



Minutes

Monday 6 December 2021 Birdlings Flat Hall

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

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

Index

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 introduction

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 & Luanne

Moved that the apologies be accepted:

Moved: Craig **Second:** Vanessa

Carried Unanimously: Yes

4. **New members** - None

5. Confirmation of previous minutes and matters arising:

The minutes of the Board meeting held on Monday 1 November 2021 were emailed. Copies available.

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

Moved: Anthony **Second:** Donald

Carried Unanimously: Yes

6. Statement of Account LRWCT

please see at the end of the minutes

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

Moved: Vanessa **Second:** Alex

Carried Unanimously: Yes

Fiona has filled her part for the Charities Commission report, Craig is follow up on the accounts at the auditor.

7. Report of committees/Members

Community Garden update: We received an update from Megan explaining how the Trust can go about applying to use the land behind Anthony's place for a community garden and a link for further information. It seems a straight forward process, we need to apply to use a council park, apply for a lease, licence or permit. For the application there is initial information required in the application, 18 question. Fiona is going to start this process and work on this over January. Anthony is happy to help. Once the application has been sent to council it moves to a Requests for Proposal. The BP Community Board will then have to approve the proposed community garden, the whole process may take about 6 months. Hoping to have it up and running early June/July ready for planting in the spring. It would be great to have it open for the 2022 Little River Flower Power garden tour.

3D Speed Humps: Last week Fulton Hogan put down a new 3D Speed Hump outside the Craft Station, this was after the last one was damaged after flooding in the village. It is looking bright and colourful once again, and slowing the traffic down in which it was intended to do.

Welcome to Little River Sign: Fiona got in contact with Tristan Tau from GSL regarding the position of the Welcome to Little River Sign and to start the process. Tristan has passed this on to his contract manager for SH75, he is going to talk to NZTA and get the ball rolling.

Fiona show 6 sites that had been proposed for the sign back in 2018, these are just suggestions, once the sign has been finished, the Trust, local Rununga and NZTA can make the decision together where it will go. John informed us that there has been a wee delay in the carving, there seems to be two people involved in the carving Tane & Kane so there has been some confusion on who's carving the sign. John to follow up and get back to us at the February

Sustainability Project: Donald has an application in with the CCC Sustainability fund, the funding decision is the 8 December. Donald would like the Trustees to have a look at a job description for someone to be employed to get car sharing/ride sharing going in Little River. This would be a contract with the LRWCT and the Carsharing oversight group that Donald & Ryan are on. This is a group that want to get this going. Donald thought it would be better as an umbrella group under the LRWC. The person would report back to the LRWCT every couple of months.

The task for the job would be to get communication going around carsharing, put people in touch with like-minded people wanting to car share. Look at what is needed to create this.

Jane just wanted Donald to check what the funding would cover. Jane was under the impression that it was for someone to get the information and do the survey and see what could be put in place. Rather than running the networking, It is important that we spend the money on what we said we would when we applied for the funding. Donald is going to check the application. Donald what to know the liability that would reside with the LRWCT when we contract someone who arranged car sharing with two people - what reasonability do we have? We could look at doing a waiver. Lyn had some good ideas with what could be written. Craig suggested the LRWTC get some legal advice regarding this. This is a ride share with private cars not a community van, there is potential for a community van in the future. This will involve more funding from Ecan and a long process. This is something that the contracted person could investigate health & safety, Covid rules legal restorability etc.

In the application Donald stated the event brings together the community who want to car share and also to set up a platform to organise car sharing, social media platform, setting up regular shopping trips for those who don't have access to a car, so more than just scoping/survey in the application.

Jane said that this project sits with the CCC climate change nicely. Jane will direct Donald to the right people to push this.

Kaitune Feed lot: Some of the LRWCT trustees have become aware of a proposed feed lot in Kaitune Valley. It is a beef and cattle feed lot with two large barns, aircraft hangar size, holding up to 1000 cows each. Donald asked John if the local Rununga were aware of this. John was not aware. The issue with the feedlot is that effluent run off into the lake and the holding ponds. Donald wanted to know if the trust wanted to get involved in objecting to the feed lot being developed in Kaitune Valley, due to the damage that could happen to the lake with the runoff. There are a number of people campaign to get Ecan not to support this development, both of these are on Facebook. Would the LRWCT like to write a submission to Ecan with their concerns? Though social media there is a strong feeling in the community for the animal welfare and environmental risk. Maybe the best is to get some information out to the wider community and see what the response is. There is two ways to go about

this - ask for community opinion or as a community organization to be keeping tabs on the process. We could point out links of information to the community. Lyn to put a link on the residents Facebook page. Under the Trust umbrella. Jane to follow up with more/correct information and then pass on to Lyn before she posts.

