



Minutes

Board meeting 11 April 2022
Birdlings Flat Hall 7.00pm

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: 7.00pm

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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

Vanessa chair 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 & Ryan**

Moved that the apologies be accepted:

Moved: Craig 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 7 March 2022

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

Moved: Lyn Second: Anthony

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: Donald Second: Luanne

Carried Unanimously: Yes

7. **Reports of Committees/Members**

Strategic and planning meeting - Lyn

Lyn report on what her role is and what she does.

Lyn is the LRWCT on-line communications manager, starting the role in November 2020.

Her month routines rotate around the local What's on newsletter, gathering event information, then writing, editing and gathering photos for the newsletter. This gets sent to around 300 emails contacts. Update the LRWCT website with the latest information. And throughout the month post about events on the Trust and LR residents Facebook pages. Promotes initiative, like the Trust covid free soup deliveries, groceries pick up, contactless delivery, drivers, wellness check calls. Also follow other Facebook pages e.g. CCC, Wairewa Runanga, BP Conservations Trust, Ecan, Akaroa Happenings, Fire emergency, Govt Covid pages. And share information on our Facebook/residents page. Takes photos for the website/Facebook page and Akaroa Mail when needed. Have written press releases. At the start time was spent on the new website- getting this up and running, but now spend most of my time communicating to the community.

The possible growth areas are a physical form of the newsletter, sending it to people who don't use emails or Facebook. There is a possibility to go to other forms on social media like Instagram. I'm interested in the promotion of Little River for tourism, there is so much potential here. Other independent projects Social media workshop - to follow on from last year's workshop, 13 businesses attended with great feedback. Last to continue to grow our contact list and Facebook page followers, so that people know what's on in Little River and what the LRWCT does.

Fiona wants everyone to fill out project brief reports for all projects - Community garden, dog exercise area, This will help with time lines, applying for grants, budget etc. Applying for grants- this will make it easier if I know what you would like to achieve for the 2022/2023 to include in funding applications., Fiona wanted to know how much money was tagged to each project (that is existing projects e.g. Okuti Valley Project, Trap Library etc) and how long has it been tagged for. The bank balance looks good but 90% is tagged for projects.

We need to budget on both Lyn's & Fiona full yearly costs to maintain the running of the Trust.

Also long term goals to put planning into place for funding applications.

Especially with funders having different cut of dates for funding. And just a clearer vision on what the Trust wants to achieve, long term goals and projects that will help me with funding applications so I can have a 12 month schedule plan.

Lyn went over the Strategic and Planning meeting we had in 2019

What our goal were and what have we achieved. What our Trust values are, Statement of purpose.

To build a connected, sustainable and thriving community whose needs and aspirations are met in a holistic way. When over the key aims and purposes.

What we can up with is Big Ideas - re-visit. Events. Environmental/Pest management- Trap library.

Business promotion - Business Expo, Destination promo. Visitor information. Older person transport, housing, medical. Youth activities, transport, playground, skate park. Runanga build relationships.

Bike safety - bike trail. Flooding CCC, water retention area. Climate Change. Emergency management.

Key Aims:

Bring community together

Community aspirations

Relationships with stakeholders

Improve & promote community

Inform people

Help community members needs

Share expertise

Accountability

Develop relationships with Runanga

Care for environment

Policy to work on for 2022

Health & safety - events, contractors, risk management

Finances

Trust handbook - procedures

Employment - funding

Communication

Conflict of interest

who want to work on what:

Craig & Lyn - Business Promotions

Anthony - Older person

Vanessa - Youth

Alex - Flooding
Lyn - visitor information
Luanne - Medic centre

Blue Sky - star gazing
Medical centre
Heritage buildings promoted
History of area - boards in park etc, listen to stories
Wetlands
Event centre - gym/community sports
Job description - 4 weeks holiday, 10 days sick leave, Trust manager.

This was all discussed and will continue to put on the agenda every couple of months.

Donald has purchased the new games for the games trailer -maybe look at taking photos of the trailer and new games to advertise on the website, residents Facebook page. With events starting to happen again. Games trailer hire for the day is \$20.00 it has also a BBQ and a ezi up marque.

