

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 28 May 2018, 7.30pm, at Plimmerton School staffroom

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

Councillors:

Visitors:

Apologies: Dale Williams (PCC NWC), Jenny Brash (GWRC), Andrew Deller

1. Greetings

David V took the chair in an acting capacity to open the meeting and welcomed everyone to the first meeting of the 2018-19 exec committee of the PRA.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

See Item 13 below.

5. Adoption of Minutes from April meeting

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

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

Moved: David V

Seconded: Carolyn

Carried: Unanimously

6. Matters Arising from Minutes of April meeting

It was noted that Fulton Hogan had withdrawn its bid to buy land and obtain a resource consent for a quarry adjacent to Taupō Swamp.

7. Election of Officers

David called for nominations for officers for the 2018-19 year:

Chair:

Tim Sheppard (nominated Carolyn, seconded Allan, elected unanimously and unopposed)

Minute Secretary:

Robin Jones (nominated Tim, seconded David V, elected unanimously and unopposed)

Treasurer:

Roger Beckett (nominated Tim, seconded Dave A, elected unanimously and unopposed)

In the absence of someone willing to take on the full role of Secretary, it was agreed that Tim, Robin and Roger would share the duties of this position.

It was noted that Roger B is keen to step back from the role of Treasurer and all are asked to consider a suitable successor.

In accepting the role of Chair, Tim acknowledged the hard work of previous Chair Colin Bleasdale over the last decade, and the wonderful achievements of past committees.

He outlined a few guidelines for keeping our meetings efficient in future:

- Cell phones switched to silent
- Keep meetings short, on track and to the point
- Email project updates through prior to the meeting. Only matters requiring the committee's input, consideration or approval should be raised in meetings.

8. Village Planning

Carolyn had circulated a discussion document and the timeframe for Plimmerton's 2018-19 VP bid. She summarised the projects under consideration:

1. Taupō Stream interpretive planted walkway in Plimmerton Domain
2. Safe walkway/cycle path in Ulric St
3. Community Shed Involvement (not financial)
4. Supporting successful groups in Plimmerton
5. Steyne Avenue entrance to Plimmerton, completion

Carolyn and Tim called for committee members to volunteer for projects of interest. It was generally agreed Items 1 and 2 are the top priorities, item 5 less so.

Roger J, Robynne, Allan D, Laurie, Judy and Dave A expressed interest in working on items 1 and 2, with several indicating personal interests in particular aspects such as plants, social history, and Whaitua Group liaison. Meeting to be arranged by Roger J.

Action: Roger J

Judy volunteered to take on liaison with schools and the kindergarten, Dave A added that the Community Shed wants to get schools involved with projects as well.

Allan will continue to research social history of sites, including the proposed Steyne Avenue/Queens Ave Park.

Robin asked that Taupō Cres Community Space be included in the list of active VP projects as further work is required for signage, road safety and landscaping/planting.

9. AGM Follow-up

David V reported that feedback from the AGM was generally positive, noting it was nicely set up, well run, the speakers were good, but overall it was too long.

David expressed his thanks to Plimmerton Boating Club for hosting the event, and noted he had received the bill for payment.

Robin had circulated the draft minutes of the AGM previously and asked if there were any comments. There were none, and the committee approved the posting of the draft minutes on the website.

Action: Robin/Violet

Roger B is processing the paperwork with the Companies Office to formally implement the changes to the PRA Constitution approved at the AGM.

