



## Minutes

Board meeting 1st August 2022  
Little river Service Centre 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

Ben Marsh

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, Vanessa**

**Moved that the apologies be accepted:**

**Moved: Craig                      Second: Alex**

**Carried Unanimously: Yes**

4. **New members** - Ben Marsh

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

The minutes of the Board meeting held on Monday 4 July

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

**Moved: Craig                      Second: Lyn**

**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: Ryan                      Second: Alex**

**Carried Unanimously: Yes**

7. **Reports of Committees/Members**

### **Strategic Planning, Setting Pillars**

There are 6 pillars made up of Events, Community Development, Business Promotion, Environment, Policy/Governance. Within these pillars there are sub areas.

1. **Events** -Mario

2. **Community Development** - **Community garden** -Anthony

- **Dog Park** - Luanne, Mario

- **Coronation Library** - Donald, Ryan

**Youth** - **Skate Park** - Vanessa

- **Activities**

- **Transport**

**Seniors** - **Transport** - Ryan

- **Housing** - Anthony, Ryan, Alex

- **Medical**

3. **Business Promotion - Business Expo** - Lyn, Craig, Alex
  - **Destination Promotion** - Lyn
  - **Website** - Lyn
  
4. **Environment - Flooding mitigation** - Alex
  - **Sustainability - e.g. car share** - Donald, Ryan
  - **Recreation /walkways**
  - **Land/ flora and fauna/ water rejuvenation pest control, planting, lake**
  
5. **Policy/governance - Health & safety events, contractors**
  - **Finances** - Craig
  - **Employment - Procedures handbook** - Craig, Donald
  - **Communication of conflicts**
  
6. **Runanga** -Anthony, Lyn

**To support a connected, sustainable and thriving community.**

**Key Aims:**

Bring community together, Relationship with stakeholders, Inform people, Share expertise, Develop relationship with Runanga. Community aspirations, Improve and promote community, Help community members in need, Accountability, Care for the environment/ social justice.

**Blue Sky:**

Medical Centre, Heritage Buildings Promoted, Wetlands/Dark sky, Destination Little River  
History of area boards, Events centre.

**Fiona: Summer with your neighbourhood.**

**Motion: To apply to the Summer with your neighbourhood fund, to pay for music at the Little River Community Breakfast.**

**Moved: Mario                      Seconded: Lyn**

**Carried Unanimously: Yes**

Fiona had a updated drawing of the proposed community garden layout. Now just waiting on CCC staff to take it to the BPCB to approve, then there will be consultation in the community.

Fiona had a quote from Goldpine for the fencing of the proposed Dog exercise area. The total cost was \$3185.00 including gst. This included gates, posts, fencing wire, netting and core wire. Will follow up in next meeting after talking to Jane. Fiona has asked a few local fencing contractors to give quotes but no one has turned up, follow up. If we don't get any response, look at having a working bee.

**Lyn - Flooding Hui**

This is going to be held Sunday 7th August, to be held at the Little River Rugby Clubrooms from 2.00pm - 4.00pm, The LRWCT, Runanga, Banks Peninsula Community Board are co-hosting this meeting. This will mean it will be a shared responsibility in making sure the meeting is run smoothly. Jane Harrison is facilitating this meeting, she had organised all the invited guests, which includes, ECan staff, CCC drainage staff, 3 water-ways staff, Andrew Turner, CCC Banks Peninsula Community Board members, Banks Peninsula Governance team.

**Donald- Flower power**

Kathy, who is organising this event, is letting people that are taking part in the Flower Power event, that the money raised for ticket sales will come back to the LRWCT to disperse as they see fit. It will be a donation to the Trust.

Mario asked Donald to pass on his thanks to Kathy, for all the work has done with running this event. Send a project brief to Kathy - Flower Power after event get together, This is to de brief /thank you to the people that opened their garden's up.

