



“To support a connected, sustainable and thriving community”

Minutes
Board meeting 3rd October 2022
Little River Service Centre 7.30pm

Anthony Rimell– Chair
Vanessa Mitchel – Vice Chair
Craig Roberts – Trust Treasurer/Accountant
Mario Downes
Bonnie Roberts
Donald Matheson
Alex Lee
Lyn Leslie
Ryan Bucknell
Luanne Gordan
Ben Marsh
Kelly Berry

Advisors: Ms Penelope Goldstone/ Ms Jane Harrison

Banks Peninsula Community Board: Ms Tori Peden

Project Co-Ordinator: Fiona McLean

Secretary: Fiona McLean

Wairewa Runanga Representatives: John Boyles

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 from committees/members
8. Representations from the public
9. Date and time of next meeting
10. Close of meeting

Call to order, Chair address, welcome and introductions
Fiona Waghorn, Phillip

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.

Apologies: Mario, Kelly, John, Alex, Luanne
Moved that the apologies be accepted:

Moved: Craig Second: Donald

Carried Unanimously: Yes

New Members – none

Confirmation of previous minutes and matters arising:

The minutes of the Board meeting held Monday 5th September.

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

Moved: Vanessa Second: Lyn

Carried Unanimously: Yes

Statement of accounts

Please see attached 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: Bonnie

Carried Unanimously: Yes

Reports from committees/members

Vanessa – Spending/budget

Looking at the current accounts for operational costs and how we can spend our money going forward and when the grants need to be applied for in 2023. We are still using the Lotteries grant until end of September and then will move into using the CCC SCF grant.

This will cover both Lyn & Fiona's cost till February 2023, Fiona has applied to Lotteries for a grant, decision by mid-October. We had talked previously on how we could reduce some costs going forward. Vanessa talked to Lyn regarding her hours, Lyn is doing 10 hours a week, this was the original hours for setting up the new website and working with Fat web. If we aren't successful in Lotteries, and reduce Lyn's hours, what will that look like for the work that Lyn does, what do we lose, what are we going to miss out on.

Once we find out the outcome from Lotteries we can then decide hours etc.

Communication manager role tasks per month are

1. Monthly What's On Newsletter distributed to 276 people – emailed
Sending an email request for info, correlating the received emails into a draft and editing for a final copy to send out 8-12hrs
2. Schedule individual events onto FB posts to our 635 followers 2-4hrs

3. Update What on listings on website and any changed website info 2-4hrs
Communication of project notices, updates, progress from the Trust meeting 1-3hrs
Communicate any notices throughout the month from CCC, Runanga etc onto Facebook page or into newsletter. These stakeholders also follow our page and share info to their pages from us 1-3hrs.

As Lyn is waiting to hear if she has been elected to the next Bank Peninsula Community Board, Ly has said this won't affect her time in this role. Conflict of interest
Lyn talked to Tori before she put her name forward as a Community board member, it is the same as if she was on the trust, they have a process for it and it seems to work fine. Anthony stated the important point is the declaration of conflict of interest. We will cover this next month once we know the outcome of the elections. Are we satisfied with the quorum of work and you are available, and any concern of conflict of interest. Also what our priorities are, and some more clarity on what the LRWCT wants posted. This will come under the policy and governance in our pillars.

Anthony – Pillars - we have 6 pillars

Each month we wanted to focus on one of those. So every year we should get through them twice. Please list on agenda every month to remind Trustees of these pillars.

1. Events
2. Community development
3. Business promotion
4. Environment
5. Policy/governance
6. Runanga relationship

Events – Now we can start having events, where do we see events happening over the next year, and what priority do we put into having events of the next year.

Bonnie – Community Breakfast YES November 20th Music this year, from drummer's from the Drumming festival. This is a fantastic event and supported well by the community. Bonnie has had people talking about the New Year's day picnic, had a local band playing. Maybe look at this for next year 2023. Other events, Easter Egg hunt, Seasonal working bee at the Heritage community garden, Okuti gardens.

Do we look at less/more events run by the LRWCT or do we support other people in the community? But there is a difference between events and entertainment.

Action - to be fully behind and supporting of the community breakfast to be held On 20th November with a roster of who is doing what etc (Bonnie to bring to next meeting) Project brief. Everyone to have a think about the sort of things that we might want to consider and to have a clear criteria to work with, this would have to include funders guidelines as well. This has to be community focus and driven.

Volunteer thank you, attach this to another event. Any more thoughts send to Fiona.

Anthony – Flooding update. Anthony & Fiona had a meeting with Jane to go over The Flooding Hui and the outcome. Mario offered at the hui to co-ordinate everything. this has been excepted by the CCC, but I have some concerns, that we are not simply the whipping group when things don't happen. CCC staff had their own hui after the one in Little River to discuss their next plan of action. What they are looking for us to do is to be that conduit of information flow between the community and the stuff

that is going to happen. Some guidance, for example if the community sees that the issues with Kinlock bridge and is a critical point in the exercise, then a feasibility study will have to be funded, in order to get it on the long term plan CCC LTP. The suggestion was that the LRWCT would put the application in to see if it is viable to do xyz to Kinlock bridge. One thing that came out of the meeting was there was general agreement that were ever else there were problems the Kinlock bridge was a bottle neck and there was some very practical things that could be done which might assist the process. The other part is to make sure the other organizations are talking to each other. Jane has given assurance that ECan, CCC, nzta were talking to each other. Rating district look at continuing this charge.

Do we have three or four trustees that are willing to lead this. Mario is one.

