



## Minutes

Monday 14 February 2022 91 Western Valley Road

- Mario Downes – Chair
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Bonnie Schenkel
- Donald Matheson
- Alex Lee
- Lyn Leslie
- Ryan Bucknell
- Anthony Rimmell
- 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 introductions  
Vanessa Mitchel chaired the meeting

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, Craig, Bonnie, Luanne, Alex

**Moved that the apologies be accepted:**

**Moved:** Lyn                                      **Second:** Anthony

**Carried Unanimously:** Yes

4. **New members**

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

The minutes of the Board meeting held on Monday 6 December 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:** Vanessa                                      **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:** Anthony                                      **Second:** Ryan

**Carried Unanimously:** Yes

7. **Report of committees/Members**

**Tori Peden** - With the election coming up in September the Community board is working on get thought what they have been working on, and to get the ground work ready for the next board. Tori's vision is to continue with the support of the Little River Big Ideas document. Some projects are coming to fruition and continue with those, but build on the process that we are making and the wins like the footpath from the school to township, the playground and drainage coming through. Tori would like to continue building stronger relationships with the local Rununga. Climate change and being prepared for these events, like what happens in December on the bays. So this will be community prepared stuff, what will this look like for each community? It is going to be different for each community. What works in one area won't necessarily work in another, it has to be tailored to each community with their input.

Tori's role in the community board is to get staff to put time and resources into helping to facilitate these conversations, help with the templating.

Local - Little River, The playground has started !!! The dog excise area is still in process with the council staff. This is on the annual plan for 2022/2023. Drainage - just a wee hold up with consent and a private landowner. Birdlings Flat are trying new LED lights, This is the dark zone in which all the lights in Birdlings Flat are turned off for 3 months, but one street will have new low residue light so is dark sky lighting, They will be looking at the effects and safely. This is a trial only. Lyn asked if she could get the communication regarding this.

**Donald** - Games trailer new games. Donald requested that we have a wee refresh of games for the trailer. He has done some research and found three games. These will become community assets for the games trailer. Mega connect 4 100x120 \$588.00 Skittles wooden \$147.70 Boules in metal case \$116.00.

**Motion: Donald to purchase new games for the Games Trailer, up to the value of \$900.00**

**Moved: Vanessa Seconded: Anthony**

**Carried Unanimously: Yes**

**Car-sharing** - The job for the car-sharing coordinator was going to be promoted at the community breakfast, but as this didn't go ahead it was advertised on social media within the Little River area. There were not applications received. So I have shoulder taps Fiona and will discuss the position and see if she is keen to take up this contract. Will meet with Fiona next week and discuss the job description etc. There is a contact person in the CCC ( Sarah ) that Donald would like to talk too but she is away on holiday until early March, she had experience with working with other community groups and car-sharing. Jane was getting back also with the question that Mario wanted to know, Is anyone legally liable if car-sharing ends in disaster.

The Eco group are meeting at the Okuti Hall once a monthly meeting - there will be a cost of \$10.00 per meeting for hall hire. Any money or employment needs to come through the Trust as this is an umbrella project under the LRWCT. Each time money that will need to be spent Donald will bring it the meeting, not that you need to vote on it just so it is minute, when and how the money was spent as a record for the funders. (The Sustainability Fund round 1 grant # 00063746)

Also there are a couple of people in the group that are campaigning against the feedlot in Kaitune Valley. We would like to discuss at next meeting what the LRWCT could do to help.

**Walking Festival report 2021** - The 2021 Walking Festival went really well last year despite Covid19. Walks sold out quickly, lots of positive feedback. 95% of people plan to return in 2022. But unfortunately it lost money, this was due to lots of rain and walk's cancelled, Covid risk. The co ordinator to leaving, so will have to get a new co ordinator, also look at trimming the costs for next year - refunded etc. Look at different funding options. Put on agenda for March to apply for funding from Rata.. Please see below the whole report attached.

**Fiona - Playground** - It has finally started !!!!! The old playground equipment has gone and the ground works have started. I have taken some photos and will send to all the Trustees with the progress so far.

**Dog Exercise area** - This is still with council, just waiting on the plan for the drainage works that may go through some of the exercise area. We may just get a trial run and see how it goes. We may need to fence the wee creek that runs through the area? if we do we will need to show a plan of the fencing and the native planting. Fiona will ask Janet nearer the time if she is available to help with this.

**Community Garden** - application was sent in January - just waiting on the CCC process. we will then get an outline of how to progress with this application.

