

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 25 June 2018, 7.30pm, at Plimmerton School staffroom

Present: Tim Sheppard (Chair), Robin Jones (Minute Secretary), Carolyn Williams, David Verrinder, Dave Anderson, Robynne McIntyre, Roger Johnston, Laurie Smith, Judy McKoy

Councillors: Dale Williams (PCC), Jenny Brash (GWRC)

Visitors: Warrick Procter

Apologies: Roger Beckett, Allan Dodson

1. Greetings

Tim welcomed everyone to the meeting.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

See Item 12 below.

5. Adoption of Minutes from May meeting

The minutes of the May meeting had been circulated by email. There were no changes notified.

Motion: "That the minutes of the May 2018 meeting of the executive committee of the PRA be accepted as a true and correct record."

Moved: Robin

Seconded: Tim

Carried: Unanimously

6. Matters Arising from Minutes of May meeting

None.

7. Village Planning

Carolyn had previously circulated a discussion document outlining PRA's plans for the coming year.

Tim congratulated Carolyn on the preparation of this excellent and professional document.

Preliminary discussions have been held with the PCC VP team, and a presentation to PCC officers is planned for Tuesday 26 June. No monetary amounts required at this stage.

The five key projects to be presented to PCC for Plimmerton's 2018-19 VP bid are:

1. Taupō Stream interpretive planted heritage walkway in Plimmerton Domain
2. Safe walkway/cycle path in Ulric St linking to Ara Harakeke walkway
3. Community Shed Involvement
4. Taupō Crescent Community Space signage, road safety and landscaping/planting
5. Steyne Avenue entrance to Plimmerton, completion

8. Councillors' Reports

Jenny Brash (GWRC):

- Shane Gore (KiwiRail) and John Callahan are preparing a report on Goat Point erosion.
- Long Term Plan being finalised, with a 3% increase in GWRC rate for Porirua.
- Request for submissions on regional pest management strategy.

(Jenny left the meeting.)

Dale Williams (PCC):

- PCC adopting Long Term Plan this week. Dale explained the postponement of the target of a balanced budget by one year as a trade off against rates rises.
- A dog park is planned for the northern end of Plimmerton Domain. Issues with drainage need to be tackled. Judy commented that consultation will be needed between PCC and PRA because of the planned VP domain projects. David V will act as PRA's representative for consultation.

9. Financial reports (Roger B, in absentia)

Roger had sent through his monthly report by email. Key points:

- *Receipts since 25 May* – \$8,715.71 comprising sub \$15, THF grant towards Taupō Cresc slide \$8,679, AGM raffle \$20 and interest for May \$1.71.
- *Payments since 25 May* – \$1,883.22 comprising:
 - Community shed – \$477.26 comprising Mike Gould \$110.50 re electrical check and landfill fee; Dave Anderson \$112.76 re dust bag, bar clamps, keys and landfill fee; Thorners General Insurances Ltd \$253 re public liability cover; and Powershop \$1 re bank account test;
 - Security cameras – \$207 paid to Rexercet Ltd (Rex Aubrey) re functional and maintenance checks (3rd quarterly instalment);
 - AGM expenses – \$426.50 comprising PBC \$262.50 re catering and David Verrinder \$164 re gift cards, raffle tickets and ink toner;
 - Website \$471.35 comprising Freeparking \$171.35 re hosting fee for plimmerton.nz 12 months to 24 May 2019 and Violet Rowe \$300 re content management services; and
 - Other – \$301.11 comprising Dravitzki Accountancy & Tax Ltd (Tim Dravitzki) \$250 re review of 2017/18 accounts and DIA Charities Services \$51.11 re annual return filing fee (latter to be approved/minuted).
- *Payments to be approved and minuted* – None presently at hand.
- *Accounts payable* – up to \$11,735.94 comprising:
 - Taupō Cresc slide – transfer to PCC of THF grant \$8,679 and PRA contribution \$3,000 (approved 28 May but PRA funding reducible to \$2,608.70 re GST); and
 - Community shed – electricity for month to 5 June \$56.94 with \$1 bank account test reversed (monthly charges now direct-debited).

In addition, Robin had advised by email that the annual Charities return was filed online on 7 June and that the updated PRA Constitution has been posted on Companies Office site.

Motion: "That the Treasurer's monthly financial report be accepted."

Moved: Robin Seconded: Judy Carried: Unanimously.

Further accounts payable raised for approval and minuting:

- Charities Services \$51.11 (annual return fee)
- PCC \$2,608.70 (PRA Donation for Taupō Cresc slide ex GST, previously noted as \$3000 inc GST)
- Dave Anderson \$511.71 reimburse Community Shed expenses
- Mega Mitre 10 \$78.68 Community Shed expenses
- Pest trap importers \$612.95

Motion: "That the Accounts Payable as noted above be approved for payment."

Moved: Roger J Seconded: David V Carried: Unanimously

Carolyn moved a vote of thanks and appreciation to Roger B for his continued excellent service on the financials. This was warmly seconded by the rest of the committee and passed unanimously.

Tim noted that PRA is waiting on a payment of \$1,000 from PCC, and two VP reallocations totalling \$1,000 from other projects to the Community Shed. Tim and Dave have discussed priorities for tools and health and safety equipment. Dale will follow up with PCC. **Action: Dale**

There have been difficulties in establishing Allan and Robynne as additional bank signatories, because retired PRA committee member Pip Piper is still listed as the beneficial owner of the account and must approve most changes. It is however unclear as to whether a replacement beneficial owner is required as PRA is now an incorporated society. The committee agreed that we should formally ask Westpac to address this situation.

