



Little River Wairewa Community Trust

Minutes

Monday 6 November 2018 at the Little River Service Centre 7.30pm

Board Members

- Mario Downes – Vice Chair
- Craig Roberts – Trust Treasurer/Accountant
- Lyn Leslie
- Bonnie Schenkel
- Vanessa Mitchell
- Glynis Dobson
- Stuart Wright-Stow

Secretary: Barb Gaeth

Advisors: Helen Hayes

Wairewa Rununga Representative: John Boyles

BPCB Representative: Tori Peden

Meeting opened: 7.32

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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** - Robert Burch (Chair), Helen Hayes/Tori Peden (will be late attending another meeting first) Rob Churcher (received by email)

Moved that the apologies be accepted.

Moved: Stuart Wright-Stow Secoded: Lyn Leslie

Carried Unanimously

4. **Confirmation of Previous Minutes–**

The minutes of the Board meeting held on Monday 1 October 2018 are attached

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

Moved: Lyn Leslie Secoded: Stuart Wright-Stow

Carried Unanimously

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5. **New Members - No**

6. **Matters Arising - None**

7. **Correspondence - delivered into your DropBox**

Email from Gail Roberts re Market Place – Secretary to contact Gail and get some more information

Te Mata Hapuku – email from Chair of Committee re phone line and lease

Because of the lack of cellphone coverage the Trustees feel that the phone line is needed in an emergency for both the hall committee and people who hire the hall.

Letter from Craft Station asking for letter of support for Lotteries funding

Trustees agreed a letter can be sent

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

Moved: Glynis Dobson Secoded: Mario Downes

Carried unanimously

8. **Statement of Accounts – LRWCT/LRVPC**
- Birdlings Flat Committee

Expenses to pass meeting 05.11.2018

Invoices paid since last meeting

01/10/2018	Glynis Dobson	Website Sept2018	4 00.00
01/10/2018	Robert Burch Chair	Exps Sept 2018	36.69
01/10/2018	Little River Service Centre Printing		23.60
01/10/2018	Spark - Birdlings Flat	3 months charges	1 91.67
01/10/2018	BP Rugby Club Hire of rooms for Brainwave Trust		45.00
10/10/2018	Community Dance - Band costs		1,000.00

10/10/2018	Chch Community Accounting	Audit Fees	5 65.80
30/10/2018	Speedy Signs Trap Library		1,156.65
30/10/2018	Pest Control Research Trap Library		8 80.90
Total			4,300.31
<u>Funds Received</u>			
12/10/2018	Environment Canterbury	Trap Library	2,629.30
09/10/2018	Birdlings Flat Committee	Reimburse for Spark	1 91.67
09/10/2018	Donations for Brainwave Trust function		76.10
02/10/2018	DOC	Trap Library	5,175.00
24/10/2018	CCC	SCF	16,500.00
01/11/2018	GST return refund Aug/Sept 2018		1,321.45
04/10/2018	Rata Foundation 2018/2019 Grant		25,000.00
31/10/2018	Donations community breakfast		40.00
Total			50,933.52
<u>Expenses to pass meeting 05.11.2018</u>			
31/10/2018	Glynis Dobson	Website Oct 2018	4 00.00
05/11/2018	Robert Burch	Chair Exps Oct 2018	60.61
26/10/2018	Vanessa Mitchell	Reimburse for Countdown Comm Breakfast	1,174.84
26/10/2018	Bonnie Schenkel	Reimburse for Comm Breakfast	3 04.77
11/10/2018	Pest Control Research LP	Trap library costs Akaroa	1,715.23
11/10/2018	Pest Control Research LP	Trap library costs Akaroa	5,868.80
02/11/2018	The Akaroa Mail Inv 19350	– AGM	25.88
02/11/2018	The Akaroa Mail Inv 19386	- Seniors Hui	1 65.60
02/11/2018	The Akaroa Mail Inv 19388	- Community breakfast	1 38.00
25.10.2018	Spark - Birdlings Flat	October charges	63.64
31/10/2018	BP Rugby Club	Hire of rooms for Community Breakfast	50.00
Total			9,967.37

