

PLIMMERTON RESIDENTS' ASSOCIATION INC

Minutes of Executive Committee Meeting Monday 12 July 2021, 5pm Tommy's Real Estate, Mana

Present: Roger Watkin (Chair), Robin Jones (Minute Secretary), Carolyn Williams, Dave Anderson, Warrick Procter, Don Gray

Councillors: Euon Murrell, Jenny Brash

Visitors: Rudi Grace

1. Greetings

Roger welcomed everyone and thanked Euon for providing the venue, as the school staffroom is not available in school holidays.

2. Apologies

None.

3. Declaration of Conflicts of Interest

None declared.

4. Notification of any additional General Business items

None.

5. Adoption of Minutes from June 2021 Meeting

The draft minutes of the June meeting had been circulated by Robin. No changes were requested.

Motion: that the minutes of the June 2021 meeting be accepted as a true and correct record.

Moved: Robin Seconded: Dave A Carried: Unanimously

6. Matters arising from the minutes / Reports back on actions taken

None

7. Financial report & A/P approvals (Robin/Don) (attached below)

Don had circulated the EOY financial statement and performance report for Charities Services by email, and asked for approval to send this to our reviewer, Tim Dravitski.

Motion: That the EOY Financial Statement and Performance Report be approved to be sent to Tim Dravitski for review.

Moved: Don Seconded: Carolyn Carried: Unanimously

Don had submitted his monthly Financial Report and the Accounts Payable for approval by email.

Motion: that the Financial Report and payment of accounts as noted below in Treasurer's financial report be approved.

Moved: Don Seconded: Dave Carried: Unanimously

Plimmerton Boating Club request for PRA member ID - in progress. Action: Robin/Don

8. Councillors' reports

PCC- Euon Murrell:

- Annual plan adopted, 7.56% average increase in rates, noted that Porirua has 19,000 ratepayers for 60,000 residents.
- A restructure of local government is possible in future.
- Council are investing in stormwater and wastewater infrastructure.
- SH1/SH59 consultation will not start until at least 6 months after Transmission Gully Road opens.
- PCC will review and consult on Village Planning programme.

GWRC- Jenny Brash:

- Reported on regional council rates.
- Working on Long Term Plan.

9. AGM Planning

Reviewed checklist. Robin working on Chair report for website, Warrick is folding fliers, Roger is organising the delivery of fliers. Thanks again to Tommy's for printing the fliers.

All current committee members indicated they would stand for re-election. Robin asked that all those standing make sure they have paid their subs before AGM.

Euon offered to run the election of officers at the AGM

11. Flood follow-up (Dave)

The public drop in information session organised by Ben Fountain and team from PCC was informative and well-received by the public.

Dave will attend the next Flood Response Group meeting. Roger will ask Grace from Flood Action Group to the AGM in case there are questions from residents.

12. KiwiRail PACE Update

KiwiRail have sent through a schedule of planned works.

13. Portfolio reports

- Village Planning & Domain project (Carolyn)
Preliminary meeting held with Allan Dodson to discuss war memorial plaques for Domain (peace and Remembrance garden) and Railway Station.
VP programme is to be reviewed, Carolyn continues to work with Bill Inge.
- Communications and website (Carolyn) as emailed below. Rudi Grace has offered to help review the Business Directory on the website and look at having a large board in Ulric St with paid spaces promoting local businesses. Sam Duff is again manging our Facebook page.
- Village maintenance (Carolyn) as emailed below
- Community database/gmail contacts (Warrick) Warrick needs to reconcile Gmail data and Don's data with MailChimp. He will consolidate data sources after the AGM.
- Community shed (Dave/Don)
The lease has expired. Dave has asked Matt to follow up on lease renewal document from PCC. Dave and Bill are discussing a possible site for the Shed in Ulric St.
- Police and Security Cameras:
Police have contacted the resident who had concerns at the response to her request for Police to access the cameras after an incident.
- Traffic safety (Roger)
Roger reported that PCC are seeking approval to put yellow lines back and remove carparking on part of Motuhara Rd because of safety concerns.

(Jenny left at 5.45pm)

- Emergency management :

Rev Dan Ross, vicar of St Andrew's is to liaise with Chris Collins on approach to emergency management. The parish is keen to be involved in this community initiative.

- Submissions (refer Robin's report below)

Robin and Carolyn have sent information to Ron Minnema at PCC regarding the coordination of various projects happening in our area and requested a meeting. PCC are meeting internally to discuss approach and will meet with us after that.

13. General Business

a. Business Directory (Rudi) Rudi introduced himself. He has met with Roger, Carolyn and Robin and is reviewing the businesses currently listed on the website, checking which are current and updating contact details. There are 33 businesses currently listed. There has been a suggestion that businesses should pay to be on the website. Carolyn is arranging a meeting with Rudi, Sam and Violet.

b. PCC Representation Review. The current ward system needs to be reviewed following the decision to introduce a Māori ward. PCC have asked for our preliminary input on the proposal. Formal consultation will happen later in the year, but the general feeling was that local representation needs to be retained in some form, and elected community boards are not favoured.

c. Wellington Free Ambulance have emailed regarding a community defibrillator, probably the one at the Big Salami. Roger to respond.

d. Porirua Civic Awards: Roger, Dave and Euon had attended the Porirua Civic Awards presentation, where Allan Dodson was honoured.

