



Minutes

Monday 2 August 2021 Little River Service Centre

- Mario Downes – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Bonnie Schenkel
- Donald Matheson
- Alex Lee
- Lyn Leslie
- Ryan Bucknell

Advisors: Ms Penelope Goldstone / Ms Jane Harrison

Banks Peninsula Community Board: Ms Tori Peden

Project Co-ordinator: Fiona McLean

Secretary: Fiona McLean **Note Taker:** Fiona McLean

Wairewa Rununga Representatives: John Boyles

Members:

Meeting opened: 7.30pm

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1. Call to order, welcome and introductions
2. Declarations of Conflict of Interest
3. Apologies
4. New Members
5. Confirmation of the previous minutes and matters arising
6. Accounts
7. Reports of Committees/Members
8. Representations from the members/public
9. Date and time of next meeting
10. 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 the 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:** Mario Downes, Alex Lee, Tori Peden

Moved that the apologies be accepted:

Moved: Lyn **Second: Bonnie**

Carried Unanimously: Yes

4. **New members** - none

5. **Confirmation of previous minutes and matters arising:**

The minutes of the Board meeting held on Monday 5 July 2021 were emailed to Trustees.

Copies available.

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

Moved: Vanessa **Second: Craig**

Carried Unanimously: Yes

6. **Statement of Account** **LRWCT**

please see at the end of the minutes

Craig to send all the Trustees the information on Trustee Liability Insurance from March Ltd, for everyone to read and make a decision at the next meeting if it's insurance that the Trust would like.

C.O.G.S Funding - Fiona was confused when we received the funding, according to DIA it was scheduled to be paid in August 2020, but we didn't receive it to late January. Fiona to apply for an extension so we can spend the remainder of the grant (\$1000) this will be used by the end of August. From now when we are scheduled for a payment from DIA, Fiona to check with Craig that it has gone through.

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

Moved: Bonnie **Second: Ryan**

Carried unanimously: Yes

7. **Report of committees/Members**

The Trust had a zoom meeting with NZTA Speed review staff. Transcript from this meeting to be attached, once received from NZTA.

Vanessa - NZTA speed review. Vanessa would like to put forward that the LRWCT put a submission into the NZTA speed review. The community has had time to submit their own submission. NZTA had a drop in clinic in July for the community to go to. NZTA have extended the submission date to 4 August.

MOTION: This was the submission that was sent to NZTA.

The LRWCT received feedback from over 400 residents in our community. The overwhelming response was to:

Retain current speed limit from Little River to Christchurch at 100kph

Reduce speed through Little River and past the Marae

Reduce speed limit between Little River and Akaroa to 80kph

Road Maintenance and the road surface condition was raised by many residents as being sub-standard and contributing to accidents.

Should be a full safety review not just a speed limit review – with objective of providing a safer road environment

Reducing the speed limit is considered a low budget solution to address a wider range of issues

Increase signage on the road to improve safety and make drivers aware of risks. Some suggestions received:

- “High Accident Zone”
- “Please pull over and let traffic pass”(Slow vehicle pull over bays on road shoulder)
- “Drive to the conditions”
- “Share the road with bikes”
- “Ice/Grit” signs put out when required

Extend driver skill in the same way that the motor bike ‘ride to survive’ education campaign has been done, making driver skill training compulsory at 10 yearly renewal of drivers licence.

The LRWCT looks forward to further consultation on the points noted above during the next phase of this project.

Lyn- Project Brief Social Media workshop for Little River business

Lyn would like to hold a workshop for local business on the importance of online marketing , especially after lockdown and due to lack of international visitors. Expected outcomes for community is to inform, help and teach business how to use social media to add value to their business. To help raise awareness of what Little River has to offer. A small booking fee is recommended (\$20.00) to guarantee their placement in the workshop and show their commitment. . 15 people per workshop, one weeknight and one weekday before the end of October. The cost to run the workshop is One workshop \$1450, Two workshop \$1672 incl GST.

Lyn asked if the remainder could be covered by LRWCT.

Motion: the LRWCT support the Social Media workshop

Moved: Vanessa Seconded: Bonnie

Carried unanimously: Yes

Lyn - Facebook and LRWCT website update

Facebook page is reaching 6179 this form of communication is growing, this is what we are wanting, more community communication. In total there was 32 posts, from the BP Community board newsletter to telling people about ice on roads, website announcement's, what's on in Birdlings Flat, and the Little River Pub updates. There has been 311 people Likes. 30 new page followers. this has been in the last month. Total of 468 followers. 70% of these followers still live in the area.

