



## Minutes

Board meeting 13 June 2022  
Little River Service Centre 7.30pm

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

**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 Runanga 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

Alison Evans, Fiona Waghorn, Sebastien Mathieu, Ben & Sarah

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: Tori, Luanne, Ryan, Bonnie, Anthony**

**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 2 May 2022

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

**Moved: Craig**

**Second: Vanessa**

**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**

Vanessa and Fiona had a look at the accounts and money that is tagged to projects, funding that is held on behalf for projects that are in progress. e.g. Okuti River Project. Vanessa wrote down when we need to apply for funding and from whom. Look at applying for lotteries. Apply for Rata in December. We are waiting on the SCF decision. The bank account looks healthy but most of it is tagged to projects.

**Moved Lyn**

**Second: Alex**

**Carried Unanimously: Yes**

7. **Reports of Committees/Members**

**Jane Harrison Update from Council** - SCF the staff have been finalising these applications, decision is made last week in July.

DRF - The LRWCT had a few application in front of the board, but we have decided to put on hold until July 2022 funding round. Jane to meet Vanessa & Fiona to go over these application. Also look at other funding we could source.

Fiona asked was it not better that the BPCB see us applying for the DRF and let them see what we are involved in/ what the community is wanting. Jane suggested that the Chairman go to the

BPCB with a deputation letting the BPCB know what we are doing, this is what we are all involved in. Only Trust members can apply for funding and Fiona is advised to do the application along with the Trustee.

Drainage project - This is to start in July - weather permitting. The open drain running along Christchurch Akaora Road is going to be piped and covered. The Council and NZTA are paying for this together. Jane will ask for the drawings and pass on to Mario. Not sure when this will start.

The Pump Track - Jane has found out the Parks team from the council applied for the funding for the Shirley Pump Track from the Capital Endowment Fund. This is a big pool of money that available from capital projects. Jane, Vanessa & Fiona to look into this and work with Parks team members to see if we can apply. Look at getting the kids in Little River to champion this project. Write letters to the council etc.

Dog Exercise Area - Fiona had Janet prepare a plan of the area for the Dog Exercise Area, with proposed fencing, small tree planting. This is just a proposal and still has to go to the BPCB and then consultation to the landowners near the park. Fiona to get quotes for the fencing. Will look at who is paying for what e.g. LRWCT pay for some fencing, planting, CCC to pay for gates. Community garden - Mario, Anthony, Janet and Fiona to meet and measure 10 metres from the stream to get an idea if the space will be big enough for the community garden. Will report back at the next meeting.

Coronation library - materials have been held up, but it is meant to start in July, Mario asked if we could see the plans? Jane to look into this. There is some limitations as it is a heritage building, but with the fitout we may have some say but there are limits as well. It is to be finished by August 2023. Ready for the LRWCT to lease.

Skate Park - Vanessa just updated the Trustees that the board walk across the swell is on hold the three quotes came in they were from \$11,000 to \$18,000 this is due to them wood we need to use, and the stainless screws. And the cost of materials and labour at the moment is high.

Vanessa has been in touch with Marcy from CCC (playground) she has been really helpful with information and has had experience in modular pump/bike tracks. Vanessa has emailed Park life for quotes etc. This is the company that did the Shirley Pump Track.

Mario was contacted by Rhyva van Onselen a 3rd year journalism student from Canterbury University He is wanting to write a story about the community notice that was put out to call for the fire department - to get the local volunteers first responders rather than for an ambulance. Once the first responders arrive they then call an ambulance.

We have volunteer first aiders at the LR fire Bridge they are equipped and can get to emergencies pretty quickly. If you ring 111 it can take until too one hour for them to come. If you call Fire and ask for first responders they are available within 15 minutes or so. Many people have had issues with 111 not sending LR fire first responders first.

Rhyva is writing this article as part of his course requirements, Mario has asked for a copy to read before it is published. He is hoping to get it published in The Press. The LR fire bridge are also involved and will pre read the article.

Mario - Flooding Hui is back on after delay with Covid19 - Mario waiting Jane to confirm a date that Andrew Turner can attend.

Mario - Piles of wood that was taken from the rivers, streams after flooding two years ago, (this was done by ECan ), that are left on people property. Lyn to put a post-up asking people to contact Mario

So we can find out who owns the land and burn them. Pa Road has quite a few. This will stop them going back into the river, stream if it floods again.

#### Donald - Project Brief Flyer on Kaituna Feed Barn

There was a flyer created, printed and distributed to the Little River area informing the residents about the beef feed barns in Kaituna Valley. The community needs to be informed about the beef feed barns in Kaituna Valley if people are to be able to form views on them and make these views known. Community engagement to date has included: 1585 signatures on Change.org petition and 1650+ signatures on Greenpeace petition, 3 new members joining Eco-Collective to campaign against the barns, greater awareness in the community of the issue. This was at a cost of \$643.00 Gloria Calcuff is happy to pay half, and donations to date are \$150.00 leaving \$150.00 to find. Donald asked if the LRWCT could contribute to help pay the shortfall. As this has already happened the LRWCT cannot help with funding. The LRWCT asked what else it could do. Eco-Collective are getting some more flyers redesigned, Donald to get a draft and bring to the next meeting. Ecan is currently processing two resource consent applications for the proposal: .1 Use of land for a feedlot and composting barns (CRC224237)  
2. Discharge of contaminants (odour) to air (CRC224238)  
We are still waiting on the outcome. Donald asked if we could ask Ecan to attend a meeting.

