hilltop Track – Alison Evans
- Reusing Funding for Okuti Walkway and Other Projects – Donald Matheson
- Info on Kitchen to Table Project
- Event Report (with photos) – Old School at the Old School - Marcus

Confirmation of Correspondence

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

Moved: Craig Roberts
Carried unanimously

Seconded: Donald Matheson

6. Matters of Urgency

Westpac representatives examined the documentation available from the Trust with the list of signees for the account. These were in order however the following items need to be motioned and passed by the Trust to ensure that the bank has evidence for the decisions made in accordance with their “Due Diligence” as follows:

Motion 1

The Trust confirms that it wishes to adopt internet banking and that Robert Burch, the Chair be added as a signatory and an administrator of the account.

Moved: Vanessa Mitchell **Seconded: Craig Roberts**
Carried unanimously

Note: this was agreed but not motioned at the January 2017 meeting

Motion 2

The Trust confirms that the late Kate Hansen has been removed as a signatory to the Trust Account

Moved: Mario Downes **Seconded: Vanessa Mitchell**
Carried unanimously

Motion 3

The Trust confirms that Craig Robert Mason has been removed from the list of signatories and as an officer of the Trust

Moved: Stuart Wright-Stow **Seconded: Vanessa Mitchell**
Carried unanimously

Motion 4:

The Trust confirms that Craig Roberts of Craig Roberts Accounting has been nominated and accepted as Treasurer and Accountant for the Trust.

Moved: Mario Downes **Seconded: Alison Evans**
Carried unanimously

Motion 5:

That the Trustees for the purposes of Westpac Bank adopt the following list of Beneficial owners of the Trust to the Bank as follows:

Craig Roberts –Trustee/Treasurer
Robert Burch – Trustee/Chair
Vanessa Mitchell - Trustee
Alison Evans - Trustee

Moved: Donald Matheson Seconded: Mario Downes
Carried unanimously

7. Accounts

- Income

Money In:

17/3/17	ATM rejects (Hui Donations)	\$80.00
17/3/17	Awaiti Gym money - Da Latham Trust	\$500.00
17/3/17	Phone Book sold	<u>\$103.10</u>

Cheques Out:

7/3/17	Barb's Wages 13/2/17 – 3/3/17	\$1500.00
17/3/17	Barb's wages 6/3/17 – 17/3/17	\$1000.00
7/3/17	Donation to Little River Fire Brigade	\$100.00
15/3/17	Little River Service Centre – Photocopying	\$15.00
15/3/17	CCC – LRBI plan printing	\$251.00
15/3/17	Bruce King Planting Centennial Gardens	\$326.98
15/3/17	CCC RMA Mounting – Bflat	\$116.00
15/3/17	Glynis Dobson – Updating website Dec/Jan 2017	\$400.00
17/3/17	Signnetwork Limited – Trailer signwriting	\$885.90
17/3/17	Okuti Hall Hire	\$40.00
17/3/17	Little River Support Group – Pumpkin Festival Sites	\$100.00
17/3/17	Business Cards – Vistaprint – reimbursement Barb Gaeth	\$25.97
17/3/17	HappyHire – marquee for Pumpkin Festival	\$419.00
17/3/17	Spark Limited – Phone Line BFlat	\$117.08

- **Balance \$238,954.01**

Powell Fenwick activity in regard to the newly received account and previous account to be clarified by consultation between the Contractor and Project Manager

Cheques for March/April 2017:

Motion: That the Trust accept and pay the accounts as presented.

Moved: Rob Churcher Seconded: Vanessa Mitchell
Carried unanimously

This list of cheques will be circulated to Trustees during the next week.

Note: Contingency Funding email from Chair to be tabled for consideration at May 2017 meeting.

8. Reports

9. General Business

- Little River Recreation Centre – Mario

The Recycling Building -LR Ju Jitsu Club have purchased this building from the Council and have a 30 year lease on the associated land with the following options:

1. Renovate
2. Knock it down build a new building
3. Build a recreation centre – squash court, basketball court, weights room, Dojo, physio / medical/consultation/examination room / day surgery – partnering up with other community groups to provide a community asset

Mario Downes had attended a Meeting with Christchurch City Council regarding the Annual Plan CCC – recommended that the Trust put in a proposal to the Annual Plan to get some funding to do a feasibility study for a concept plan

Feasibility study deadline – proposal to be put in to Annual Plan by the end of April 2017 \$10,000.00

Discussion needs to be well thought out. There is a Recreation Centre in Awaiti Domain however it is too small for some sports and also the school has outgrown its usefulness for drama productions. There is also no medical facility.

The building is also subject to potential repairs from earthquake.

Motion: That a sub committee be formed of Trustees and members to prepare a letter to Council asking for funding to be considered for a feasibility study for a Little River Recreation Centre in the next year's Annual Plan.

***Moved: Craig Roberts Seconded: Alison Evans
Carried unanimously***

It was resolved that the sub committee will be composed of the following representatives from the Trust:

***Sub Committee: Alex Lee, Rob Churcher, Craig Roberts, Mario Downes, Vanessa Mitchell
Agreed unanimously***

- Letter to Bruce King in recognition of work done

That the Secretary forward a letter to Mr Bruce King acknowledging the work that he has done on the Memorial Garden and the Trust would sympathetically consider any applications he may make in regard to this.

***Moved: Mario Downes Seconded: Stuart Wright Stow
Carried unanimously***

Donald will pen a letter which he will provide to Stuart to be presented at the Flood Mitigation meeting with regard to the Coronation Library being included in the CCC annual plan.

- Community Meeting – Village Plan – Okuti Hall (funding received \$300 from CMM)
- Business Cards – arrived

- Alison Evans/Donald Matheson – reusing money for Okuti Walkway and Other Projects

The Trust holds money that has been tagged for Okuti Walkway (signage, maintenance etc) - \$14750.00
Okuti Reserve forms part of the walkway – DOC owns this land but it is not a priority for them to maintain
Proposal by Dr Alison Evans:

Develop the area as outdoor classroom – traps, predator control, interpretation boards with the values of the reserve, biodiversity

\$5000 already donated towards this from a generous Patron

DOC are happy to match this amount (\$5000) to assist with development of signs –

The Trust is asked to also match this - \$5000

Motion: That the Trust make available \$5000 of funding held for the maintenance and development of the lower section of Okuti Track.

Moved: Stuart Wright-Stow Seconded: Vanessa Mitchell
Carried for 9 Nem Con 1

- Welcome Bags – Glynis Dobson requires more phone books for the Welcome Bags – tabled at this time
- Games Trailer

Maintenance is needed on the trailer and the Ezi Up (which is ripped)

The upkeep is not being covered by money received from rental

The Trailer needs to be Registered and Warranted – Rob Churcher offered to get WOF done

Vanessa Mitchell (previous Treasurer) confirmed that there are unspent CERA funds tagged for the Trailer
Chair acknowledged that the management of the trailer has to be addressed as soon as practicable.

Motion: That the Trust provide Donald Matheson with \$200.00 from the CERA funds to permit maintenance for the above.

Moved: Mario Downes Seconded: Stuart Wright-Stow
Carried unanimously

10. Closure of Meeting 9.35

11. Date and place of next meeting 1 May 2017

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth – Secretary