

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 11th November 2019, 7.30pm, at Plimmerton School staffroom

Present: Allan Dodson (Chair), Dave Anderson, Robin Jones (Minute secretary), Peter Walters, Chris Collins, David Verrinder

Councillors: Euon Murrell (PCC), Jenny Brash (GWRC)

Visitors: Warrick Procter

Apologies: Carolyn Williams

1. Greetings

Allan welcomed everyone to the meeting, and welcomed our new and returning councillors, Euon Murrell and Jenny Brash.

2. Apologies

As noted above.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

Allan formally advised two resignations from the PRA executive committee, Roger Johnston (effective 22 October) and Roger Beckett (effective 9 November). Allan acknowledged the contribution made by both to the PRA and the wider Plimmerton community over many years.

Robin to update Contact List and circulate.

Action: Robin

Plimmerton School Gala – attendance by PRA (see below)

5. Adoption of Minutes from October meeting

The draft minutes of the October meeting had been circulated by Robin. David V requested one change. Robin to action.

Motion:

“That the minutes of the October 2019 meeting of the executive committee of the PRA (as amended to reflect the change requested above) be accepted as a true and correct record.”

Moved: Peter Seconded: Dave A

Carried: Unanimously

6. Matters Arising from Minutes

Peter: Repairs required to wooden walkway down to beach on Moana Rd, near the Motuhara cutting. Peter advised to ring PCC service line or to use Antenno app.

7. Councillors' reports

Euon Murrell (PCC):

- Each Northern Ward councillor will do 6 to 9 months with each village
- First council meeting to be held on 12 November

(David V arrived 7.40pm)

Jenny Brash (GWRC):

- Daran Ponter has been elected Chair of GWRC.
- Second regional councillor for Tawa-Porirua is Chris Kirk-Burnnand

- Paremata Station carpark extension is expected to open by the end of the year.
- Dave A asked for an update on the CCTV and bus shelter for Plimmerton Station carpark in the Domain.

Action: Jenny

8. Financial reports (Roger B)

Roger B had circulated his monthly financial report by email prior to his resignation. Key points:

- *Receipts since 11 October* – \$266.43 comprising 5 subs \$100, 2 member donations \$50, community shed \$115 (subs \$25, koha \$40 and pest trap sales \$50) and interest for October \$1.43.
- *Payments since 11 October* – \$761.81 comprising:
 - Community shed \$326.04 comprising:
 - Mitre 10 September account \$265.03 re product materials (FOMI) \$84.34, supplies \$62.72, tools \$117.97 (funded by THF grant);
 - Powershop \$61.01 re electricity to 3 October – units \$12.23 and daily charge \$48.78 (funded by THF grant);
 - Heritage project \$77.36 re memory sticks \$27.36 and recorder hire \$50 to Mary B and Deirdre D for oral history interview;
 - Website \$52.79 to ChilliWeb re domain name renewal for plimmeerton.org.nz and camborne.nz to 20 October 2020; and
 - Admin \$305.62 re promotion \$254.51 (PRA membership \$183.71 to David V and underpass murals unveiling \$70.80 to Carolyn) and charities return 2019 fee \$51.11.
- *Accounts payable to be approved and minuted* – \$521.22 comprising (excluding \$20 bonus account transfer):
 - Community shed \$197.26 comprising:
 - Mitre 10 and Coastal Fasteners October accounts \$98.64 (\$68.64 and \$30 resp *(NB Coastal Fasteners later corrected to \$34.50)* re supplies;
 - Warrick P \$35.27 re sink tap;
 - Powershop \$63.35 re electricity to 3 November – units \$12.94 and daily charge \$50.41 (funded by THF grant);
 - Carolyn W \$23.96 re councillor cards;
 - Violet Rowe \$300 re periodical ex-gratia (7th since August 2017) for website content management services;
 - *Please add and advise any other accounts payable;*
 - Monthly transfer \$20 from 28 November from current account to new bonus saver account re bonus rate.
- *Payments approved and pending* – \$411.70 re community shed first aid course.

The following additional Accounts Payable were notified at the meeting:

Roger Johnston \$56 (re Burnsco for Seats project)

Paul Meehan \$15.94 (re Mana Bearings, Shed)

Motion: “That the Treasurer’s monthly financial report to 7 November 2019 be accepted and the Accounts Payable as noted above be approved for payment.”

Moved: Robin Seconded: Dave A Carried: Unanimously

9. Village Planning (Carolyn)

Carolyn had reported by email (edited):

- *Meeting with Justine delayed. She has a couple of ideas about the overall village programme next year that sound exciting for us. Will report back as soon as I have met with her.*
- *Met with Linda re the signage and safety wall at Plimmerton entrance ... as suggested by Bill so this ties in with other fencing in Plimmerton designed by Linda.*

Dave A added that work is continuing with PCC on developing the rail fence area at the south end of the station.

10. Portfolio Reports

a. Domain Projects (David V)

Nothing to report.

b. Plimmerton Farms Development (Allan D by email edited)

Nothing to report.

c. Communications & Website (Carolyn/Chris)

Carolyn had reported by email (edited):

We have this month's news packaged and ready to go out via Facebook, website and newsletter. Website Chris and Violet are developing a working system to keep the website fresh and up to date. Database When this is sorted it will give us another communication channel we are lacking at the moment. We need to be able to remind people to pay subs and to talk to those who have not renewed their subs etc Permanent reminder signage has been installed at a few locations around Plimmerton and this can be further developed when the signage safety wall is constructed.