**Motion: That Fiona writes to ECan to invite them to a Trust meeting to discuss the consent process on the Wangan Hills consent application in Kaituna Valley**

**Moved: Vanessa                      Second: Alex**

**Carried Unanimously: Yes**

#### **8. Representations from Members/Public**

Fiona Waghorn - Heritage Park Working Bee. Mario gave a brief history of the park. Helen Lyons was the one person that went every day and cleaned up the old railway yards and designed the park and planted it out. In 2000 she was involved in the time capsule. It has become overgrown once again. Fiona Waghorn has arranged a working bee for Sunday 3rd July to tidy up the area. Lyn has put up post on the LR residents page with locals volunteering and Fiona has a few as well. Fiona is going to look into getting some funding to get a contractor in to help clear more of the overgrown stuff. Mario would like to see some sort of tribute plaque to honour Helen Lyons work with establishing the park.

Alison Evans - Tumble down Bay / Te kaio Bay

Alison, Wairewa Runanga, students from Enviro Canterbury Uni and Colin Meurk had a planting day on May 22nd. This is something that the LRWCT can get involved with alongside the Wairewa Runanga. They are going to have other planting days hopefully in July, could the LRWCT provide willing volunteers to help? The Trust is happy to help in anyway. Alison will let us know when the next planting day is. Lyn to advertise on Facebook/Residents page.

#### **9. Date and Place of next meeting 4 July Little River Service Centre**

#### **10. Close of Meeting 9.15pm**

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

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

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

## Expenses to pass meeting 13.06.2022

### Invoices paid since last meeting 02.05.2022

05/05/2022	Peninsula Media Ltd Inv 112	Work 11/4/2022 to 19/04/2022	540.00
05/05/2022	Fiona McLean	Reimburse Easter Egg hunt costs	198.50
05/05/2022	Fiona McLean	Invoice 63 18/04/2022 to 1 May 2022	1,200.00
05/05/2022	Craig Roberts	Reimburse for Trailer Rego	32.48
19/05/2022	Fiona McLean	Invoice 64 1 May 2022 to 15 May 2022	1,200.00
19/05/2022	Peninsula Media Ltd Inv 114	work 03/04/22 - 26/5/2022	600.00
03/06/2022	Banks Peninsula Automotive	WOF for Games Trailer	65.00
03/06/2022	Peninsula Media Ltd Inv 116	work 09/5/22 - 20/5/2022	480.00
03/06/2022	Fiona McLean	Invoice 65 16 May 2022 to 30 May 2022	1,200.00
			<u>5,515.98</u>

### Funds Received

09/05/2022	Wood Chip Income	240.00
09/05/2022	Wood Chip Income	280.00
10/05/2022	Wood Chip Income	355.00
13/06/2022	Wood Chip Income	280.00
11/05/2022	CCC Neighbours Event - Easter Egg hunt	1,255.00
27/05/2022	Trap Library	198.50
	Unspent funds	34.79
		<u>1,388.29</u>

### Expenses to pass meeting 13.06.2022

08/06/2022	Peninsula Media Ltd Inv 118	Work 23/5/2022 to 01/06/2022	600.00
13/06/2022	Fiona McLean	Invoice 66 30 May 2022 to 12 June 2022	1,200.00
	Total		<u>1,800.00</u>



## Transaction List

### Business Transaction Account - 03-0866-0444315-000

Default view for selected accounts shows transactions processed in last 7 days. Change view by selecting different account or entering new data range.

View Account: Business Transaction Account - 03-0866-0444315-000 View Transactions : From: 01/05/2022 to: 13/06/2022