Anthony talked about going to a CCC meeting at their open forum were we could present on the flooding issues and why we want to put something in the LTP.

Lyn to do a diagram on who does what – Ecan, CCC, NZTA. To put on Facebook page

Also we are not the discussion makers, our role is to communicate the information out to the community, provide links to CCC websites etc. Fiona has requested from Jane more information regarding the drainage work that is being done, and to simplify the modelling flooding plan for the community to be able to understand what is going on.

Donald – Agenda, would like a more simple agenda, it is hard to see what we are talking about, could we just have 1.2.3 listed on what we are going to discuss. Donald to send agenda sample to Fiona to use from next month on. Action based agenda.

Fiona – Dog exercise area trial

Planting plan from Living Stream has been received. Low height native planting along swale on the north side of the small dog exercise area. The approximate length of area to be planted is 35m. The cost for the grasses are \$289.00. Living Stream Community Nursery would like to donate these plants. This is fantastic and generous news. Kiran and Kim from CCC engagement team have sent out the letter to the surrounds houses, now waiting on feedback, this closes 10 October We have the land from the 1st November so at next meeting will have more information.

Community Garden is on hold until we hear back from the BPCB and when it will be added to their agenda.

Coronation Library Jane is still waiting on a reply from the CCC team leader, to follow up.

Senior Hui Fiona now to do the flyer and arrange the advertising in Akaroa Mail.

In the past there has been a \$5.00 cost, The Wairewa Runanga would like known that there is no cost to attend. There will be a koha if you wish to donate. The Wairewa Runanga would like to provide the venue and this matters to them as part of the community.

Fiona Waghorn – Either Alison or Fiona are going to take turns coming to the LRWCT meetings to give us an update on what is happening in the community with parks. Alison is coming to the November meeting to talk about the Reserve at the Hilltop.

Heritage Park is looking amazing after the two workings bees, maybe have a third to finish mulching around the Little River Framers market area. Happy to advertise the working bee.

Meeting Closed 9.50pm

Certified as a true and correct copy of the minutes:

Signed: _____ Anthony Rimell - chair

Signed: _____ Fiona McLean - Secretary

Cash Summary
Little River Wairewa Community Trust
For the month ended 30 September 2022
Including GST

	Sep 2022	YTD Actual
Income		
Christchurch City Council Grants	\$17,000.00	\$17,000.00
Grants Received - Selwyn District Council	\$3,000.00	\$3,000.00
Okuti River Project Grants Received	\$0.00	\$5,750.00
Total Income	\$20,000.00	\$25,750.00
Less Operating Expenses		
Accountancy /Treasurer	\$0.00	\$2,495.50
Advertising	\$0.00	\$43.13
Bank Fees	\$16.95	\$50.85
Donations to other organisations	\$6,000.00	\$6,000.00
Flower Power	\$148.32	\$148.32
Functions and events	\$45.42	\$45.42
Insurance	\$0.00	\$1,254.40
Okuti River Project	\$2,722.30	\$2,722.30
Rent & Venue Hire	\$0.00	\$80.00
Secretary fees	\$2,400.00	\$6,000.00
Subscriptions	\$53.47	\$160.41
Website Costs	\$1,378.27	\$4,600.27
GST Payments	\$0.00	\$735.42
Total Operating Expenses	\$12,764.73	\$24,336.02
Operating Surplus (Deficit)	\$7,235.27	\$1,413.98
Net Cash Movement	\$7,235.27	\$1,413.98
Summary		
Opening Balance	\$101,255.69	\$107,076.98
Plus Net Cash Movement	\$7,235.27	\$1,413.98
Closing Balance	\$108,490.96	\$108,490.96

Expenses to pass meeting 03.10.2022

Invoices paid since last meeting 05.09.2022

09/09/2022	Fiona McLean	reimburse AGM food	45.42
09/09/2022	Lyn Leslie	reimburse Domain name renewal	32.77
09/09/2022	Peninsula Media Ltd Inv 129	work 01/08/22 to 12/08/2022	207.00
09/09/2022	Alison Evans	Reimburse Okuti River Proj Planting Costs	522.30
09/09/2022	Tony Quigley	Okuti river Project work	1,520.00
09/09/2022	Kathryn Grant	Reimburse Vistaprint for Flower Power event	148.32
09/09/2022	Darryl Johnstone	Okuti river Project work	680.00
28/09/2022	Peninsula Media Ltd Inv 131	work 15/08/22 to 25/08/2022	690.00
22/09/2022	Peninsula Media Ltd Inv 132	29/7/22 to 9/8/2022 dated 9/9/2022	448.50
09/09/2022	Fiona McLean	Invoice 71 15 Aug - 4 Sept	1,200.00
22/09/2022	Fiona McLean	Invoice 72 5 Sept - 18 Sept	1,200.00
22/09/2022	Rod Donald Trust inv0486	Walkfest 2022 - 2023 - funding received from CCC	3,000.00
22/09/2022	Rod Donald Trust inv0487	Walkfest 2022 - 2023 - funding received from Selwyn Council	3,000.00
			<u>12,694.31</u>

Funds Received

20/09/2022	Selwyn District Council	Grant 2022/2023 Walk Fest	3,000.00
07/09/2022	CCC	Grant 2022/2023 Walk Fest	3,000.00
07/09/2022	CCC	Grant 2022/2023 Operating Costs	14,000.00
			<u>20,000.00</u>

Expenses to pass meeting 03.10.2022

06/10/2022	Peninsula Media Ltd Inv 137	29/7/22 to 9/8/2022 dated 9/9/2022	448.50
	Total		<u>448.50</u>