**Drainage** - Fiona to follow up with Jane. Fiona to ask Jane if the CCC could write an update newsletter on what is happening, and maybe do a maildrop in the community. We really need questioned answered. When is the start date? Do we continue with river rating? This comes up in July - and what

does this look like for the community. the willow have been sorted do we spend the money on river bank stabilizing and get the river to where they should be. There still seems to be tree branches going down the river when it is flooding and causing a build up at the bridges and causing damage to the river banks. If we don't have any more information by next meeting, We will past a motion, that we would like some action. Concern that as the rating district comes up for renewal the community has not been informed about the work to date and ask the ECAN to supply information. Tori is on the river rating committee and do they keep going, but they have come to the end of the mandate, but the community need to say if they would like to carry on. And if they are going to carry on it will either be A,B,C.

**Motion: Rating District, LRWCT is concerned that as the rating district comes up for renewal local authorizes and the community haven't been informed about the work to date and asks ECAN for the information.**

**Moved: Donald                      Seconded: Anthony**

**Carried Unanimously: Yes**

As Tori is on the river rating committee she will follow up with this.

**Coronation Library** - Tori, It is on budget and doesn't need to be lifted as high as first thought, and it's in the timeframe allocated. Next financial year 18 months- 2 years it should be lifted - renewed. At the February BPCB meeting they asked for an update, this may take up to 3 months. Fiona to follow up in May/June.

Fiona to meet up with the new chairperson from Birdlings Flat Hall - to continue building up an relationship with the committee.

With the hall not having to have a vaccine pass, we can continue holding the LRWCT meeting their from March.

**AED Okuti Recreation & Sports Club (heart defibrillator) Niki Davison**

The club has discussed this on & off for several years but for various reasons a completed action hasn't happened. Recently we did an email survey of club members and had enough positive responses to justify proceeding with the purchase of an AED. This is to be kept outside at the Okuti hall for the use of anyone in need. We opted to purchase it immediately, i.e. before funds were raised, due to the lifesaving nature of the device and knowing that it could be needed at any moment. The hall is used by many different groups which includes individuals from varied parts of Bank Peninsula and from other parts of Canterbury. Jo Sanders, qualified AED instructor and Okuti resident will be providing hands-on training for anyone interested and this will mean if need arises there will be semi-experienced people who may be able to help. The AED location app will help people in the area locate the AED and it will be connected to St Johns. cost is Amtech Proforma: AED lifepak CR2 \$3,218.75 Amtech Proforma AED cabinet \$198.40 total cost **\$3,417.15**.

We have promoted a givealittle page over the past couple of months, through member emails, local Facebook posts, LRWCT promotion and postal fliers.

**CCC AED targeted grant \$1,000 Givealittle page \$1,100 (to 9/2/22 ends 28th Feb) Cash donation \$100 total \$2,200.**

**Shortfall \$1,217**

The Okuti Recreation & Sports Club will continue to look after the AED and cover all the costs.

**Motion: We agree to pay the shortfall of the AED purchased by Okuti Recreation & Sports Club up to \$1,217.**

**Moved: Vanessa                      Seconded: Lyn**

**Carried Unanimously: Yes**

**Ryan** - 111 calls in Little River, there seems to be confusion in Little River when you ring 111 and except the LR Fire first responders to arrive. This is not the cases when you ring 111 and ask for

ambulance they come from town or Akaroa. Some people has asked for fire and then hope to get the LR Fire first responders this doesn't seem to be happening. Lyn to speak to Jenn about want information we can put out to the community via website, Facebook page.

**Lyn** - A gentleman from Akaroa Geoff Grey has noticed when driving into town there is not sign for Lake Wairewa, unlike Lake Ellesmere that has a sign. Tori said this has come to the BPCB and they have taken it the NZTA, so they are dealing with it. They would also like to find out want it happening with state highway 75 and the speed reductions.

**Fiona** - received an email from Fiona McLeod Senior advisor for NZTA. I had sent her this email:

Little River Wairewa Community Trust engaged with Waka Kotahi in its recent safety review of state highway 75. As a stakeholder, our trust would like to request an update on the outcomes of this consultation and changes to be made as a result. We are interested in the safety improvements to be implemented to state highway 75 as a result of the consultation's feedback from the community, over and above reducing the speed limit.

Fiona's response: At this stage we're expecting people should hear from us by the end of March, However, this timing is subject to change. If you like to email me closer to the time, I can let you know how the process is tracking.

Vanessa received a reply from her personal submission stating that they only have money to change the sign's and no money for a pullover bay at Birdlings Flat straight.

**Vanessa:** with the crazy times that is covid, do we want Lyn to do a survey to our community on how could the LRWCT help in these times. What do we need? With some people going into self-lock down, self-isolation due to having covid what can we do to help? There could be people in the community that are willing to collect groceries, collect medicine, etc. This would involve co ordinating the collection and delivering of goods. Lyn to put this out to the community via Facebook page survey. 1. Co ordinate delivery from Countdown supermarket, 2. A cook-up to make soup for the community, and going from there is anyone interested in contributing to either of these. What would the community like in way of support? Revival do have the frozen meals, but they don't have soup. This is something the LRWCT could do for the community, and help with the preparation of self-isolation at home. Have a soup making day, also who would like to help with either making Veggie soup or donating some veggies.