Cash Summary
Little River Wairewa Community Trust
For the month ended 31 October 2018
Including GST

Oct 2018	YTD	Actual
Income		
Christchurch City Council Grants SCF	\$16,500.00	\$16,500.00
COGS	\$0.00	\$9,200.00
Donations	\$116.10	\$964.10
Okuti River Project - CCC Bio Diversity Fund	\$0.00	\$26,460.00
Pest Traps	\$7,804.30	\$7,804.30
Rata Foundation	\$25,000.00	\$25,000.00
Sales	\$191.67	\$191.67
Trailer Hire Income	\$0.00	\$20.00
Total Income	\$49,612.07	\$86,140.07
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$3,999.24
Administration Costs	\$36.69	\$340.93
Advertising	\$0.00	\$654.00
Audit fees	\$565.80	\$565.80
Bank Fees	\$17.28	\$67.60
Birdlings Flat Community Centre Build Costs	\$0.00	\$2,001.00

Donations to other organisations	\$0.00	\$2,247.50
Functions and events	\$1,045.00	\$2,208.40
General Expenses	\$0.00	\$30.00
Insurance \$0.00 \$1,003.42		
Little River Plan / Big Ideas	\$0.00	\$7,888.37
Okuti River Project	\$0.00	\$11,089.00
Printing & Stationery	\$23.60	\$64.57
Rent	\$0.00	\$40.00
Secretary fees	\$3,600.00	\$10,890.00
Subscriptions	\$52.55	\$211.61
Telephone & Internet	\$191.67	\$335.43
Trap Library / Okuti Walkway	\$2,037.55	\$2,037.55
Website Costs	\$412.65	\$1,650.60
GST Refunds	\$0.00	-\$2,129.14
Total Operating Expenses	\$7,982.79	\$45,195.88
Operating Surplus (Deficit)	\$41,629.28	\$40,944.19
Net Cash Movement	\$41,629.28	\$40,944.19
Summary		
Opening Balance	\$122,152.27	\$122,837.36
Plus Net Cash Movement	\$41,629.28	\$40,944.19
Closing Balance	\$163,781.55	\$163,781.55

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

***Moved: Bonnie Schenkel Seconded: Glynis Dobson
Carried Unanimously***

9.Reports

Full report from the Village Planning Committee – attached

Marketing Report from Vianney (in your DropBox)

Glynis reported that the marketing team are looking at the Report produced by the University students to decide what to do with the recommendations.

Once more information is gathered and there is a firm Marketing Media Promotional Plan, the marketing team will report again to the Trust.

Little River Brochure

The Little River brochure has been re printed with some changes in advertising and a few other updates.

Due to a colour mistake on the front page a \$500 discount has been offered from the Printer.

Moved that the discount of \$500 be accepted for the colour change on the front page.

Moved: Glynis Dobson Seconded: Bonnie Schenkel

The new Official Visitor Guide 2019 mentions Little River as requested.

10. Matters of Urgency:

Vanessa Mitchell – re Playground and money to be released into Trust’s account

Playground:

- Jacqui Lough has met with Andrew Rutledge – Head of Parks at the CCC
- Andrew Rutledge has advised that the Committee request a meeting with Andrew Turner directly in the next couple of week and ask for the funds that are held by the CCC for the playground be released into the Little River Wairewa Community Trust Bank Account
- The Trust needs to write a letter advising that they are willing to hold the money and be the umbrella for this project (to be placed on Trust's Board Meeting Agenda for 5 November 2018)
- Once this money is held by the Trust, then we can look at applying for Lotteries funding
- Water retention is a big factor in the design for the playground/recreational area
- Rebecca Hammond and Jacqui Lough are designers

Moved that the Trust write a letter to Christchurch City Council confirming they are willing to hold the funds for the Playground once released, and be the Umbrella Organisation for the Playground Project.