Update on road speeds Vanessa has sent emails to Michael Woods, Eugenie Sage and Tracey McLellan, but hasn't received a response. It looks like NZTA have made the decision to put the speed limit down to 80km. If MPs involved might get back up to 90, so why do they not listen to what people want? It is a government directive that drop the speed limit to get the road toll down to zero. Vanessa's biggest objection is they're not making the roads safer than just reducing the speed limit they're not committing to investing in the road surface, in pullover bays. Anthony suggested we look at the 12 principals of consultation this is helpful in making sure the process was done fairly. Donald and Vanessa to work on this. Anthony to send Vanessa the 12 principals of consultation to review.

Holding Events in 2022 With the world we are living in at the moment Fiona wants to know what future events would look like. Jane informed us that any community facility is now only available to vaccinated people, this includes the Little River Service Centre, Community Hall, Okuti Hall. At the moment the Birdlings Flat hall is managed by the Birdlings Flat community and they haven't made a decision whether they require vaccine passport and will hold a meeting to discuss this. As we have a couple of Trustees not vaccinated, we will have to look at other ways of holding meeting, zoom meetings may be an option. We can hold community events without vaccine passport, but there are much tighter restrictions - only 50 people, 1 metre distance, they can be a mix of people with and without vaccine pass, the limit applies to both indoor and outdoor venues. We will see what happens during the xmas break and see how other events work during this time, and learn from them, we want to be able to have community events for everyone as community events are very important part of the Little River Big Ideas document. Revisit this at the February meeting and lets just cross bridges one at a time. We will have to do things differently now but what will this look like?

Coronations Library: Update is that it is going thought the process about to go out for contract. If we are concern about the state of the library there is the Snap Send Solve to the City Council, this would log it with the council and Jane can follow up. At the next meeting Mario ask Jane to bring a date for when the works are to start.

8. Representations from members/public

9. Date and time of next meeting: Monday 14 February 2022 7.30pm

10. Close of meeting: 9.49pm

Certified as a true and correct copy of the Minutes:

Signed: _____ **Mario Downes - Chair**

Signed: _____ **Fiona McLean - Secretary**

Transaction List

Business Transaction Account - 03-0866-0444315-000

Current Balance as at 06/12/2021:							\$115,603.73 CR
Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
01/12/2021	DIRECT CREDIT	SPARK NZ TRADING	The	442425000	Refund		\$30.59
	Closing Balance:						\$115,603.73 CR
30/11/2021	Bank Charge	Monthly price	0866	0444315-00		\$6.00	
30/11/2021	Bank Charge	BOL Monthly Charges	Monthly	Service	Charge	\$9.95	
30/11/2021	Bank Charge	Transaction price	18 Transacti	ons 0444315	-00	\$0.57	
	Closing Balance:						\$115,573.14 CR
29/11/2021	DIRECT CREDIT	MRS V J MITCHELL	Vanessa	Trailer hire			\$50.00
29/11/2021	DIRECT CREDIT	MRS V J MITCHELL	Vanessa	Mitchell	Social Med		\$20.00
	Closing Balance:						\$115,589.66 CR
24/11/2021	Payment	Rod Donald Trust	Internet	Payment	40887919	\$3,000.00	
24/11/2021	Payment	Peninsula Media Limi	Internet	Payment	40887934	\$600.00	
	Closing Balance:						\$115,519.66 CR
23/11/2021	DIRECT CREDIT	Little River Sc	Little River	Wairewa	Trust 36		\$20.00
	Closing Balance:						\$119,119.66 CR
22/11/2021	Payment	Fiona McLean	Internet	Payment	40916305	\$1,200.00	
22/11/2021	Payment	Peninsula Media Limi	Internet	Payment	40916314	\$600.00	
22/11/2021	Payment	Tony Quigley	Internet	Payment	40916324	\$850.00	
	Closing Balance:						\$119,099.66 CR
19/11/2021	DIRECT DEBIT	Xero	Xero		INV-5568350	\$53.47	
	Closing Balance:						\$121,749.66 CR
08/11/2021	Payment	Peninsula Media Limi	Internet	Payment	40676807	\$570.00	
08/11/2021	Payment	Fiona McLean	Internet	Payment	40676809	\$1,200.00	
08/11/2021	Payment	Fiona McLean	Internet	Payment	40676811	\$79.99	
08/11/2021	Payment	Spark NZ	Internet	Payment	40676812	\$63.58	
08/11/2021	Payment	Birdlings Flat Commu	Internet	Payment	40676814	\$90.00	
08/11/2021	Payment	Little River Cafe Lt	Internet	Payment	40676816	\$50.00	
08/11/2021	Payment	Luanne Gordon - LR D	Internet	Payment	40676818	\$300.00	
08/11/2021	Payment	Birdlings Flat Commu	Internet	Payment	40676821	\$30.00	
	Closing Balance:						\$121,803.13 CR
04/11/2021	DIRECT CREDIT	I.R.D. 102-371-508	D1647657760#	GST	30/09/2021		\$104.77
	Closing Balance:						\$124,186.70 CR
	Opening Balance:						\$124,081.93 CR