Lyn is still doing the monthly "What's On" to about 400 people via email. Both of these form of communication are important. When Fiona delivers the Welcome Bags she has a printed copy of the "What's On" included, and lets the new resident know about signing up to the email list to receive them in the future.

Vanessa - update on funding application

We weren't successful in our application for \$8000 from the Air Rescue Trust - this was for the skate park refit. Vanessa is going to put it back in next month. Vanessa is going to have a meeting with Jane to get some idea other funding groups that we can apply for. We still have an application in for \$8000 in the DRF, waiting to see if we are successful. We need a decent amount of money to start this project and get it moving.

Fiona explained about the DRF - this is the residue money left over from the Strengthening Community Fund, once it has been allocated. Last year it was \$30,000 hoping for about the same this year.

At the moment the LRWCT have 5 application in.

1. Skate Park refit
2. Carpooling survey
3. Water testing Kit - Alison Evans - on behalf of the LRWCT
4. Fresh water fun day Okuit River - Alison Evans on behalf of the LRWCT
5. Te Reo lessons - Alison Evans on behalf of the LRWCT

Alison has now withdrawn her three applications - Alison was gifted a water testing kit . Hasn't heard back from the company that holds the Fresh water fun day, so putting it on hold until she has more information Te Reo lessons are on hold at this stage.

At the end of the 2020/2021 DRF term, the BPCB still have money left in this fund, the LRWCT was asked to apply for some of this money in May, unfortunately we didn't given a closing date (as the funding wasn't decided till July) we thought we had time to apply get all the information, builders quote etc. But we needed to get the applications in by end of May for the BPCB meeting in June to discuss. The 2021/2022 DRF is now open. We have now re submitted our application for the \$8000 skatepark refit. But we won't know the outcome until November.

Fiona to talk to Tori, as the BPCB elected member, about the lack of funding in the BP area. Maybe we could try and get something into the Akaora Mail about the underfunding in the community.

Donald might look at writing something to send to Akaora Mail.

Fiona to ask Tori if she could write a report or quick email each month for our meeting - updates etc

Fiona update - Flooding Hui that the Trust, Andrew Turner & Rununga is set for 12 September from 1.30pm - 4.30pm at the Community Hall or BP Rugby Club rooms (not sure yet) catering will be provided by the CCC. We will advertise on our sites and the CCC will also advertise. Lyn to advertise Save the Date on the Facebook page Website.

Senior Hui - TBC Pam has asked for help with phoning the contact list. Bonnie & Fiona to help with this.

Community Breakfast - 21 November, nearer the time we will roster people on to help on the day
Flower Power- this has been postponed until next year October 2022, this was due to only having only nine gardens but nothing new. So decided to hold the event next year.

Project Brief from Kaitlyn Pike Gumboot Family Fun Day

This is a gumboot family fun day, fundraising for I am Hope/Gumboot Friday charity. The event will be like the old Top Town.

Kaitlyn is in need of a bank account affiliated with a not for profit organisation, to hold their funds, while they organise the event and collect money. She asks if the trust could do this for her. Money will come from food vendors at the event and also the team groups competing in the event.

The LRWCT is support. Ask Kaitlyn to come to the next meeting.

Motion: To support the Gumboot Family Fun Day by holding their funds on behalf.

Moved: Vanessa **Second: Bonnie**

Carried Unanimously: Yes

Birdlings Flat Hall Lease - Vanessa and Fiona to sign the new leasing document (this is the formal one for the CCC) that Kathy Jarden sent. Fiona to give to Matt before Wednesday's Birdlings Flat Community Meeting, for them to sign.

Dog Exercise area - Fiona to meet Tori & Luanne on Tuesday to talk about starting this project. With a dog exercise area the criteria isn't as much as a Dog Park. Look at what the process is etc.

Community Garden - Fiona is meeting Jane & Megan at the proposed site on the 9 August. Rhonda and Anthony also attending. This is just to look at the area and make sure it is suitable for the propose. Kerry (for parks) has already had a look, to the best of her knowledge there are no plans for this area, and they support it. When it comes time to submit to BPCB they will support the Community Garden.

LRVPC Newsletter Update - Final draft to approve. Fiona to then send to Jane for approval from the CCC staff.

