



Little River Wairewa Community Trust

Minutes

Monday 5 August 2019 at 19:30 Little River Service Centre

Board Members

- Mario Downes – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Bonnie Schenkel
- Donald Matheson
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher
- Lyn Leslie

Acting Secretary: Fiona McLean

Advisors: Ms Jane Harrison

Banks Peninsula Community Board: Ms Tori Peden

Project Coordinator:

Wairewa Rununga Representative: John Boyles

Members:

Meeting opened 7.35pm

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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. The person who has any conflict should recuse from the meeting prior to the discussion concerning their matter of involvement, only returning once any proposal or vote has been completed.

3. **Apologies** Donald Matherson, Stuart Wright-Stow, Lyn Leslie, Alex Lee, Rob Churcher

Moved that the apologies be accepted.

Moved: Craig Roberts

Seconded: Bonnie Schenkel

Carried Unanimously

4. New Members

5. Confirmation of Previous Minutes and Matters Arising

The minutes of the Board meeting held on Monday 1 July 2019 are attached.

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

Moved: Mario

Seconded: Craig

Carried Unanimously

6. Correspondence - Delivered into your Dropbox and Matters arising

Fiona has been utilising dropbox to deliver correspondence to the committee members but some of the members after they have read the item it seems to disappear. Glynis advised that there is a bell at the top of the drop box and they will reappear. But from now on Fiona will put them in a folder for the month.

Making Sense of Community Led Change Workshop on 19 -20 August 2019 – Jane has recommended that someone from the Trust may like to attend. It was decided that Fiona would attend for the Trust. The Trust will pay for the cost of the workshop \$200 and for half of Fiona's time.

Moved: Mario

Seconded: Craig

Carried Unanimously

BPWMZC – Rima Herber Community Representative

Rima advised that there was a death in the family so she was unable to attend, so it has been pushed to next month's meeting.

Awaiti Reserve Management Committee Minutes

Fiona raised a letter received from the Marcus, Drum Fest organizer requesting information regarding funding provided to the school holiday programme Kakupa Clay and Crafts and the Walking Festival funding. After talking to Mario, Fiona replied to the letter but has not received a reply so far. Fiona also looked at previous correspondence from last year from the same person and appeared to be the same application from January 2017 and Donald previously replied. Mario to talk to Marcus when he returns from overseas. I have attached the letters from Marcus to the minutes.

Jane asked if there was a policy or document that the trust uses to make decision as they can be really helpful in terms of just making a really transparent and clear and being able to say this is our list of criteria, then you can show people this is our policy, this is how we make our decision. Jane has suggested that she could help draw a policy up. Fiona is also going to have a look for any previous documents and the trust deed.

Project Brief Flower Power – Glynis -

Walkways Project – Fiona received an update on the village walks from Janet & Dean asked how they can get the project assigned to Nick to progress. Nick explained to get the two walkway projects assigned to him and to work with the community to make it happen we needed to go through the Community Board for it is to be developed as a line item and that someone would be allocated to the project and it would come to his desk. He would be able to complete track profile drawing, surface costings needs to be an all weather track, approx 400 meter, built up to keep dry and aggregate on top, he can implement a volunteer agreement for maintenance with parks supporting with tools and equipment and model for maintenance. Nick best for technical advice, design, spec and routes that is fit for purpose. John Fitch Regional Parks has a depot at Duvauchelle. Janet has heard from Andrew Hensley who will prepare a report to the Community Board about the Walkways and consultation process. She has also heard back from David Scarlett from NZTA who is in favour of the walkways, there is a need to make it safe for pedestrians to cross State Highway 75 opposite the Diner and Heritage Park and the Library. Road side Parking would need to be reduced to allow visibility for crossing and need to take into account the dangers of the open drains. Jane from Project Community Development Advisor and Drain and Playground, Walkways advised that we could apply for Decreptionry Response Funding and there had been money earmarked for the Walkways. Jane to contact Craig refunding the walkways funding but not yet met. Jane has talked with Penelope she advised that there is money held by the trust that was going to be used by the Okuti walkway that is still there that can be used by the walkways project. Vanessa requested that Penelope send them an email to confirm that the money could be spent on this walkway. Glenis advised that a walking track required maintenance and would that money be used for that Vanessa advised that they would have to ask that question. Mario said that if we are allowed to spend the money on the walkway then lets do that because the Maintenance budget will be something different.

