



Little River Wairewa Community Trust

Minutes

Monday 3 September 2018 at the Little River Service Centre 7.30pm

Board Members

- Robert Burch – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Alison Evans
- Donald Matheson
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher

Secretary: Barb Gaeth

Advisors:

Project Coordinator: Dean Harvey

Wairewa Rununga Representative:

Members: Ryan Bucknell

Meeting opened: 7.35

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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
5. New Members
6. Matters Arising
7. Correspondence
8. Accounts
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 - 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 Tori Peden, Helen Hayes, Lyn Leslie, John Boyles, Mario Downes, Vanessa Mitchell, Bonnie Schenkel

Moved that the apologies be accepted.

Moved: Alison Evans Secoded: Robert Burch

Carried Unanimously

4. Confirmation of Previous Minutes–

The minutes of the Board meeting held on Monday 6 August 2018 are attached.

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

Moved: Craig Roberts Secoded: Glynis Dobson

Carried Unanimously

5. New Members - No

6. Matters Arising

Art Application Report – Dean Harvey

- A funding application was sent in to CCC Strategy for the Arts
- \$24,000 was applied for in total - \$20,000 to commission artists to make sculptures for the walks etc and a further \$4000 for the installation of Welcome to Peninsula sign
- The Project Coordinator was congratulated on getting this application in with such short notice
- These applications put us on the map and contribute to a positive input to Little River

Minutes of the Runanga/Trust meeting

- John Boyles (Wairewa Runanga) edited the draft notes of the meeting held on 4 August 2018 – they will be placed in your DropBox
- A copy will be sent to the Runanga

Le Petit Race

- In light of the opinion of the Board the Chair acknowledges that the Trust is not in a position to engage with the offer made in regard to Le Petit Race and the organisers will be notified accordingly

Pam Baird – Little River Dance Project Brief

- A request by Pam Baird (a member of the Trust) for \$1000 to pay for the band at the Little River Dance
- Secretary to check that money from the Strengthening Communities Fund can be used as events were requested by the community as part of the Little River Big Ideas

Moved that the Trust agrees to support the cost of the band as one of the community events for charitable purposes

Moved: Robert Burch Secoded: Rob Churcher

Carried Unanimously

Rob Churcher – Orion

- Orion have a maintenance contract starting in October to mitigate the effects of vegetation on the power lines – the last two outages were due to falling trees
- Trustee Rob Churcher has requested that if anyone has any other ideas or suggestions regarding this issue to send them through to him
- An appreciation of the work that Orion carries out was expressed

Submission to ECAN – copy in your DropBox

- The submission has been lodged and we are awaiting to hear of a time to attend a hearing
- Rob Churcher has offered to support the Trust at the hearing together with the Chair when a date is notified
- Acknowledged that the work that has been done removing willows along the river banks has contributed to improvement of the water flow during a rain event

7. Correspondence - delivered into your DropBox

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

Moved: Craig Roberts Seconded: Alison Evans

Carried unanimously

8. Statement of Accounts – LRWCT/LRVPC

- Birdlings Flat Committee – Nothing received

Cash Summary

Little River Wairewa Community Trust

For the month ended 31 August 2018

Including GST

	Aug 2018	YTD Actual
Income		
COGS	\$9,200.00	\$9,200.00
Donations	\$848.00	\$848.00
Okuti River Project - CCC Bio Diversity Fund	\$0.00	\$26,460.00
Total Income	\$10,048.00	\$36,508.00
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$2,499.64
Administration Costs	\$37.09	\$263.11
Advertising	\$125.00	\$654.00
Bank Fees	\$16.52	\$33.99
Donations to other organisations	\$2,247.50	\$2,247.50
Functions and events	\$150.00	\$510.00
General Expenses	\$0.00	\$30.00
Insurance	\$0.00	\$1,003.42
Little River Plan / Big Ideas	\$6,085.88	\$6,085.88
Okuti River Project	\$4,600.00	\$4,600.00
Printing & Stationery	\$0.00	\$40.97
Rent	\$0.00	\$100.00

Secretary fees	\$2,400.00	\$4,890.00
Subscriptions	\$53.02	\$106.04
Telephone & Internet	\$143.76	\$143.76
Trap Library / Okuti Walkway	\$0.00	\$1,130.40
Website Costs	\$412.65	\$825.30
GST Refunds	-\$1,340.46	-\$2,129.14
Total Operating Expenses	\$14,930.96	\$23,034.87
Operating Surplus (Deficit)	-\$4,882.96	\$13,473.13
Net Cash Movement	-\$4,882.96	\$13,473.13
Summary		
Opening Balance	\$141,193.45	\$122,837.36
Plus Net Cash Movement	-\$4,882.96	\$13,473.13
Closing Balance	\$136,310.49	\$136,310.49