**8. Representations from Members/Public None**

**9. Date and place of next meeting** 5 September Little River Service Centre also A.G.M Meeting

**10. Close of meeting** 9.00pm

**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

Payment Date	Description	Other Party Name	Particulars	Analysis Code	Current Balance as at 01/08/2022:		Credit
					Reference	Debit	
							\$107,206.66 CR
29/07/2022	Account Maint Charge	Account maintenance	0866	0444315-00		\$7.00	
29/07/2022	Bank Charge	BOL Monthly Charges	Monthly	Service	Charge	\$9.95	
	<b>Closing Balance:</b>						<b>\$107,206.66 CR</b>
20/07/2022	DIRECT CREDIT	CANTERBURY REGIONAL	Environment		Canterbury		\$5,750.00
	<b>Closing Balance:</b>						<b>\$107,223.61 CR</b>
19/07/2022	DIRECT DEBIT	Xero	Xero		INV-6294862	\$53.47	
	<b>Closing Balance:</b>						<b>\$101,473.61 CR</b>
18/07/2022	Payment	Craig Roberts & Asso	Internet	Payment	43551405	\$2,495.50	
	<b>Closing Balance:</b>						<b>\$101,527.08 CR</b>
11/07/2022	Payment	Peninsula Media Limi	Internet	Payment	43551399	\$600.00	
11/07/2022	Payment	Marsh Insurance Brok	Internet	Payment	43551400	\$193.42	
11/07/2022	Payment	Marsh Insurance Brok	Internet	Payment	43551403	\$1,060.98	
11/07/2022	Payment	Fiona McLean	Internet	Payment	43590033	\$1,200.00	
	<b>Closing Balance:</b>						<b>\$104,022.58 CR</b>
	<b>Opening Balance:</b>		<b>\$107,076.98 CR</b>				

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

	Jul 2022	YTD Actual
<b>Income</b>		
Okuti River Project Grants Rece	\$5,750.00	\$5,750.00
<b>Total Income</b>	<b>\$5,750.00</b>	<b>\$5,750.00</b>
<b>Less Operating Expenses</b>		
Accountancy /Treasurer	\$2,495.50	\$2,495.50
Bank Fees	\$16.95	\$16.95
Insurance	\$1,254.40	\$1,254.40
Secretary fees	\$1,200.00	\$1,200.00
Subscriptions	\$53.47	\$53.47
Website Costs	\$600.00	\$600.00
<b>Total Operating Expenses</b>	<b>\$5,620.32</b>	<b>\$5,620.32</b>
<b>Operating Surplus (Deficit)</b>	<b>\$129.68</b>	<b>\$129.68</b>
<b>Net Cash Movement</b>	<b>\$129.68</b>	<b>\$129.68</b>
<b>Summary</b>		
Opening Balance	\$107,076.98	\$107,076.98
Plus Net Cash Movement	\$129.68	\$129.68
Closing Balance	\$107,206.66	\$107,206.66

**Expenses to pass meeting 01.08.2022**

**Invoices paid since last meeting 07.07.2022**

11/07/2022	Peninsula Media Ltd Inv 123	work 13/06/22 to 28/6/22	600.00
11/07/2022	Marsh Insurance	I02108336 -Public/Statutory / Material Damage	1,060.98
11/07/2022	Marsh Insurance	I02108332 -trailer	193.42
18/07/2022	Craig Roberts & Associates	Agreed to fee 01/07/2021 to 30/06/2022	2,495.50
			<u>4,349.90</u>

**Funds Received**

20/06/2022	Ecan	Okuti River Project fund #4 - Inv0038LRWCT	5,750.00
			<u>5,750.00</u>

**Expenses to pass meeting 01.08.2022**

18/07/2022	Peninsula Media Ltd Inv 125	work 04/07/22 to 15/07/2022	483.00
31/07/2022	Peninsula Media Ltd Inv 126	work 18/07/22 to 27/07/2022	690.00
31/07/2022	Fiona McLean	Invoice 69 11 July 2022 to 290 July 2022	1,200.00
	Total		<u>2,373.00</u>