Roger thanked Euon for making Tommy's office available for the meeting, with the school staffroom unavailable due to holidays.

The meeting closed at 6.00pm.

The next meeting will be held on Monday 9 August, 5pm at Plimmerton School staffroom.
Prepared by Robin Jones.

(2) Emailed Reports:

Financial Report: (from Don)

PRA Financial Report for Period 08.06.21 to 10.07.21

Transactions Update at 10 July

- **Receipts since 8 June: \$1,763.57:**

Interest	\$2.79
Subscriptions	\$1130.00
Donations	\$425.00

 - **Community Shed**

Shed Materials Refund	\$180.78
Koha and Donations	\$25.00
- **Payments since 8 June (approved at meeting 14 June \$446.19:**
 - **Community Shed**

Powershop (Auto payment)	\$63.71
Mitre10 (Shed materials)	\$327.48
Dave Anderson (blade sharpening)	\$30.00
MenzShed NZ	\$25.00
- **Accounts payable to be approved and minuted – \$375.96:**
 - **Community Shed**

Powershop	\$64.53
Mitre10 (Shed materials)	\$251.43
Carolyn Williams (AGM and sign expenses)	\$60.00

Plus any other accounts payable?
- **Cash funds (as at 10 July) –**

Current a/c:	\$9,030.90 CR
Business Online Saver a/c:	\$19,988.31 CR

(NB: Monthly automatic transfer of \$20 from Current a/c to Bonus Saver a/c)
- **Committed funds –**

Shed – balance of seat refurbishment (PCC)	\$3,331.08
Donation ex plumbers	\$2,464 (for allocation to a future project)

Membership Subscriptions

Subscriptions received after 31 March are assigned to the next financial year.

To date (10 July):

- Subscriptions 2020-2021 paid in 2019/20 - \$155 from 8 members
- Subscriptions for 2020-2021 paid in 2020-2021 - \$3,355 from 167 members
- Total for 2020-2021 \$3,510 from 175 members
- Subscriptions for 2021-2022 paid in 2020-2021 - \$1,040 from 52 members
- Subscriptions for 2021-2022 paid in 2021-2022 - \$170 from 9 members

From Carolyn:

Report communications and projects July 2021

- **Business directory on website:** met with Rudi Grace (with Roger and Robin) to discuss how a business directory might work. Rudi is ascertaining currency of listings there now. Meeting this Tuesday with Violet and Sam to discuss technical and logistical issues. This directory will be useful on several fronts as it is proposed that the annual listing fee includes PRA membership which will broaden our subscriber base. It will also serve as the basis of a business contact list for the directory board and map being investigated for near Plimmerton roundabout.
- **Emergency services:** met with Rev Dan from St Andrews who is keen to get civil defence moving with his congregation and the community. He is meeting this week with Chris Collins to get the channels of communication opened. Emergency management has restructured and now runs training and operations from Wellington not Porirua. Chris and Dan will look at liaison with WREMO,

working the hub, training, public awareness and all the wider aspects of responding to emergencies here. We should invite Dan and Chris to the first meeting after the AGM to report on progress.

- **Business directory and map:** Met with Bill and Roger to look at options for locating a big board with a map and an A3 tile for each business in the area. We have explored this in the past and have 3 design options. First step is for Bill to get the right permissions from within PCC. He will also get quotes for all the elements involved: structure, design, printing of tiles, production of map etc which will give us a base for looking at sponsorship and charges to businesses. Bill is getting back to us. Roger is also exploring sponsorship options.
- **AGM flier and letter:** designed by Anne and proof read by Robin and Sam. Now at Tommy's for printing. Warrick will collect early this week and will fold. If necessary we can organise a group folding session to assist. Roger is organising delivery to every residence in Plimmerton Camborne and all businesses.
- **Financials:** Sandy thanked and taken to lunch at Café Oranje for her photography for the flier (which included a series of early morning starts to catch sunrise) and her presentation at the AGM. Reimbursement of \$25. Vouchers will be bought for heritage team who have completed their Plimmerton Domain project. Approval for \$60 voucher sought.
- **Heritage project in Plimmerton Domain:** heritage panels installed in the seating area by the dog park. Mary and Deirdre thanked and will be given lunch vouchers to a local café. Thanks to them and to Bill for organising installation. All looking very smart and interesting.
- **War memorials in Plimmerton Domain:** we met with Allan Dodson (Carolyn, Roger, Robin) to discuss ideas for two small memorial plaques to be installed in the domain area. It was proposed that the plaques be installed on large rocks, one near the rail underpass and one at the northern end of the domain in the newly planted garden of peace and remembrance. In a later meeting with Bill he suggested that we try to source WW2 tank traps as the plinths. He has located them and is working on that idea. Bill will also get prices for plaque production and installation. Robin suggested appropriate wording and, when we have prices, we can seek sponsorship. With QR codes these plaques will give people access to the years of stories and photos Allan has assembled online.
- **Projects 2021 and 22** As we have a small team and limited resources at this time it is suggested that we limit ourselves to the war memorials and business directories, online and in the Ulric Street area as our major projects this year.