

MINUTES OF PLIMMERTON RESIDENTS' ASSOCIATION MEETING – 26 AUGUST 2019

Plimmerton School Staff Room 19:30

Dave Anderson, Chair – Allan Dodson, Minute Secretary (acting)

Welcome

Dave Anderson, Co-Chair, welcomed two new members of the PRA committee: Chris Collins and Peter Walters, as well as our local GWRC Jenny Brash and Community Shed rep Warwick Proctor.

Present

Dave Anderson, Allan Dodson, Roger Johnston, Roger Beckett, Carolyn Williams, Chris Collins, Peter Walters, Jenny Brash.

Apologies

Robin Jones, David Verrinder

Conflicts of Interest

None registered

Minutes of 22 July 2019 Meeting

These were circulated in draft as an item was to be confirmed by Roger Beckett. Once completed, the minutes will be submitted to the September committee meeting for approval.

Appointment of Officers and Project Managers

Following its election at the AGM on 12 August, the committee appointed these officers (per clause 3.3 of the PRA constitution):

Joint Chairs – Dave Anderson and Allan Dodson

Proposed Roger Johnston, seconded Peter Walters

No others nominations. Carried unanimously

Minute Secretary – Robin Jones

Robin had indicated previously that she would accept nomination.

Proposed Allan Dodson, seconded Roger Beckett

No other nominations. Carried unanimously

Treasurer – Roger Beckett

Proposed Dave Anderson, seconded Carolyn Williams

No other nominations. Carried unanimously

The following **manager positions** were filled by general agreement, noting that managers needn't be committee members:

PRA communications and newsletters - Carolyn Williams

Community website – Carolyn Williams and Chris Collins, with Violet Rowe

Social media liaison – Carolyn Williams and Chris Collins, with Brent Thompson

PCC Village Planning Programme coordination and liaison – Carolyn Williams, with Robin Jones and Roger Johnston

Organisational coordinator – Chris Collins

Community database and membership project – Warrick Procter and Roger Beckett

Heritage project – Mary Beckett and Deirdre Dale

Community shed project – Dave Anderson

Karehana Park project – Allan Dodson and Roger Johnston

Plimmerton domain project – Allan Dodson

Responsible dog ownership project – David Verrinder

Taupo Stream project – David Verrinder

AGM preparation – David Verrinder and Chris Collins

Big Spring Clean project - David Verrinder

Community security project– David Verrinder

A number of other projects are in the air. Managers will be appointed as the projects are established.

Reports

Jenny Brash GWRC

- Carbon neutral by 2030
- Chips to be laid, when weather permits in Domain car park
- Rail underpass to be resealed
- Bus shelter to be supplied and installed in Domain car park

Beach Access Karehana Park

Brief to Chris Collins and Peter Walters on scope of project

PCC to meet with Dave Anderson, Allan Dodson & Roger Johnston to look at options and organise communications with wider Plimmerton/Camborne community.

Team to also discuss with PCC access to beach at the end of Moana Road

Seat Refurbishment

Brief to Chris Collins and Peter Walters on scope of project

Dave Anderson to get the volunteers together and look at options to begin project. It must be completed by Christmas 2019.

Water Fountain Domain

Brief to Chris Collins and Peter Walters on scope of project. This will be coordinated with the PCC team working on the Dog Park at the northern end of Plimmerton Domain.

Financial Report

Roger Beckett outlined PRA's current financial status and approvals required this month.

Transactions Update

- *Receipts since 21 June* – \$6,032.86 comprising 116 subs \$2,320, 24 member donations \$585, donation re Karehana Park \$2,464.15, community shed subs \$50, koha \$20 and product sales \$590, and interest for July \$3.41 [Status of this donation yet to be resolved vis-à-vis THF accountability.]
- *Payments since 21 June* – \$6,830.48 comprising:

