

Plimmerton Residents' Association (PRA)

Minutes of Executive Committee Meeting held Monday 14th October 2019, 7.30pm, at Plimmerton School staffroom

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

Councillors:

Visitors: Warrick Procter, Mary Beckett, Deirdre Dale

Apologies: Roger Johnston, Jenny Brash

1. Greetings

Dave A welcomed everyone to the meeting.

2. Apologies

As noted above.

Dave A noted that PCC have yet to appoint our NW contact councillor for the new electoral term.

3. Declaration of Conflicts of Interest

None declared.

4. Notice of General Business Items

- Welcome/congratulations letters to be sent to PCC and GWRC councillors and PCC mayor
Action: Robin/Carolyn

5. Adoption of Minutes from August/September meeting

The September meeting was cancelled due to lack of a quorum.

The minutes of the 26 August 2019 meeting were circulated on 10 September 2019 and approved by email majority. (see Item 6 (3) below)

6. Matters Arising from Minutes

The following requests and motions had been taken by email since the 26 August meeting:

(1) Requested by email from Warrick Procter on 9 September 2019:

In the meeting-interim, may I please have executive permission to work with Roger Beckett, Carolyn Williams and Anne Johnston and get access to, and download Membership data from, separate data sources:

1. Roger Beckett treasurer systems, comprehensive membership accounting spreadsheets (membership contact details, payment history)
2. PlimmertonRA@gmail.com "Google Contact List" (contact details)
3. MailChimp email systems (newsletter recipients, contact details)

Purpose #1: Understand the membership data and glue it together across the three repositories.

Purpose #2: Work with Roger B and Carolyn towards greater membership sign-up.

All information will be treated with absolute confidentiality and will be shared exclusively with the PRA Committee and Anne J.

This request was approved in a majority vote via email:

In support: Allan Dodson, Chris Collins, David Verrinder, Carolyn Williams, Peter Walters, Roger Beckett

Against: Roger Johnston

(2) Request by email from Mary Beckett and Deirdre Dale of Plimmerton Heritage group on 9 September 2019:

The Plimmerton Heritage Group, (acting on a request from Reuben Friend, Director Pātaka), asked PRA for a letter of support for PCC to apply for funding for an app to be developed to provide central access to information on various heritage trails in the Porirua area, including the Plimmerton Heritage Trail.

This request was specifically supported by Allan Dodson, Carolyn Williams and Dave Anderson by email, and actioned accordingly.

(3) Motions proposed by email from Roger Beckett on 10 September 2019:

Motions for Committee Approval

That the following accounts be paid:

- *Community shed:*
 - *Mitre 10 August account \$575.07 re pest trap materials \$162.80 (funded by PCC), election hoarding materials \$161.30, supplies \$164.95, tools \$54.34 (funded by THF grant) and padbolt \$31.68 – replaces 26 August approval of \$274.93;*
 - *Coastal Fasteners August account \$59.66 re supplies – replaces 26 August approval of \$256.54;*
 - *Powershop \$71.34 re electricity to 3 September – units \$20.93 and daily charge \$50.41 (funded by THF grant);*
- *Anne Johnston \$356.02 for design (\$103.50) and print (\$254.72) of 1 A1 and 3 A4 posters re PRA projects/website/Facebook; and*
- *Carolyn Williams \$195.01 for 4 large posters promoting the 2019 AGM.*

Proposed Roger Beckett, seconded Allan Dodson

That the following changes to PRA bank account signatories be made:

- *Add Chris Collins (authoriser)*
- *Add David Verrinder (authoriser) [confirmed after the meeting]*
- *Remove Tim Sheppard (authoriser and administrator) and Robynne McIntyre (authoriser)*

Proposed Roger Beckett, seconded Roger Johnston

That the current business online saver account be changed to a higher-earning bonus saver account.

Proposed Roger Beckett, seconded Allan Dodson

That the draft minutes of the committee meeting of 26 August 2019 are a true and correct record.

Proposed Roger Beckett, seconded Allan Dodson

The four motions as noted above were carried by email majority in responses in support received from: Allan Dodson, Dave Anderson, Roger Johnston, Carolyn Williams, Chris Collins, David Verrinder, Roger Beckett

7. Councillors' reports

None available.

8. Financial reports (Roger B)

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

- *Receipts since 6 September – \$476.62 comprising 8 subs \$160, community shed \$315 (subs \$25, koha \$45, product sales \$95 and donation \$150) and interest for September \$1.62.*
- *Payments since 6 September – \$1,257.10 comprising:*
 - *Community shed \$706.07 comprising:*

- Mitre 10 August account \$575.07 re pest trap materials \$162.80, election hoarding materials \$161.30, supplies \$164.95, tools \$54.34 (funded by THF grant) and padbolt \$31.68 (replaced 26 August approval of \$274.93);
- Coastal Fasteners August account \$59.66 re supplies (replaced 26 August approval of \$256.54);
- Powershop \$71.34 re electricity to 3 September – units \$20.93 and daily charge \$50.41 (funded by THF grant);
- Anne Johnston \$356.02 re signs/posters promoting PRA membership and projects; and
- Carolyn \$195.01 re posters promoting 2019 AGM.
- *Accounts payable to be approved and minuted* – \$587.20 comprising (excluding account transfer):
 - Community shed \$326.13 comprising:
 - Mitre 10 September account \$265.03 re product materials (FOMI) \$84.34, supplies \$62.72, tools \$117.97 (funded by THF grant);
 - Powershop \$61.10 re electricity to 3 October – units 12.23 and daily charge \$48.78 (funded by THF grant);
 - David V \$183.71 re posters promoting PRA membership;
 - Deirdre Dale \$67.36 re memory sticks \$27.36 and recorder hire \$40 for oral history interview;
 - Mary Beckett \$10 re recorder hire for oral history interview;
 - Transfer \$20 in 28th of each month from current account to new bonus saver account re bonus rate.
- *Payments approved and pending* – \$411.70 re community shed first aid course, \$51.11 re Charities Services 2019 return filing fee, and \$52.79 re ChilliWeb domain name renewal fees for plimmerton.org.nz and camborne.nz.