Expenses to pass meeting 03.09.2018

Invoices paid since last meeting

Dean Harvey June Fees	375.00
10/08/2018 Future Ecology Okuti River Project	4,600.00
10/08/2018 Abley - Traffic Engi LRVP	5,373.38
10/08/2018 Spark NZ Birdlings Flat	143.76
10/08/2018 Robert Burch Chair Exps July 2018	37.09
10/08/2018 Dean Harvey July fees	337.50
10/08/2018 Banks Peninsula Rugby Hire of Rooms for Mainly Music	150.00
10/08/2018 Glynis Dobson Website July 18	400.00
10/08/2018 Glynis Dobson Isite costs	125.00
10/08/2018 Canterbury Fencing Contractors Okuti River Project	1,897.50
	13,439.23

Funds Received

08/08/2017 Liminal Ltd RNZ Critter Donation	848.00
30/08/2018 GST refund June/July 20183	1,340.46
	2,188.46

Expenses to pass meeting 03.09.2018

31/08/2018 Glynis Dobson Website Aug 2018	400.00
31/08/2018 Robert Burch Chair Exps Aug 2018	41.13
02/09/2018 Keystone Ecology Ltd Okuti River Project	1,269.60
31/08/2018 Alison Evans Project Mgt and Receipts Okuti River Project	3,319.00
31/08/2018 Marcus TOP Okuti River Project	380.00
31/08/2018 Geoff Etrick Okuti River Project	390.00
Total	5,799.73

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

Moved: Rob Churcher Seconded: Glynis Dobson

Carried Unanimously

Strengthening Communities notification received

- \$16500 of funding has been received - \$13500 for the Project Coordinator and \$3000 for the Walking Festival

Deferred Invoice from Cosgroves for Project Management costs for the Birdlings Flat build has been received accepted and paid

9.Reports

- Trustee Donald Matheson endorsed the Okuti River Planting Day that was held – a great representation of the community was there
- Trustee Alison Evans has put together a booklet on the Okuti River Project – once these have been printed copies will be available.

10. Matters of Urgency:

Handbook for Trustees – tabled at the meeting – will be placed in DropBox for your perusal – please read through this and any comments/alterations/additions etc to Secretary. This is a document that the Board needs to endorse as appropriate.

11. General Business

Walking Festival

- Thanks to Donald Matheson for his ongoing commitment with the coordination of this event
- Brochures will be available at the next Board meeting for distribution
- Funding has come from Strengthening Communities this year and is acknowledged
- Donald would like to secure two-year funding as this is an annual event – a possibility would be through the Sport and Recreation fund from CCC. This remains on the table for the future.

Future objectives – not discussed

Lease of Land behind the Service Centre –

- The Living Streams Nursery indicated last year that they would like to take the Lease over from the Trust
- The Village Planning Committee have expressed a preference for retaining the lease to keep the options open in terms of use of the land
- Therefore, since the Trust has been notified of the lease utilisation request renewal it was agreed that this information should be passed to the Living Streams for their input should they still wish to take over the lease
- The Secretary will inform and coordinate with the Nursery Trust accordingly.

Website advertising of other organisations notices

- Glynis Dobson is happy to continue including notices from other organisations on the Trust website. The Chair thanked Glynis for her ongoing support of the site.

Bernie Shapiro request for funding of World War I Uniform – information in your Drop Box

- It was put forward that a contribution be given towards this.
- Tabled for next meeting due to pressure of business

Dean Harvey – Project Coordinator

- The Project Coordinator advised that he will be doing fewer hours over the next four months due to work commitments
- He is keen to carry on with the projects that he has been working on

- The Village Planning Committee are happy to work around these circumstances. The Board concurred

LRVPC — Minutes from the last meeting held on 27 August 2018 in your DropBox

Coordination with Little River Fire Brigade (Drop In Session) – Trust Secretary is assisting the Fire Brigade with funding applications

Community Breakfast – 27 October 2018 – Community Centre booked – please note in your diaries!

12. Representations: None

13. Closure of Meeting: 8.50pm

14. Time and Place of next Meeting: AGM Monday 1 October 2018 7.30 – Little River Service Centre

Short General Meeting to follow to deal with any urgent matters

Certified as a true and correct copy of the Minutes:

Signed: _____ Robert Burch – Chair

Signed: _____ Barb Gaeth - Secretary