- Karehana Park fountain – \$3,013.45 to Clarence Plumbing Ltd re plumbing services and material;
- Community shed – \$2,892.87 comprising \$480 to PCC re reserve lease, \$25 to MENZSHED NZ Inc re membership, \$117.49 to Paul Meehan re sliding door (H&S), \$547.95 to Mitre 10 re July account (supplies \$68.24, underpass murals materials \$150.20 and seat refurbishment materials \$329.51), \$68.28 to Powershop re electricity to 3 August, and \$1,654.15 to Carba-Tec NZ Ltd re bandsaw and gear (funded by THF grant); and
- AGM expenses – \$20.72 reimbursement to Allan re shop signs [Note: Tommy’s sponsored \$798.20 re AGM flyers/projects plan];
- PRA promotion – \$903.44 to Anne Johnston re design of 5 posters for PRA projects \$230 and re design, print and bases for 2 tear drop flags \$673.44.
- *Accounts payable to be approved and minuted –*
 - Dravitzki Accountancy & Tax Ltd – 2018/19 accounts review fee \$300 (INV-2628);
 - Sam Duff – Facebook charge for 2019 AGM and subs promotion \$40;
 - Plimmerton Boating Club – AGM catering \$262.50 (INV-0029, net of \$187.50 discount);
 - Roger Johnston – cleaning materials for seat refurbishment \$99 (funded by PCC contract);
 - Community shed – August trade accounts at Mitre 10 \$274.93, Coastal Fasteners \$256.54 and Warrick Procter re hot water \$60;
 - Charities Services – 2019 annual return filing fee \$51.11; and
 - ChillWeb Ltd – domain name renewal fees for plimmerton.org.nz and camborne.nz – up to \$70 (yet to be invoiced).
- *Payments approved and pending –* \$411.70 re community shed first aid course and \$3,000 artist’s fee re 2 rail underpass murals (funded by PCC Village Programme).
- *Net deficit for year to date –* \$1,647.65.
- *Cash funds –* \$37,415.24.
- *Committed funds –* \$5,814.15 unspent community donations (earmarked for Karehana Park project).

Roger Beckett proposed and Allan Dodson seconded a motion that accounts payable listed above be approved for payment – **Passed**.

Bank Account Signatories/Payment Authorisers

Roger Beckett noted that Robynne McIntyre, who has left the committee, should be replaced as a PRA bank account signatory and payment authoriser, and that an additional appointment is need to ensure continuity when others are away.

Roger Beckett proposed and Roger Johnston seconded a motion to make the following changes:

Chris Collins – add

David Verrinder – add [confirmed after the meeting]

Robynne McIntyre and Tim Sheppard* – remove

Passed

Roger will organise these changes once the minutes of this PRA meeting have been approved and signed.

Westpac Saver Account

Roger Beckett noted that it had recently become apparent that PRA’s interest revenue could be increased by substituting the existing Business Online Saver account, which pays 0.01% calculated daily, to a Bonus Saver account, which pays a potential 1.40% comprising a base rate of 0.05% plus a bonus rate of 1.35% payable if the month-end balance is \$20 greater than the previous month-end.

This would provide an unambiguous benefit to PRA, even if the bonus wasn't available. There would be no need to change existing signatories or the existing account number.

Roger Beckett proposed and Allan Dodson seconded a motion that PRA apply to Westpac to change the Association's Business Online Saver account to a Bonus Saver account. – **Passed**

In conclusion, Roger Beckett moved and Roger Johnston seconded a proposal that the financial report for August 2019 be adopted. – **Passed**

Timing of Monthly Committee Meetings

To enable more efficient approval of monthly 'trade' and other community shed accounts for which statements are received in the first week and settlement is due by the 20th, it was suggested that committee meetings be held on the second rather than the last Monday of each month. This will avoid the need to estimate amounts due before receipt of statements.

Roger Johnston moved proposed and Dave Anderson seconded a proposal that PRA meetings be moved to the second Monday of each month, provided that David Verrinder and Robin Jones approve and the Plimmerton School Staff Room is available. [Confirmed after the meeting.] – **Passed**

Village Planning

Carolyn Williams outlined the procedures that the PRA needs to go through in bidding for Plimmerton allocations in the PCC Village Planning Programme. For 2019/20 three of our five projects submitted were approved at a total of \$41,000:

- Domain development
- Safety and signage
- Underpass murals [This project no longer needs to be underwritten by the PRA.]

Community Shed

Dave Anderson let us know that the two storage sheds near the Community Shed had been broken into and items stolen. While the sheds will now only contain wood and have appropriate signage fitted, there were concerns about the equipment in the Community Shed.

Dave and Warrick Procter will be meeting with the team to talk about security.

Dave will report the theft to the Porirua Police Station, in person.

General Business

No additional items tabled.

Next Meeting

Once the second Monday of the month (9 September) is confirmed, it will be notified.

Meeting Closed – 20:33

PS: These minutes were approved by the PRA committee by e-mail on 11 September 2019.

Allan Dodson/Dave Anderson, Joint Chair

Roger Beckett, Treasurer