Fiona read out a thank you letter from The Okuti Recreation & Sports committee. Thanking the LRWCT for the donation to help with the purchase of an AED. The device is available to use now, located on the outside wall on the verandah. Training of locals will happen next month. Fiona's communication was great, Lyn's help with promotion in the community newsletter made it a breeze to work with us. They are very gratefully for the contribution to their project.

Fiona Project report for Easter Egg Hunt. Fiona showed the posters that she has made up and given to the LR school, Playcentre, LR service centre, Local business, Community notice board, Birdlings Flat Hall. LR school was putting it in their newsletter. Fiona had a sample of the bags to show everyone what the kids would be hunting for. There are 80 bags made up for the event. She has painted lots of stones with bright paint for the kids to find hidden around the new LR playground. The event will run from 10.00am to 12.00pm on Easter Sunday at the new playground alongside the LR market.

The new LR playground has been a huge hit for the local kids. We have had amazing feedback from parents on how wonderful it is. It seems to be a new hang out zone for kids of all ages.

Anthony - Community Gardens. this is a project from the Little River Big Ideas document. It has come to Anthony attention that some local people are not sure on what, where, how the community garden will run. Some people are concern that there was going to be picnic table, walking tracks etc beside the proposed site of the garden. This is not the case, it is only going to be a community garden on the council owned reserve land behind Anthony's house. It still has to go to the community board for approval and then there would be community consultation. Once we get more information on when it is going to the community board we could hold a meeting of neighbours to let them know what is happening. Also hold a community event that we can show the proposed community garden, dog exercise area, skate pump track. Maybe look at holding something in the winter.

Ecan has taken down 10 trees along the river bank behind his house - this was due to then falling into the river and blocking it and causing flooding when there is heavy rain. They were not natives. Ecan wanted to gift the woodchips/mulch and logs to the community to use. And to be managed by the LRWCT.

Anthony has been left with a pile of logs and woodchips/mulch. He would like to offer the woodchip/mulch as a fundraiser for the local Fire bridge. With the wood it would be good to get a few people together to cut up with chainsaws, line it against the fence and decide what to do with it later.

Anthony to talk to someone in the Fire bridge to see if they would like us to sell the woodchips/mulch and donate the money to them. Put it out to the community that there is woodchips/mulch available at

\$10.00 a bucket scoop - this will be advertised for a weekend pick-up.

8. Representations from Members/Public

Fiona Waghorn - Fiona has been with working for the CCC parks for 2 years. She is now working a Community Partnership Ranger. The new role is works with the community and builds partnerships with different community groups in the Bank Peninsula area. The idea is to work alongside groups together and if you have quires with open spaces/parks they are here to help or point you in the right direction. With an environmental focus, especially with climate change. To encourage native planting and engagement within the community.

We asked who looked after the Heritage Park (beside the old dinner) at this stage they only mow the area, Fiona has pulled some weeds out, and sprayed for weeds, but it has been let go over the years. Look at asking Little River School (enviro school) if they would like to help with clean a clean up alongside volunteers from the community. Alex asked Fiona to come had have a look at all the junk that is behind the garage on CCC land - wanting it to be removed. Fiona is going to take photos and send to appropriate person in the council. Vanessa thanked Fiona for coming to the meeting.

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 11/04/2022:	\$112,124.89 CR
Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
04/04/2022	Payment	Fiona McLean	Internet	Payment	42395389	\$1,200.00	
	Closing Balance:						\$112,124.89 CR
31/03/2022	Account Maint Charge	Account maintenance	0866	0444315-00		\$7.00	
31/03/2022	Bank Charge	BOL Monthly Charges	Monthly	Service	Charge	\$9.95	
	Closing Balance:						\$113,324.89 CR
28/03/2022	Payment	Goodnature Limited	Internet	Payment	42332712	\$197.14	
	Closing Balance:						\$113,341.84 CR
21/03/2022	DIRECT DEBIT	Xero	Xero		INV-5922869	\$53.47	
	Closing Balance:						\$113,538.98 CR
15/03/2022	Payment	Fiona McLean	Internet	Payment	42186295	\$1,200.00	
15/03/2022	Payment	Peninsula Media Limi	Internet	Payment	42186303	\$600.00	
15/03/2022	Payment	Okuti Hall - Recreat	Internet	Payment	42186313	\$768.00	
15/03/2022	Payment	The big game company	Internet	Payment	42186319	\$851.70	
	Closing Balance:						\$113,592.45 CR
10/03/2022	Payment	Fiona McLean	Internet	Payment	42063625	\$1,200.00	
10/03/2022	Payment	Fiona McLean	Internet	Payment	42063626	\$104.08	
10/03/2022	Payment	Fiona McLean	Internet	Payment	42063628	\$107.40	
10/03/2022	Payment	Community Capacity A	Internet	Payment	42063629	\$424.35	
10/03/2022	Payment	Fiona McLean	Internet	Payment	42063630	\$35.88	
10/03/2022	Payment	Peninsula Media Limi	Internet	Payment	42063632	\$600.00	
	Closing Balance:						\$117,012.15 CR
	Opening Balance:						\$119,483.86 CR