Current Balance as at 13/06/2022:							\$106,196.41 CR
Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
<u>13/06/2022</u>	INTRADAY PAYMENT	PENINSULA BERRIES LI	Vanessa	Mitchell	Mulch		\$280.00
						<b>Closing Balance:</b>	<b>\$106,196.41 CR</b>
<u>03/06/2022</u>	Payment	Banks Peninsula Auto	Internet	Payment	43145527	\$65.00	
<u>03/06/2022</u>	Payment	Fiona McLean	Internet	Payment	43145528	\$1,200.00	
<u>03/06/2022</u>	Payment	Peninsula Media Limi	Internet	Payment	43145531	\$480.00	
						<b>Closing Balance:</b>	<b>\$105,916.41 CR</b>
<u>31/05/2022</u>	Account Maint Charge	Account maintenance	0866	0444315-00		\$7.00	
<u>31/05/2022</u>	Bank Charge	BOL Monthly Charges	Monthly	Service	Charge	\$9.95	
						<b>Closing Balance:</b>	<b>\$107,661.41 CR</b>
<u>27/05/2022</u>	Payment	Okuti Valley Recreat	Trap Library	Unspent fund			\$34.79
						<b>Closing Balance:</b>	<b>\$107,678.36 CR</b>
<u>19/05/2022</u>	DIRECT DEBIT	Xero	Xero		INV-6106953	\$53.47	
<u>19/05/2022</u>	Payment	Fiona McLean	Internet	Payment	42968766	\$1,200.00	
<u>19/05/2022</u>	Payment	Peninsula Media Limi	Internet	Payment	42968769	\$600.00	
						<b>Closing Balance:</b>	<b>\$107,643.57 CR</b>
<u>11/05/2022</u>	DIRECT CREDIT	CHCH CITY COUNCIL	Chch Council	Neighbours E	0004007319		\$198.50
						<b>Closing Balance:</b>	<b>\$109,497.04 CR</b>
<u>10/05/2022</u>	BILL PAYMENT	R J & A P RIMELL			Wood chips		\$355.00
						<b>Closing Balance:</b>	<b>\$109,298.54 CR</b>
<u>09/05/2022</u>	BILL PAYMENT	S G & M A W BELL	M Bell	wood chip			\$280.00
<u>09/05/2022</u>	BILL PAYMENT	BARLOW NW & J	Woodchip		Nick Barlow		\$240.00
						<b>Closing Balance:</b>	<b>\$108,943.54 CR</b>
<u>05/05/2022</u>	Payment	Fiona McLean	Internet	Payment	42780827	\$1,200.00	
<u>05/05/2022</u>	Payment	Fiona McLean	Internet	Payment	42780829	\$198.50	
<u>05/05/2022</u>	Payment	Peninsula Media Limi	Internet	Payment	42780831	\$540.00	
<u>05/05/2022</u>	Payment	Craig Roberts & Asso	Internet	Payment	42780832	\$32.48	
						<b>Closing Balance:</b>	<b>\$108,423.54 CR</b>
						<b>Opening Balance:</b>	<b>\$110,394.52 CR</b>



Looking for a specific transaction? Click column headings to re-sort list or use [Transaction Search](#) function.

Business Online Helpdesk 0800 337 522

**Cash Summary**  
**Little River Wairewa Community Trust**  
**For the 1 months ended 03 June 2022**  
**Including GST**

	03 Jun 2022	YTD Actual
<b>Income</b>		
Christchurch City Council Grants	\$198.50	\$25,465.50
Little River Brochure Advertising	\$0.00	\$71.88
Lottery Grants	\$0.00	\$46,000.00
Okuti River Project Grants Recei	\$0.00	\$11,155.00
Sales	\$875.00	\$975.00
Trailer Hire Income	\$0.00	\$240.00
Trap Library Grants	\$0.00	\$957.55
GST Refunds	\$0.00	\$1,335.47
<b>Total Income</b>	<b>\$1,073.50</b>	<b>\$86,200.40</b>
<b>Less Operating Expenses</b>		
Accountancy /Treasurer	\$0.00	\$3,998.16
Administration Costs	\$0.00	\$51.11
Audit fees	\$0.00	\$424.35
Bank Fees	\$16.95	\$182.02
Computer Costs	\$0.00	\$86.72
Donations to other organisations	\$0.00	\$4,268.00
Functions and events	\$198.50	\$1,768.59
Insurance	\$0.00	\$1,227.43
Little River Playground/recreation	\$0.00	\$529.30
Okuti River Project	\$0.00	\$850.00
Printing & Stationery	\$0.00	\$79.99
Rent & Venue Hire	\$0.00	\$420.00
Secretary fees	\$3,600.00	\$23,100.00
Subscriptions	\$53.47	\$582.21
Telephone & Internet	\$0.00	\$287.49
Trailer Costs	\$97.48	\$97.48
Trap Library	-\$34.79	\$1,455.45
Volunteer Costs	\$0.00	\$297.36
Website Costs	\$1,620.00	\$13,025.13
GST Payments	\$0.00	\$6,034.63
Rounding	\$0.00	\$0.01
<b>Total Operating Expenses</b>	<b>\$5,551.61</b>	<b>\$58,765.43</b>
<b>Operating Surplus (Deficit)</b>	<b>-\$4,478.11</b>	<b>\$27,434.97</b>
<b>Plus Non Operating Movements</b>		
Trailer	\$0.00	-\$851.70
<b>Total Non Operating Movemen</b>	<b>\$0.00</b>	<b>-\$851.70</b>
<b>Net Cash Movement</b>	<b>-\$4,478.11</b>	<b>\$26,583.27</b>
<b>Summary</b>		
Opening Balance	\$110,394.52	\$79,333.14
Plus Net Cash Movement	-\$4,478.11	\$26,583.27
Closing Balance	\$105,916.41	\$105,916.41