



Little River Wairewa Community Trust

Minutes

Monday 5 July 2021 at 19:30 Little River Service Centre

Board Members

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

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

Advisors: Jane Harrison

Banks Peninsula Community Board: Tori Peden

Project Coordinator: Fiona McLean

Wairewa Rununga Representative: John Boyles

Members:

Meeting opened – 7.30 pm

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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 Members/Public
9. Date and place 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:** Bonnie
Moved that the apologies be accepted:
Moved: Vanessa **Second:** Lyn
Carried Unanimously: Yes
4. **New Members** - None
5. **Confirmation of previous Minutes and Matters Arising:**
The minutes of the Board meeting held on Monday 14 June 2021
The Board members are asked confirm that these minutes are a true and accurate record of the meeting.
Moved: **Seconded:**
Carried Unanimously:
6. **Accounts:**
Expenses to pass meeting 05.07.2021

Invoices paid since last meeting 14.04.2021

17/06/2021	Peninsula Media Ltd Inv73	Lyn Leslie Website Work 04.06.2021	525.00
17/06/2021	Fiona McLean	24 May 2021 - 6 June 2021 Inv43	600.00
17/06/2021	Jane Downes	Advertising - LR Phone Book	300.00
22/06/2021	Peninsula Media Ltd Inv76	Lyn Leslie Website Work 04.06.2021	540.00
22/06/2021	Fiona McLean	7 June - 20 June Inv44	1200.00
25/06/2021	Fiona McLean	Koha as agreed per email March 2021 for length of time to sort out contract	600.00
			3240.00

Funds Received

29/06/2021	IRD	GST refund 31/05/2021	261.64
			261.64

Expenses to pass meeting 05.07.2021

05/07/2021	Peninsula Media Ltd Inv77	Lyn Leslie Website work 05.07.2021	570.00
05/07/2021	Fiona McLean	21 June - 5 July Inv45	600.00
25/06/2021	Spark	Birdlings Flat phone	63.69
01/07/2021	Marsh Insurance	Trailer insurance for 12 mths to June 2022	229.70
01/07/2021	March Insurance	Material Damage, Public Liability, Statutory Liability	997.73
			2461.12

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

	Jun 2021	YTD Actual
Income		
Christchurch City Council Grants	\$0.00	\$18,176.04
COGS	\$0.00	\$6,900.00
Donations to other Organisations	\$0.00	\$2,302.30
Okuti River Project Grants Rece	\$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
GST Refunds	\$261.64	\$5,188.96
Total Income	\$261.64	\$45,593.59
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	\$193.30
Community Breakfast	\$0.00	\$1,715.50
Donations to other organisations	\$0.00	\$7,894.41
Flower Power	\$0.00	\$2,711.00
Functions and events	\$0.00	\$2,372.80
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	\$2,696.96
Okuti River Project	\$247.75	\$8,309.94
Pumpkin Festival Costs	\$0.00	\$85.00
Repairs and Maintenance	\$0.00	\$126.60
Secretary fees	\$3,600.00	\$24,400.00
Subscriptions	\$51.75	\$621.00
Telephone & Internet	\$63.62	\$762.94
Trailer Costs	\$0.00	\$32.48
Volunteer Costs	\$0.00	\$1,640.93
Website Costs	\$1,545.00	\$10,209.98
Welcome Packs /Volunteer Netw	\$300.00	\$300.00
GST Payments	\$0.00	\$547.60
Funds Held on Behalf	\$0.00	-\$20.00
Total Operating Expenses	\$5,824.07	\$80,695.14
Operating Surplus (Deficit)	-\$5,562.43	-\$35,101.55
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 Movemen	\$0.00	-\$11,178.99
Net Cash Movement	-\$5,562.43	-\$46,280.54
Summary		
Opening Balance	\$84,895.57	\$125,613.68
Plus Net Cash Movement	-\$5,562.43	-\$46,280.54
Closing Balance	\$79,333.14	\$79,333.14

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

Moved: Ryan

Seconded: Lyn

Carried Unanimously: Yes

7. Reports of Committees / Members

Flooding in Little River: At the public meeting held at Little River Community Centre held by Alex Lee & Rob Churcher, there was discussion about the bridge at Kinloch, maybe one solution to help with the flooding in Little River township was to lift the bridge at Kinloch, looking at getting a price to get it done. The Trust is not running these meeting but is supportive.

Lyn to write a report and then put on the Trust's Facebook page & website with the Trust's point of view on this matter.

Report from Jane Harrison

Little River Playground - work is starting in September if the weather is all ok. When the ground is dry enough for the works to start. Exciting news for the community. It has been through the council's long-term plan and been approved.

Drainage work - Little River township work is starting in October, finishing in June 2022.

Little River Village plan 2 - Megan from parks and Felix from leasing team are working together with the LRVPC. Felix is looking at the requests for proposals for use of land. The land is behind the house, vets, craft station, cafe. The LRVPC are working on a plan for the area and sending out newsletters to the community with these details. Also, a chance for other people in the community to put forward a proposal to use the land. Everyone has to come up with a business plan. It will then be taken to the BP Community Board for approval. Looking at water supply to this area. Andrew Hensley is looking at signage and traffic safety.

Once the request for the proposals comes out (from the CCC) there will be a date that people would need to apply if they would like to use some of the land, and 21 dates after that the decision will be made. Then the licence to occupy will be drawn up.