Cash Summary
Little River Wairewa Community Trust
For the month ended 31 March 2022
Including GST

	Mar 2022	YTD Actual
Income		
Christchurch City Council Grants	\$0.00	\$25,267.00
Little River Brochure Advertising	\$0.00	\$71.88
Lottery Grants	\$0.00	\$46,000.00
Okuti River Project Grants Received	\$0.00	\$11,155.00
Trailer Hire Income	\$0.00	\$240.00
Trap Library Grants	\$0.00	\$957.55
GST Refunds	\$0.00	\$723.81
Total Income	\$0.00	\$84,415.24
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$3,998.16
Administration Costs	\$0.00	\$51.11
Audit fees	\$424.35	\$424.35
Bank Fees	\$16.95	\$148.12
Computer Costs	\$0.00	\$86.72
Donations to other organisations	\$768.00	\$4,268.00
Functions and events	\$0.00	\$1,570.09
Insurance	\$0.00	\$1,227.43
Little River Playground/recreation park	\$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	\$2,400.00	\$17,100.00
Subscriptions	\$53.47	\$475.27
Telephone & Internet	\$0.00	\$287.49
Trap Library	\$197.14	\$1,398.63
Volunteer Costs	\$247.36	\$297.36
Website Costs	\$1,200.00	\$10,325.13
GST Payments	\$0.00	\$6,034.63
Rounding	\$0.00	\$0.01
Total Operating Expenses	\$5,307.27	\$49,571.79
Operating Surplus (Deficit)	-\$5,307.27	\$34,843.45
Plus Non Operating Movements		
Trailer	-\$851.70	-\$851.70
Total Non Operating Movements	-\$851.70	-\$851.70
Net Cash Movement	-\$6,158.97	\$33,991.75
Summary		
Opening Balance	\$119,483.86	\$79,333.14
Plus Net Cash Movement	-\$6,158.97	\$33,991.75
Closing Balance	\$113,324.89	\$113,324.89

Expenses to pass meeting 11.04.2022

<u>Invoices paid since last meeting 07.03.2022</u>			
10/03/2022	Peninsula Media Ltd Inv 102	Lyn Leslie Website work 28.02.2022	600.00
10/03/2022	Fiona McLean	Invoice 59 15/02/2022 -28/02/2022	1,200.00
10/03/2022	Fiona McLean	Reimburse for Soup Day Costs	247.36
10/03/2022	Community Capacity Accounting	Audit Costs for Y/E 30 June 2021	424.35
15/03/2022	Fiona McLean	Invoice 60 01/03/2022 -28/02/2022	1,200.00
15/03/2022	Peninsula Media Ltd Inv 104	Lyn Leslie Website work 14.03.2022	600.00
15/03/2022	Okuti Hall	Donation for AED Equipment	768.00
15/03/2022	Big Game Company	replacement Games for Games Trailer	851.70
28/03/2022	Goodnature	Trap Library Traps	197.14
04/04/2022	Fiona McLean	Invoice 61 04/03/2022 -03/04/2022	1,200.00
			<u>7,288.55</u>

Funds Received

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<u>Expenses to pass meeting 11.04.2022</u>			
07/04/2022	Bunnings Ltd	Trap Library Materials	91.61
11/04/2022	Peninsula Media Ltd Inv 109	Work 29-3 to 8/4 2022	480.00
28/03/2022	Peninsula Media Ltd Inv 107	Lyn Leslie Website work 28.03.2022	600.00
	Total		<u>1,171.61</u>