Moved: Mario Downes Seconded: Bonnie Schenkel

11. General Business

Lease of Land behind the Service Centre

Helen Hayes:

- The lease as it stands is only to be used as a Nursery
- There is no guarantee that if the Trust keeps the lease, that it could be used for another purpose
- The Trust needs to be very clear on why we are holding on to it
- The Living Streams Community Nursery Trust is a viable project with visions for growth

It was suggested that members of the Trust have a meeting with members of the Living Springs Community Nursery Trust – Stuart Wright-Stow, Mario Downes, Vanessa Mitchell and Dean Harvey – Vanessa Mitchell will contact the Living Streams Trustees to see if 14 November is suitable for a meeting at 10.30.

A decision will be made at this meeting and then brought back to the Board in December

Long term funding planning – Ministry for the Environment/Lotteries Significant Fund

The Chair has met with legal advisers and drainage engineers and a full report on this meeting will be placed before the board in December.

Te Oka Reserve Management Plan

- Te Oka Reserve Management Plan – a plan for the use of and development of Tumbledown/Te Oka Council Reserve
- Raises an issue around how this community values our beach and playground and how it is presented as a playground for Christchurch
- Not a particular plan, the Reserve Management Plan is a high level strategic document that outlines the vision for this reserve
- The purpose of the consultation is for people to flag if there are things in it that you do not want/like or alternatively things that you would like to see
- This is a perfect opportunity to say there should be a composting toilet at Tumbledown Bay
- Stuart Wright-Stow would like the Trust to be involved in this decision-making process and make a submission

- Suggested that individuals should all make a submission
- The Wairewa Rununga are a major stakeholder in this area and have been consulted and will be making their own submission
- A Drop-In session will be held tomorrow 6 November 2018 from 4pm – 6pm – Helen Hayes and Glynis Dobson will put on Facebook and website to let people know as it is such short notice
- Helen Hayes will ask Derek (?) to come and talk with the Trust for the next Board meeting on 3 December 2018
- Also suggested that people submit to Misty Peaks Reserve Management Plan

12. Representations: None

13. Closure of Meeting: 8.45

14. Time and Place of next Meeting: 3 December 2018

Certified as a true and correct copy of the Minutes:

Signed: _____ **Mario Downes – Vice Chair**

Signed: _____ **Barb Gaeth – Secretary**

Report from LRVPC

Little River Village Planning Committee – Progress report to Little River Wairewa Community Trust

October 2018.

This year the LRVPC has progressed the following projects:

1. Little River Village Centre Concept Plan
Jeremy Head, Landscape Architect worked with us to prepare a concept plan for the area extending on either side of SH75 between Kinloch Road and Western Valley Road. This was completed in April and was on display at the Pumpkin Festival in April. It has proved very useful in setting out our vision for the area.
2. Craft Station Environs
Penny Gray of Abley Transport Consultants has worked with us to produce a preferred Option for traffic management, safety and amenity enhancements in this area, known as Option 6. The LRVPC has been provided with a final report which includes discussion of all Options presented, their advantages and disadvantages and a plan of the final version of Option 6 and 3D images. The LRVPC has procured planter boxes containing trees from the CCC for use in the improvement works. Funding for carrying out the improvement works will be required.

3. Walkways from village to Okana River and Council Hill lookout
Scoping work has been continued in respect of both walkways, with most, if not all. adjoining property owners now having been contacted. The walkways were also discussed with the Wairewa Runanga at the Hui in August. This project will be further progressed in the coming year, with a view to implementation when funding becomes available.

4. Reinstatement of Maori/English Welcome sign
Discussion has taken place with the Wairewa Runanga with regard to the reinstatement, in the village centre, of the carved bilingual sign which has been in storage at the Marae. A site has been agreed and the sign will be installed once it is repaired and when funding becomes available.

During the year members of the LRVPC have worked with the Trust on the following:

1. Preparation of a submission to the Christchurch City Council Long Term Plan and attendance at presentation to Council
2. Manned display at the Pumpkin Festival
3. Appointment of a Project Co-ordinator
4. Manned display at the Community Breakfast

The Convenors of Little River Village Planning Committee