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

Moved: Roger B Seconded: Peter W Carried: Unanimously

9. Plimmerton Heritage Project (Mary and Deirdre)

Mary and Deirdre provided an update on the activities of the Plimmerton Heritage Project.

They have begun recording oral histories with people who grew up in Plimmerton in the 1940s to ensure their stories are preserved in a professional manner. The first (Joy Gray) has been completed. Equipment was hired from Alexander Turnbull Library, and the exercise has been done under the library’s Oral History terms of reference. The repository of oral history records will be held by Porirua Library.

The group is also working on the history of older buildings and properties, including the old Taupō Hall in Motuhara Road, and Allan continues to work on war connections.

10. Big Spring Clean (David V)

Final details discussed for the clean-up on Sunday 20 October.

David to organise Emergency Radios

Action: David

Carolyn to ramp up publicity on media channels including FaceBook

Action: Carolyn

11. Village Planning (Carolyn)

Carolyn had reported by email:

- *Meeting with dog park project manager*
- *Meeting with Bill Inge re budget and mural installation/opening day*
- *Meeting with Linda K re signage and safety fence*
- *Domain overall plan must be published with the dog park plan as agreed in our plan and OKed by PCC*

She added that that a date needs to be set for the installation/launch of the murals for the rail underpass.

12. Membership (David V)

David V suggested forming a subcommittee to look at new ways to increase newsletter circulation and subscriptions. David to arrange a meeting with those expressing interest: Roger B, Chris, Carolyn, Warrick, Robin.

Action: David V

13. Portfolio Reports

a. Domain Projects

David V will circulate the latest water quality results from GWRC when these are available. **Action: David V**

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

Nothing to report.

c. Communications & Website (Carolyn)

Carolyn had reported by email (edited):

- *4 large PRA promotional signs produced and installed*
- *20 promotional posters for current projects produced and displayed*
- *Newsletter this month promoting Big Spring Clean only*
- *Second newsletter update this week with 4 items*
- *Facebook posts planned for subs renewals (past and current projects)*
- *Facebook posts re mural unveiling at school and Big Spring Clean*
- *Website updated on project information (project managers should send info and photos to Carolyn every month).*
- *Website information manager (Chris) briefed*

d. Community Shed (Dave A)

Dave A had reported by email (edited):

- *A quiet time in the Shed.*
- *New product being trialled, a bottle bird feeder.*
- *PCC Parks Manager visited us recently to discuss how we can go forward. She was very positive and wants to help us as much as she can. She also suggested that there could be a possibility that our present lease on the Domain could be extended.*
- *We are seeking a Project Manager to oversee our future.*

Dave A commented on the Seats Refurbishment project. The team have the materials organised but need to get a work plan and coordinate volunteers to help. **Action: Dave A and Shed team**

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

- *It looks great, just the HopScotch grid to come. Bill is organising this with Rachel Benefield.*
- *PCC Parks maintenance team are doing a great job keeping the park shipshape.*
- *I will write a blurb for the TrustHouse website and send them photos. (see before and after FYI)*

Action: Robin J

f. Dogs (David V)

David reported that general behaviour by dog owners is good at present.

Carolyn and Dave A had met with the PCC Dog Park Project Manager. There is some concern with how this specific project fits in with wider plans for the Domain area as a whole.

g. Heritage (Allan D) See Item 9 above.

h. Karehana Park

There was discussion regarding the generous donation of labour from Plimmerton plumbers. This discussion is to be continued outside of executive committee. **Action: Allan/Roger B**

i. Emergency Management

Chris is taking on this portfolio. She plans to meet with Alan Reader soon. **Action: Chris**

j. Security Cameras (David V)

David is investigating solutions to maintenance issues for the cameras. He will also ask Police for statistics and feedback regarding the effectiveness of the cameras. **Action: David V**

k. Community Databases (Warrick) *(NB This item to be combined with Membership in future)*

Warrick noted there are three repositories of data with PRA contact information:

- MailChimp Newsletter subscribers
- PlimmertonRA Gmail contacts
- Records of Financial members

He is reviewing these and looking at ways to combine information where practicable.

l. Village Maintenance (Carolyn/Peter)

Carolyn had reported by email:

- *Comprehensive report and follow up with Ashley Gore*
- *Plan to establish new contact route with elected councillor*

Peter will be taking on this portfolio and will liaise with our new NW councillor contact when appointed.

12. General business

a. Privacy Statement (Roger B)

Roger is drafting a simple privacy statement that all executive committee members and co-opted volunteers should sign.

Action: Roger B

b. Traffic issues (Peter)

Peter expressed concerns about parking on Airlie Rd. Allan referred him to PCC as there is a formal process for changes to road markings.

Speeding drivers continue to cause concern on Airlie Rd and Moana Rd. The make of car and registration number should be recorded and passed to Police.

David V suggested trying to positively influence driver behaviour through newsletter and FaceBook posts. Carolyn to action.

Action: Carolyn

c. Massey University research for Over 65s (Dave A/Warrick)

Dave and Warrick updated the committee on this project. There is a possibility of hosting a related event in Plimmerton.

d. Beach Ramps

The new Karehana Beach ramp should be in place this summer. Chris also noted the broken ramp further south near 6A Moana Rd needs attention.

The meeting closed at 9.05pm.

Robin Jones (Minute Secretary)

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

Monday 9 December