Expenses to pass meeting 06.12.2021

<u>Invoices paid since last meeting 01.11.2021</u>			
08/11/2021	Peninsula Media Ltd Inv87	Lyn Leslie Website work 09.10.2021	570.00
08/11/2021	Fiona McLean	Invoice 52 11 -31 Oct 2021	1,200.00
08/11/2021	Fiona McLean	Reimburse for printer toner	79.99
08/11/2021	Spark	Birdlings Flat Phone	63.58
08/11/2021	Birdlings Flat Community Centre	Fee for meetings use of premises as agreed	90.00
08/11/2021	Little River Drama Group	Contribute to cover cost of use of Okuti Hall	300.00
08/11/2021	Little River Cafe	Voucher to give as gift to Janet Reeves for work on LR Plan	50.00
08/11/2021	Birdlings Flat Community Centre	Fee for meetings use of premises as agreed	30.00
22/11/2021	Peninsula Media Ltd Inv88	Lyn Leslie Website work 08.11.2021	600.00
24/11/2021	Peninsula Media Ltd Inv89	Lyn Leslie Website work 23.11.2021	600.00
22/11/2021	Fiona McLean	Invoice 54 1 - 21 Nov 2021	1,200.00
24/11/2021	Rod Donald Trust	Walking Festival Funding 2021 -provided by CCC SCF	3,000.00
22/11/2021	Tony Quigley	Okuti River Costs approved by Alison Evans	850.00
			<hr/>
			8,633.57
<u>Funds Received</u>			
23/11/2021	Invoice 36 Little River School	Trailer Hire	20.00
29/11/2021	V J Mitchell	Social media training payment	20.00
29/11/2021	V J Mitchell	Trailer Hire	50.00
30/11/2021	Spark	refund for Birdlings Flat phone	30.59
			<hr/>
			120.59
<u>Expenses to pass meeting 06.12.2021</u>			
06/12/2021	Peninsula Media Ltd Inv91	Lyn Leslie Website work 16.12.2021	600.00
06/12/2021	Fiona McLean	Invoice 53 22 Nov 5 -Dec 2021	1,200.00
06/12/2021	Fiona McLean	Reimburse for Xmas Nibbles	118.09
06/12/2021	Craig Roberts & Associates inv4099	Annual fee for Financial statements and Audit prep	1,499.98
Total			<hr/>
			3,418.07

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

	Nov 2021	YTD Actual
Income		
Christchurch City Council Grants	\$0.00	\$17,000.00
Little River Brochure Advertising	\$0.00	\$71.88
Lottery Grants	\$0.00	\$46,000.00
Trailer Hire Income	\$40.00	\$190.00
Trap Library Grants	\$0.00	\$957.55
GST Refunds	\$104.77	\$723.81
Total Income	\$144.77	\$64,943.24
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$2,498.18
Bank Fees	\$16.52	\$80.32
Computer Costs	\$0.00	\$32.77
Donations to other organisations	\$3,000.00	\$3,500.00
Functions and events	-\$50.00	-\$50.00
Insurance	\$0.00	\$1,227.43
Little River Playground/recreator	\$0.00	\$402.50
Okuti River Project	\$850.00	\$850.00
Rent & Venue Hire	\$420.00	\$420.00
Secretary fees	\$2,479.99	\$10,033.94
Subscriptions	\$53.47	\$261.39
Telephone & Internet	\$63.58	\$318.08
Trap Library	\$0.00	\$1,201.49
Volunteer Costs	\$50.00	\$50.00
Website Costs	\$1,770.00	\$7,877.13
Rounding	\$0.00	\$0.01
Total Operating Expenses	\$8,653.56	\$28,703.24
Operating Surplus (Deficit)	-\$8,508.79	\$36,240.00
Net Cash Movement	-\$8,508.79	\$36,240.00
Summary		
Opening Balance	\$124,081.93	\$79,333.14
Plus Net Cash Movement	-\$8,508.79	\$36,240.00
Closing Balance	\$115,573.14	\$115,573.14