Drainage is all set to start in October and so is the Playground. Once Fiona gets the exact date from Jane she will let Lyn know so she can put on the website & Facebook page.

Will would like to celebrate with the community when the diggers arrival on site.

Frankie has received \$500 from the Little River Support Group - we will match this (May minutes) This will be a koha to Frankie. And have an opening at the Community Breakfast - unveiling.

8. Representations from Members/Public

Certified as a true and correct copy of the Minutes:

Signed: _____ **Mario Downes - Chair**

Signed: _____ **Fiona McLean - Secretary**

Expenses to pass meeting 03.05.2021

<u>Invoices paid since last meeting 12.04.2021</u>			
06/04/2021	Spark	Birdlings Flat Phone to 25/03/2021	63.54
06/04/2021	Peninsula Media Ltd Inv66	Lyn Leslie Website work	390.00
16/04/2021	Craig Roberts	Reimburse Games Trailer rego costs	32.48
16/04/2021	Fiona McLean	22March 2021-4April 2021	1,200.00
16/04/2021	Peninsula Media Ltd Inv68	Lyn Leslie Website work	345.00
			<hr/>
			2,031.02
<u>Funds Received</u>			
21/04/2021	CCC	Summertime in your neighbourhood fund	176.04
12/04/2021	Fiona McLean	refund excess funds for Summer fun in your neighbourhood	23.96
			<hr/>
			200.00
<u>Expenses to pass meeting 03.05.2021</u>			
25/03/2021	Spark	Birdlings Flat Phone to 25/04/2021	63.69
23/04/2021	Fiona McLean	5 April 2021-23 April 2021 inv40	1,200.00
06/05/2021	Peninsula Media Ltd Inv70	Lyn Leslie Website work	435.00
21/04/2021	Keystone Ecology	Okuti River Project	2,854.59
	Total		<hr/>
			4,553.28

Cash Summary
Little River Wairewa Community Trust
For the month ended 30 April 2021
Including GST

	Apr 2021	YTD Actual
Income		
Christchurch City Council Grants	\$176.04	\$18,176.04
COGS	\$0.00	\$6,900.00
Donations	\$0.00	\$59.80
Okuti River Project Grants Receiv	\$0.00	\$11,500.00
Reimbursement for Spark Costs	\$0.00	\$276.29
Seniors Hui	\$0.00	\$1,230.00
Trailer Hire Income	\$0.00	\$20.00
Total Income	\$176.04	\$38,162.13
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$2,500.39
Administration Costs	\$0.00	\$579.11
Advertising	\$0.00	\$175.00
Audit fees	\$0.00	\$422.05
Bank Fees	\$15.95	\$161.40
Community Breakfast	\$0.00	\$1,600.00
Donations to other organisations	\$0.00	\$7,894.41
Flower Power	\$0.00	\$2,711.00
Functions and events	-\$23.96	\$1,972.80
General Expenses	\$0.00	\$150.00
Insurance	\$0.00	\$1,122.15
Little River Plan / Big Ideas	\$0.00	\$11,146.00
Little River Playground/recreation ;	\$0.00	\$2,596.96
Okuti River Project	\$2,854.59	\$8,062.19
Pumpkin Festival Costs	\$0.00	\$85.00
Repairs and Maintenance	\$0.00	\$126.60
Secretary fees	\$2,400.00	\$20,115.50
Subscriptions	\$51.75	\$517.50
Telephone & Internet	\$127.23	\$699.32
Trailer Costs	\$32.48	\$32.48
Volunteer Costs	\$0.00	\$1,640.93
Website Costs	\$1,170.00	\$8,319.98
GST Payments	\$0.00	\$547.60
Funds Held on Behalf	\$0.00	-\$20.00
GST Refunds	\$0.00	-\$3,991.52
Total Operating Expenses	\$6,628.04	\$69,166.85
Operating Surplus (Deficit)	-\$6,452.00	-\$31,004.72
Plus Non Operating Movements		
New lenovo Lap top for Secretary	\$0.00	-\$1,749.00
New Website	\$0.00	-\$9,429.99
Total Non Operating Movement:	\$0.00	-\$11,178.99
Net Cash Movement	-\$6,452.00	-\$42,183.71
Summary		
Opening Balance	\$89,881.97	\$125,613.68
Plus Net Cash Movement	-\$6,452.00	-\$42,183.71
Closing Balance	\$83,429.97	\$83,429.97