Chris wants photos of all current projects for the website.

d. Community Shed (Dave A)

Dave A had reported by email (edited):

Our newly elected Mayor had called in to meet the troops and offer her support. Plimmerton seats - progress has been made and we have a willing bunch of people. Anyone wanting to help with the seat project can meet at the Shed Tuesdays and Thursdays 9.30am. A new member has joined. The team are making lots of saleable products ready for the Xmas rush.

e. Taupō Reserve (Robin, by email)

*The Hopscotch grid has been painted by Rachel Benefield
This project is now complete barring provision of photos and story to THF.*

f. Dogs (David V)

Nothing to report.

g. Heritage Project(Allan D by email)

*Facebook posts requesting information on Steyne Avenue and Taupō Hall have been run. These two items are under investigation.
Two local identities Ormond Lane, Postmaster during the 1930's, 40's and 50's, and Jim Gyton, General Carrier through the 50's, 60's and 70', are being prepared, highlighting their service in WW2 / Jay Force.*

h. Karehana Park (Allan, by email, edited)

The physical aspects of this project have been successfully completed. The original budget set for the Trust grant has been underspent:

- *PCC, Plumbers and PRA consented a simpler route from the water mains saving installation costs.*
- *Using local plumbers, they provided a cost effective solution to installing the fountain. The PRA was able to advertise we were using local.*
- *PCC paid for the fountain rather than the PRA.*

There have been positives from the project:

- *Using PRA expertise the PCC have been able to develop an able / disabled accessible water fountain that can also incorporate a dog water bowl. We have now been advised that PCC will be installing four similar units in other PCC Parks.*
- *Special thanks to Roger Johnston and his grandson for trialling a number of options and providing feedback during design stages. Their expertise was critical to the project.*
- *Karehana Park has a functioning water fountain ready for what we hope will be a long hot summer.*
- *We can demonstrate to the Trust we are working hard to save costs enabling money to be returned for them to use on other community projects.*

Allan, Dave A and Robin will meet to discuss the status of the THF grant and establish a plan of action.

Action: Allan, Dave A, Robin

Dave A and Allan have been approached about installing a basketball hoop in the park. It is expected that this initiative would be progressed by local youth, with mentoring from PRA project team.

i. Emergency Management

Chris is waiting to hear from Alan Reader.

j. Security Cameras (David V by email, edited)

Some tree cutting to maintain clear line of sight for one set of cameras. Further work planned to repair lens that slips occasionally due to bird traffic.

k. Membership and Community Databases (Warrick)

Nothing to report.

l. Village Maintenance (Carolyn/Peter)

Carolyn had reported by email. She plans to meet with Euon to reactivate the communication process with Ashley Gore, and is hoping Peter will also be involved on an ongoing basis.

11. General business

(Euon, Jenny and Warrick left the meeting at this point.)

a. Resignations, transition and looking ahead

There was discussion regarding actions to be taken following the resignations of Roger Beckett (Treasurer) and Roger Johnston.

The committee acknowledged the long-term and valued contributions made to PRA and the Plimmerton community by both men, noting, in particular, Roger Beckett's ten year tenure of the Treasurer's role and the excellent work done by Roger Johnston on Karehana Park and for the disabled.

Motion:

"That, following the resignation of Roger Beckett from the executive committee of the Plimmerton Residents' Association, Westpac be requested to remove Roger Beckett as a PRA Account Administrator, Authoriser and Beneficial owner of the PRA account(s) held by the bank."

Moved: Robin Jones

Seconded: Dave Anderson

Carried: Unanimously

Robin to discuss the bank account authorities and operation with Roger B and confirm who are the current Beneficial Owners of the account.

Action: Robin

There was discussion about who could take on the Treasurer role. Dave Anderson will talk to Don Gray about helping out in the interim.

Action: Dave A

Motion:

"That the PRA accept with regret the resignations of Roger Beckett (Treasurer) and Roger Johnston (Committee Member) from the executive committee."

Moved: Allan Seconded: Chris Carried: Unanimously

Motion:

"That the PRA formally recognises the outstanding contributions to the committee and the Plimmerton community of Roger Beckett and Roger Johnston during their tenure on the PRA executive committee and thanks them for their respective contributions."

Moved: Allan Seconded: Peter Carried: Unanimously

Motion:

"That the PRA send Roger and Mary Beckett a \$100 restaurant voucher to formally show our appreciation of Roger's contribution as Treasurer over a ten year period."

Moved: Dave A Seconded: David V Carried: Unanimously

As noted above, Robin, Allan and Dave A are to meet to discuss the status of the THF grant. Robin will then seek clarification from THF and will check if any underspend can be applied to buy a new table saw for the Shed. Dave A to provide a quote. **Action: Robin/Allan/Dave A**

Other actions agreed:

Discuss storage of financial records (electronic and paper) with Roger B	ROBIN
Draft formal letters of thanks to Roger B and Roger J	CAROLYN (ALLAN & DAVE to sign)
Cards for Roger B and Roger J	ROBIN
Topor voucher \$100 for Roger B & Mary	DAVE A

b. Charities Return Filing: It was noted for the record that this was filed 6 November by Roger Beckett.

c. Meeting Dates for 2020:

Robin to confirm dates and circulate. **Action: Robin**

d. Attendance at Plimmerton School Gala

David V and Dave A to investigate/organise PRA attendance at Plimmerton School Gala on Saturday.

Action: David V/Dave A

The meeting closed at 9.00pm.

Prepared by: Robin Jones (Minute Secretary)

Please note meetings for the remainder of 2019 (7.30pm):

Monday 9 December