Public meeting - Flooding Little River - There are concern in the community with the flooding in the township and the road closing. As this is a complex issue there is not a body that has the control to fix it. We are going to hold a co-hosting public community meeting with the CCC, BP Community Board, LR Trust, Wairewa Rununga, Ecan, NZTA, Civil defence. This will enable the community to come together and bring their ideas to the table along with hearing for Ecan, CCC staff, NZTA etc and work together to come up with solutions. Also, to give the community knowledge on what happens behind the seen when we have bad weather forecasted. Who opens the outlet at Birdlings Flat? etc What to plan for. Will pencil in September Sunday afternoon for this meeting. Confirm date at August meeting.

Once date has been set, advertise this on the Trusts pages and ask the community what the main question are they would like answered. Fiona to pass onto Jane and she will have the answered ready for the meeting. Jane to arrange two letter box drops advertise this meeting. One two weeks before and the other the week before.

Railway Trust - They now have the keys to the renovated good shed. Are planning to have an open day later in the year.

Craig - Insurance Craig to send all the Trustees the information he received about Trustee Liability Insurance. Do we need this?

Donald - Car pooling survey - Donald was looking at applying for funding to the Discretionary Response Fund last month to carry out a survey regarding carpooling/ community transport. The application closed in May, so we just missed out. They are open again 1 July so will look at applying in the next month. Also, Donald is looking at the Sustainability Fund, this opens 27 September and decision is 8 December.

Donald to go back to Ecan and let them know what we are doing, that this survey will be a top up from the student survey that was done a couple of years ago.

Donald thinks what would work best would-be community vehicle. Ecan money \$10,000 a year which would go towards a community vehicle trust for management, would be used to employ someone to coordinate things. Have volunteers willing to drive into town. Apply to Lotteries for the funding to purchase the van. Or use the coordinate to arrange the carpooling. Mario suggested maybe it is only 3 days a week and people can arrange their town day around this and use the service. People are informally at the moment arranging carpooling on the Little River residents Facebook page. Asking for rides or to collect parcels from town.

Ryan is going to talk to Kerry Little from Heartlands - Ryan thinks Kerry runs people into town from Akaroa.

Fiona - LRVPC - Janet and Fiona have been working on the newsletter to inform the community what the Trust is working on and the development of the Little River Village Plan stage 2, Little River Big Ideas. Fiona showed the first draft copy that Janet has come up with, there maybe a few changes to be made to the wording. Fiona to get the Trust logo put at the top of the page. Once Janet has finished the final copy, Fiona to bring to the next meeting to be reviewed. Fiona would like to get 500 flyers printed by Vistaprint for a mail drop.

Motion: Fiona requested \$150.00 to get 500 flyers colour printed by Vistaprint.

Moved: Vanessa **Second:** Lyn

Carried Unanimously: Yes

Re visiting walkways - Fiona to contact Nick Singleton.

Dog Park - still looking at suitably area. Fiona to email Luanne with update.

Vanessa - skate ramp - Vanessa has the application from Air Rescue Trust ready to go. Applying for \$8,000 and has the Discretionary Response Fund ready to go as well for \$8,000. The balance remaining will be between \$3,000 - \$5,000 to get the skate ramp refurbished and build. Vanessa has received the quote from John Hastie \$20,755 t GST. To build a new one it would cost over \$21,000. As we are refurbishing the gifted skate ramp it is easier to get it through council process. Mario signed the Air Rescue Trust application. Vanessa has been waiting for Jane to get back to her with the building standard for the boardwalk bridge across the swale. Fiona to follow up with Jane.

Tennis court planting - Kerry from parks is going to supply the mulch for the garden at the tennis courts. Once we know when this is coming, we can then plant.

Tennis court mural - Fiona has heard from Frankie and she is going to put the painting on hold until October when the weather is better to paint. So not going to have an open day until November. This would work in well with the community breakfast. Once we get confirmation that she received funding from the Little River Support Group we will match it. Fiona to follow up with Frankie.

Lyn - website Just a round of applause to everybody for the website it is live now!!! Lyn has sent out the launch letter and received 5 lovely emails from the CCC, Jan Daffin, Penelope, Jane, with some great comments, the website is easy to use, and to send congratulations to the Trust for support this. Mario thanked Lyn for all her hard work.

Mario - ANNUAL GENERAL MEETING set the date for 6 September 2021.

At the next meeting everyone to bring their project plans for the next year.

Donald - Walking Festival - Donald meet with Sue Church and Suka Turner looking for ideas for walks, the ones that work are longer walks. That will get people out of the city and around here. If anyone has ideas on walks please email Donald. If the Trust not involved, it would become a Rod Donald Trust Walking Festival and it is important that it has other groups involved.

Flower Power - Kathy is happy to run the 2021 Flower Power trail - Fiona to send Kathy a project brief. \$1500 is setting in held funds for Kathy to use.

Games Trailer - sitting in Donald garden, would like to do some more advertising on our Facebook page/website. Can Lyn please put a post-up "You won't believe what is in this Trailer". Something to start before the spring/summer months start. Look at refreshing some of the games.

Ryan - just out of interest, Ryan wanted to know what ever happen to the car parks outside the fire station and how they were sticking out on to the road. Fiona met Andrew Hensley at the site, they measured them, and they were the acceptable length for a large vehicle. The first park is a bit smaller. They have now installed car bumper bars - the kids from school can now bike on the footpath.

80km speed limit. The community will have to submit if they don't want the speed limit change. Lyn to promote it again on the Facebook /website pages. Let people know if they don't say no to this it will happen. "Have you say"

Certified as a true and correct copy of the Minutes:

Signed _____ **Mario Downes - Chair**

Signed _____ **Fiona McLean - Secretary**