10. Financial reports (Roger B)

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

- *Receipts since 20 April* – \$5,558.92 comprising subs \$3,845, member donations \$580, payments for motorhome park notice \$30, community shed koha takings \$255.40 and sign sponsorship \$644, AGM raffle \$203 and for April \$1.52.
- *Account receivable* – \$8,679 THF grant towards Taupō Crescent slide.
- *Payments since 20 April* – \$749.02 for community shed comprising Powershop electricity (2 months) \$105.02 and sign production and installation by DAC \$644.
- *Payments to be approved and minuted* – \$12,463.85 comprising:

- Community shed – Mike Gould for electrical check by B&S Odams \$92 and rubbish disposal fee \$18.50;
- Community shed – Thorners General Insurances Ltd for public liability insurance \$253;
- Website – Freeparking hosting fee for 12 months to 24 May 2019 \$171.35;
- Review of 2017/18 financial statements – Dravitzki Accounting & Tax Ltd \$250; and
- Taupō Crescent slide – PCC for PRA contribution \$3,000 and THF grant \$8,679, total \$11,679.

Further accounts payable raised for approval and minuting:

- Dave Anderson - \$107 for Community Shed materials and expenses (Note: actual receipts totalled \$112.76, and reimbursed as that)
- Plimmerton Boating Club - \$262.50 for AGM hosting
- David Verrinder - \$164 for AGM expenses (raffle tickets, stationery, gifts for retiring committee members (\$120)
- Black Rose Florist - \$100 for AGM posies

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

Moved: Tim Seconded: Allan Carried: Unanimously

Roger asked that the generous sponsorship of \$1,869.90 by Euon Morrell/Esplanade Realty Ltd be noted – design and printing of AGM flyers \$987.85 and appreciation certificates \$238.05, and production and installation of community shed sign \$644. Carolyn has thanked Euon in person.

Dave A sought approval to open a Trade A/c at Mitre 10 Porirua for the Community Shed. There was some discussion regarding controls round the operation of the account. Roger B noted that there should be a budget set up for the shed and the team needs to work within that. All payments will need to be approved by the committee and minuted.

Motion: “That PRA opens a trade account at Mitre 10 Porirua, subject to appropriate controls and authorities being implemented around the operation of the account.”

Moved: Dave A Seconded: Allan Carried: Unanimously

Motion: “That the Treasurer’s monthly financial report be accepted.”

Moved: Tim Seconded: Allan Carried: Unanimously.

Roger B asked if a further honorarium payment of \$300 should be made to Violet Rowe for her updating of website content.

Motion: “That further honorarium payment of \$300 be paid to Violet Rowe for website updating.”

Moved: Carolyn Seconded: Allan Carried: Unanimously

A meeting of the Communications team including Violet, Sam and Ann Johnston will be arranged.

Action: Carolyn

11. Committee Roles and Interests

Tim asked committee members to indicate projects and responsibilities of interest to them. David V will take on Dogs.

Roger B asked for two further Westpac account payment authorisers, given that Judi Thomson has retired from the committee. Allan and Robynne agreed to do this.

Motion:

““That retiring committee member Judith (Judi) Thomson be removed from the list of PRA Westpac account authorisers, and that Allan Dodson and Robynne McIntyre be added to the list of PRA Westpac account authorisers.”

Moved: Tim

Seconded: Robin

Carried: Unanimously

12. Councillors' reports

Jenny Brash (GWRC) – by email:

“We have heard all our LTP submissions. Lot of opposition to altering the Flood protection rate from 70.30 split from the Wairarapa so that may not go through but the change to public transport differentials did which is good for Porirua people and will bring the PT rate down to a fair level with rest of the region. I have followed up the bus replacement shelter and dedicated car park for community shed.”

Dale Williams (PCC) – by email:

Dale asked by email if PRA wished to put forward any suggestions for naming the new park on Steyne Ave /Queens Ave.

13. Portfolio Reports

Portfolio reports had been sent circulated by email. There were no further matters requiring discussion. Tim asked that all portfolio managers submit their reports by email prior to each monthly meeting.

14. General business

Karehana Park – Roger J is putting an item in the newsletter to advise that the Karehana Park project team have reconvened. They want to clean out the stream and undertake remedial work, and are looking for community involvement and ideas.

The meeting closed at 9.20pm

Robin Jones (Minute Secretary)

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

Monday 25 June

Monday 23 July

Monday 27 August

Monday 24 September

Monday 29 October

Monday 26 November