



Robin had circulated a summary financial report for the month to 4 December by email. Key points:

- **Receipts since 7 November: \$538.59**  
Community Shed \$500 (subs \$0, koha \$170, pest traps \$25, birdfeeders \$245, weta hotels \$60)  
Interest \$38.59
- **Payments since 7 November (approved at meeting 11 November): \$697.66**
  - Community shed :  
Mitre 10 \$68.64  
Coastal Fasteners \$34.50  
Warrick Procter \$35.27 re sink tap  
Paul Meehan \$15.94  
Roger Johnston \$56.00  
Powershop \$63.35 electricity to 3 November (funded by THF grant)
  - Carolyn Williams \$23.96 councillors' cards;
  - Violet Rowe \$300 periodical ex-gratia for website content management services;
  - Stevale Holdings (Topor) \$100 (voucher for Becketts)
- **Accounts payable to be approved and minuted –**
  - Roger Johnston \$99 Wet & Forget (Seats project)
  - Coastal Fasteners Ltd \$24.22 (Seats Project)
  - Mitre 10 Mega \$16.66 (Seats Project)
  - Powershop \$ tbc (Shed direct debit)
  - Trust House Foundation \$14,000 Partial repayment of grant underspend

The following additional Accounts Payable were notified at the meeting:

Don/Dave Anderson \$85 for thicknesser blades, receipt to come.

Motion: "That the monthly financial report to 4 December 2019 be accepted and the Accounts Payable as noted above be approved for payment."

Moved: Robin                      Seconded: Allan                      Carried: Unanimously

Dave thanked Robin and Don for their work on finance in the interim. Robin and Don will continue to work with Roger as required.

## **9. Village Planning (Carolyn )**

Carolyn had reported by email (edited):

- *Meeting planned with Justine McDermott re overall plan. In particular the signage and safety fence and planting plans for Plimmerton Domain. Two issues to raise at meeting.*
- *Planting plan and areas of responsibility need to be sorted quickly for the whole domain area.*
- *Briefing meeting with Linda Kerkmeester landscape architect who has ideas for fence design and is happy to work on it in early 2020 via Bill.*
- *Would be useful to have a meeting of the planning sub-committee to line things up early in 2020.*

At the meeting Carolyn commented further:

- There needs to be an overall view of development of the domain, as the Dog Park appears to have been planned in isolation.
- Continuing FOTSC planting initiatives.
- 2020 will mark ten years' of village planning and there may be some opportunity to work with PCC on ways to mark this.

## **10. Portfolio Reports**

### **a. Domain Projects (David V)**

Nothing to report.

### **b. Plimmerton Farms Development (Allan D)**

Nothing to report.

### **c. Communications & Website (Carolyn/Chris)**

Carolyn had reported by email (edited):

- *Newsletter sent November. All items rewritten to also work as web records of specific projects and minimised into Facebook posts.*
- *December newsletter/web updates and Facebook teasers for December drafted and ready to go.*
- *Allan has taken over Facebook from Brent.*
- *All communication to be consistent so the web documentation must match the newsletter item, emails and Facebook teasers and posts. Our font is Trebuchet and should be used at 12 point for body text and 14 point bold for titles.*

Chris will check out what meeting minutes are currently loaded on the website and what is missing.

**Action: Chris**

Allan suggested posting on FaceBook during civil emergencies, such as the recent flooding, with links to official information pages such as PCC and WREMO as appropriate.

### **d. Community Shed (Dave A)**

Dave A had reported by email (summarised):

- *A good month with low expenses and good income from product sales*
- *Verbal contact made with Mana Archery. Dave and Allan plan to meet with them soon to discuss future premises.*
- *Recent trip to Mana Island by the Shed Team, and others, was excellent and enjoyed by all.*
- *Seats renovation is progressing well.*

Don presented a summary of the Shed accounts to 25 November. (This is a subset of the PRA accounts).

Dave is to send photos of the seats project to Carolyn.

**Action: Dave A**

Dave noted that the Shed team have agreed the provision for a first aid course can be removed from the accounts.

### **e. Dogs (David V)**

Nothing to report.

### **f. Heritage Project (Allan)**

Nothing to report.

### **g. Karehana Park (Allan)**

This project is complete.

### **h. Emergency Management (Chris)**

Chris will follow up with Alan Reader.

**Action: Chris**

### **i. Security Cameras (David V, by email)**

Some repair needed to one camera. David is arranging this.

#### **j. Membership & Community Database**

A non-disclosure agreement is required before work can proceed. Warrick to follow up with Roger B who was drafting one.

**Action: Warrick**

#### **k. Village Maintenance (Carolyn by email)**

Carolyn had reported by email.

Claire Giblin is back with PCC as the liaison person between the transport group and local communities. She and Carolyn are to meet to review all the regular and one-off maintenance issues from the past two years.

They will prioritise issues and then she will liaise with the teams responsible for each task. **Action: Carolyn**

Carolyn had listed outstanding maintenance issues and asked for any further items of concern.

#### **11. Councillors' reports**

##### **Jenny Brash (GWRC):**

- Paremata Station carpark extension has opened.
- Plimmerton Station Domain carpark bus shelter is confirmed for this financial year. Resealing and CCTV camera also needed.

#### **12. General business**

##### **a. Co-opting additional executive members**

With the recent resignations of Roger Johnston and Roger Beckett (Treasurer) there was discussion regarding co-opting additional executive members as allowed for in the PRA Constitution.

Motion:

“That Don Gray and Warrick Procter be co-opted as additional executive members of the executive committee of the Plimmerton Residents' Association.”

Moved: Carolyn

Seconded: Allan

Carried: Unanimously

Don agreed to take on the finance portfolio/acting Treasurer role.

Robin is to check if there is a view only access option in the Westpac account for Don to use in the interim.

**Action: Robin**

##### **b. Planning Meeting**

Allan to organise a planning meeting early in the New Year to set the direction for 2020. **Action: Allan**

##### **c. Social Function**

Chris to organise a social function in the New Year.

**Action: Chris**

The meeting closed at 8.40pm

Prepared by: Robin Jones (Minute Secretary)

#### **Please note meetings for the remainder of 2020 (7.30pm):**

Monday 10 February

Monday 9 March

Monday 6 April ( avoids Easter)

Monday 11 May

Monday 8 June

Monday 13 July

Monday 10 August

Monday 17 August AGM

Monday 14 September

Monday 12 October

Monday 9 November

Monday 14 December