Motion:

“That PRA request that Westpac remove Leon Piper (Pip) as the “beneficial owner” of the PRA Westpac accounts and seek clarification as to whether a replacement beneficial owner is required given that PRA is now an incorporated society.”

Moved: Robin Seconded: Dave A Carried: Unanimously

Robin will draft a letter to Westpac to formally request action as outlined in the resolution above. It was noted that Pip will need to sign this letter as well.

Action: Robin

10. Health & Safety (Tim)

Tim advised that a Health and Safety policy is required for the Community Shed. This will be a requirement for any future contracts with PCC, and can be used as a model for other PRA initiatives. Warrick has prepared a draft policy. Tim and Warrick to review this.

Action: Tim/Warrick

11. Portfolio Reports

a. Plimmerton Domain VP projects

On hold until after meeting with PCC. Allan D had reported by email:

“Have met with Parks to float ideas to feed into Village Plan. Need to assess impact of Dog Park in North. Roger J establishing point of contact with Motor Home Association. Tuesday PRA PCC Meetings will be watched with interest.”

Judy also reported by email on the Heritage Planting project:

“Judy and Carolyn have met to scope out the project and how it fits into the wider Domain proposal.

Judy has contacted the volunteers who came forward, plus discussed some of the background science/horticulture issues with key people.

Judy has drafted an interim project plan (which no doubt will change as we hear back from PCC re our bid).”

b. Taupō Stream:

Will be combined with Plimmerton Domain projects

c. Communications & Website

Work is in progress to streamline and co-ordinate the process to produce the newsletter and post to the website and FaceBook. The newsletter is to be distributed through MailChimp. Carolyn to progress the setup with Anne Johnston. Robin to export Gmail newsletter groups in format for import to MailChimp.

Action: Carolyn/Robin

All posts to the PRA FaceBook page are to be passed to Carolyn for forwarding to Sam to ensure clarity of messages delivered and to avoid overloading Sam.

Action: All

d. Community Shed

The Shed is operational. Tim is meeting with Pest Free Plimmerton.

Dave A reported as follows:

- Pest boxes are complete
- Mitre 10 Trade account is operational and providing good discounts
- Working on membership, but already have a core team of 6 keen volunteers who are bringing a good range of skills.
- A draft Health & Safety policy has been prepared.
- Warrick and Tim have prepared a draft budget for the shed.

- Still waiting on a formal lease document from PCC. Dave has secured a sponsor for the first year's lease, which will be paid by way of donation to PRA.
- Issues:
 - A policy for approvals and decision-making is required. There was discussion about either forming a subcommittee to provide approval for projects or using group emails to get committee approvals for expenditure.
 - Agreed to keep a petty cash float for koha receipts and small items of expenditure.

e. Archiving & Cloud Storage

No progress

f. Taupō Crescent Community Space (Robin, by email)

The slide has been installed and was officially opened by Cr Dale Williams on 9 June. Bill Inge is organising some further clearance of vegetation round the health & safety margin, and has also asked the supplier to raise the deck by 200mm to give a better angle. The next phase which will be landscaping and planting, and hopefully signage and road safety markings if VP budget includes these items. Residents will help with planting. Taupō Cres resident Leo Smith is keen to be involved in this phase with kids from St Theresa's as she runs nature education programmes. Concrete circle still to be resurfaced

g. Dogs

Nothing to report.

h. Heritage Trail (Allan D by email)

"Ann has enabled the group to edit Trail material. Assessing other potential expanded sites and support for Domain Project. Looking at options to store historic photos. Have been offered a collection from the 50's by Julie Patterson."

i. Emergency Management

No report

j. Karehana Park (Allan D by email)

"Ideas for upgrade of park sought. Will continue to canvas both by Facebook & letter drops and signage prior to engaging PCC Parks with options. Have established contact point with PCC re any stream changes."

k. Chair Report (Tim, by email)

Key points:

- **Village Planning bid:** Noted Carolyn's excellent work on developing provisional bid for PCC Village Programme support in the coming year. and plans for an initial discussion on it with council staff.
- **Community Shed:** Discussions with Roger B, Dave A & Warrick P. Roger advised strongly that we need more precision with planning and budgeting. Provisional business plan and budget circulated.
- **Pest traps:** Discussion with Bill Inge of PCC re payment for the Shed to build some pest traps. PCC to pay \$1,000 to PRA to produce 50 pest traps (production complete). Noted the need to come to agreement with Pest Free Plimmerton & Mana/Camborne re distribution of traps and cost price.
- **PCC funding for the Shed:** Under VP programme PCC granted \$5,000 of capex for our Shed set-up. Important electrical work has been completed (including heating); an external water connection; and minor repairs. The residual balance (\$187) is available for the purchase of essential new tools. PCC has agreed to re-allocate two unspent VP allocations of \$500 each to the Shed project.
- **Comms:** Attended meeting with Carolyn, Allan, Anne, Violet, and Sam to discuss updating/coordinating newsletter, website and Facebook page.
- **Gray's Rd carpark littering:** Tim has discussed with Bill Inge the installation for a reflective sign drawing attention to the rubbish bin even in the dark.
- **Correspondence:** Congratulations and best wishes to new PRA committee from Hon Kris Faafoi; residents' offers of help with database creation and with heritage planting proposal; Heritage Trail group visit; station parking; seawall remediation etc. No progress this month with clearing old emails.

12. General business

Tim advised that a Motuhara Rd resident had emailed regarding vandalism. This matter has been reported to the police.

The meeting closed at 9.00pm

Robin Jones (Minute Secretary)

Please note meetings for the remainder of 2018 (7.30pm):

Monday 23 July

Monday 27 August

Monday 24 September

Monday 29 October

Monday 26 November