Jane also met with Andrew Hemsley, Andrew to take a briefing to the board to show the project and the work that has been done so far and this is where we are at please recommend to the board that it can go to staff for further development so that it will go to Nick. Meeting has been set for the 19 August. The Council needs to run some community engagement with the local people and the land owners that are affected by it.

Glenis raised if we could put a slow down sign where the Welcome sign to Little River is. She thought that the Trust owned that triangle bit of land. Craig advised that the trust does not own anything. John was following up on the sign was not ready yet

9. General Business

Social Media Course – Free for Non Profit Seminar on 14 August and 2 September run by Eleanor Parks. Fiona asked if Glynis wanted to go because it was all to do with Facebook and other platforms, Techniques to grow and common mistakes organisations make on these platforms, share tips and tricks in getting engagement. The course is called increasing engagement. Glynis will attend.

Project Brief Flower Power - Glenis has been talking to Kathy Matheson Grant, she has mentioned that it would be nice to have a thank you to the people who have helped with the project. As the gardeners spend a lot of time on their gardens and talking to all the people that come and view them over the 2 days that it is on, these are all volunteers. Mario suggested a thankyou afternoon tea function on the sunday afternoon tea so that some of the members of the trust could also attend. Quotes have been received for the function. Bonnie to do the catering.

Moved: Craig Seconded: Mario

Carried Unanimously

Little River Gymnastics – Fiona received some feedback and photos of the new mats from Clint and the team. They arrived on Friday we are very grateful for the funding that enabled us to buy these mats. This allows the children to do routines of cartwheels and tumbles with the extra safety of the mats giving them more confidence to extend and risk a trumble. They also reduce the impact on hands and etc. Thankyou for all of the work that you do in helping us do ours, I think they will benefit a few generations to come.

Small Business EXPO – Sue Graham is holding a small business expo in Little River Compiling a list of people in Little River with small business that can show case and network with other business owners in the area. Not selling products but promoted and networking at the event. Knowledge for the community of what is available in the surrounding areas. A chance to update the list. Estimated Costs are hall hire \$50, Advertising \$200 and a mail drop \$100. Trust also suggested some food for the event finger food and tea/coffee. Chat with both small business owners and visitors to the expo about the response of the expo and looking at November 2019. Fiona and Bonnie to help with that. Suggested to hold on the last weekend of November. Motion to support but to be revised closer to the time.

Barabra's Card and thankyou gift – Card and Gift is with Bonnie, Mario requested flower as well. Bonnie to collect flower on Sunday morning from Glynis and will visit Barb on Sunday afternoon.

Penelope asked Jane to ask the Trust: Penelope is interested with regard to the two session around strategic planning in getting some feedback from those sessions. What has happened since this? and also when the Trust is thinking about employing someone? is the trust taking the strategic planning that came out of those two sessions into account, when thinking about the role and the job description?. Vanessa advised that they were helpful and it was a work in progress. They have completed about 90% of the draft for the job description for the Project Coordinator. There is now a note taker for the meeting to take the pressure off Fiona at meetings. Jane requested to read the Trust Deed which is available on our website for everyone to read.

10. Representations from members / Public

11. Close of meeting 8.55pm

12 .Time and Place of next Meeting: Monday 2 September 2019

Certified as a true and correct copy of the Minutes:

Signed: _____ Mario Downes - Chair

Signed: _____ Fiona McLean - Secretary