**Motion: To spend up to \$500 on soup making ingrediencies and containers.**

**Moved: Vanessa                      Seconded: Donald**

**Carried Unanimously: Yes**

**Meeting Closed 9.30pm**

**Certified as a true and correct copy of the Minutes:**

**Signed:** \_\_\_\_\_ **Mario Downes - Chair**

**Signed:** \_\_\_\_\_ **Fiona McLean - Secretary**

**Expenses to pass meeting 14.02.2022**

<b><u>Invoices paid since last meeting 06.12.2021</u></b>			
08/12/2021	Peninsula Media Ltd Inv91	Lyn Leslie Website work 06.12.2021	600.00
08/12/2021	Fiona McLean	Invoice 53 22 Nov 5 -Dec 2021	1,200.00
08/12/2021	Fiona McLean	Reimburse for Xmas Nibbles	118.09
13/12/2021	Craig Roberts & Associates inv4099	Annual fee for Financial statements and Audit prep	1,499.98
13/12/2021	Vanessa Mitchell	Reimburse Tennis Court Plants Paid for by Vanessa	126.50
16/12/2021	Peninsula Media Ltd Inv93	Lyn Leslie Website work 16.12.2021	570.00
16/12/2021	Fiona McLean	Invoice 56 6 -16 Dec 2021	1,200.00
30/12/2021	DIA	Annual Charities Commission filing fee	51.11
17/01/2022	GST Return Oct/Nov 2021	GST payable from Lotteries Grant received	5,081.05
19/01/2022	Peninsula Media Ltd Inv95	Lyn Leslie Website work 18.01.2022	120.00
08/02/2022	Peninsula Media Ltd Inv99	Lyn Leslie Website work 06.02.2022	600.00
08/02/2022	Fiona McLean	Invoice 57 16 Dec 2021 - 06/02/2022	1,200.00
			<hr/>
			12,366.73
 <b><u>Funds Received</u></b>			
20/12/2021	Environment Canterbury	Final Okuti River Project payment	11,155.00
19/01/2022	CCC	Grant received for Rideshare manager (Donald's project)	8,267.00
			<hr/>
			19,422.00
 <b><u>Expenses to pass meeting 14.02.2022</u></b>			
14/02/2022	Peninsula Media Ltd Inv99	Lyn Leslie Website work 14.02.2022	600.00
14/02/2022	Fiona McLean	Invoice 58 06/02/2022 -14/02/2022	1,200.00
			<hr/>
			1,800.00
	<b>Total</b>		<hr/>

**Cash Summary**  
**Little River Wairewa Community Trust**  
**For the 3 months ended 28 February 2022**  
**Including GST**

	Feb 2022	YTD Actual
<b>Income</b>		
Christchurch City Council Grant:	\$8,267.00	\$25,267.00
Little River Brochure Advertising	\$0.00	\$71.88
Lottery Grants	\$0.00	\$46,000.00
Okuti River Project Grants Rece	\$11,155.00	\$11,155.00
Trailer Hire Income	\$0.00	\$240.00
Trap Library Grants	\$0.00	\$957.55
GST Refunds	\$0.00	\$723.81
<b>Total Income</b>	<b>\$19,422.00</b>	<b>\$84,415.24</b>
<b>Less Operating Expenses</b>		
Accountancy /Treasurer	\$1,499.98	\$3,998.16
Administration Costs	\$51.11	\$51.11
Bank Fees	\$33.90	\$114.22
Computer Costs	\$0.00	\$32.77
Donations to other organisations	\$0.00	\$3,500.00
Insurance	\$0.00	\$1,227.43
Little River Playground/recreatio	\$126.80	\$529.30
Okuti River Project	\$0.00	\$850.00
Rent & Venue Hire	\$0.00	\$420.00
Secretary fees	\$3,718.09	\$13,752.03
Subscriptions	\$106.94	\$368.33
Telephone & Internet	-\$30.59	\$287.49
Trap Library	\$0.00	\$1,201.49
Volunteer Costs	\$0.00	\$50.00
Website Costs	\$1,890.00	\$9,767.13
GST Payments	\$5,081.05	\$5,081.05
Rounding	\$0.00	\$0.01
<b>Total Operating Expenses</b>	<b>\$12,477.28</b>	<b>\$41,230.52</b>
<b>Operating Surplus (Deficit)</b>	<b>\$6,944.72</b>	<b>\$43,184.72</b>
<b>Net Cash Movement</b>	<b>\$6,944.72</b>	<b>\$43,184.72</b>
<b>Summary</b>		
Opening Balance	\$115,573.14	\$79,333.14
Plus Net Cash Movement	\$6,944.72	\$43,184.72
Closing Balance	\$122,517.86	\$122,517.86

