Minutes of the Prebbleton Community Association Meeting

March 2025

Date/Time:	3rd March 2025, 7.00pm
Where:	Prebbleton Cottage
Present:	Jane Elms, Karen Frater, Alastair Joyce, Graeme Gemmill, Angela Jones, Averil and Graham Carpenter
Apologies:	none

1. Welcome & Apologies	

Apologies – Karen (lateness)

Averil Carpenter read out her eulogy she gave on behalf of the PCA at the funeral of Derham McAven. Derham was part of the inaugural PCA committee, as Chair, and contributed to many other community groups in Prebbleton. Committee agreed to make mention of Derham in the April Prebbleton Life. Averil to forward her eulogy to Jane to write an excerpt for PL.

Special welcome to Cr Debra Hasson who joined the meeting to discuss the importance of providing feedback on the consultation document for 'Your water done well'. The PCA asked Cr Hasson to feedback our concerns that the document was light on details, the consultation period was too short, that the lack of in-person information sessions was disappointing (NB an on-line session scheduled for 5th March) and the Q&A sessions attended thus far left most questions unanswered.

Cr Hasson left the meeting at 7.50pm

2. Minutes of the previous meeting & matters arising

- Pocket Park – Alastair to coordinate with Shannon for solar lights to the value of $100. **COMPLETED**
- Cycle Safety – Deferred
- Exploration of a back-up plan if P Grundy cannot compile future editions of Prebbleton Life. (Jane chatting with Selwyn Print)

Resolution that the minutes of the previous meeting, held 2nd December 2024, be accepted. Moved Angela Jones, Seconded Graeme Gemmill. Passed

Matters from Feb email (in lieu of meeting as we couldn't meet quorum):

- Prebbleton Life – wire stand at Fresh Choice
  Karen moves that the PCA purchases a wire stand for PL at Fresh Choice Prebbleton, at a cost of $198. Seconded: Jane All agreed

- Prebbleton Cottage – storage under cottage yet to be resolved. **G Carpenter/A Joyce to resolve with SDC.**

- Pocket park – PCA to caretake – (deferred to general business)
- Prebbleton Cottage bookings for 2025 confirmed **(thank you Averil)**
- Prebbleton Life – sponsorship guidelines. (deferred to monthly reports)
- Community survey – sharing with other groups – All but 1 person agreed.
- Prebbleton Life outcomes from meeting with Belinda (deferred to monthly reports)
- Suggestion re event planning (deferred to general business)

4. Correspondence

- John Verry – Deputy Chair, Malvern Community Board forwarded SDC media release info re hall (a result of Selwyn Times asking for info for an article – no new information)
- Sandra Serra re query of Maori context in Heritage Group Articles; reply to Karen Ayton
- Sarah McEwan (UC) email forwarded to committee; info for study

5. Treasurers Report – Alastair Joyce

See attached.

1. Matters from Feb email (in lieu of meeting as we couldn't meet quorum):

   January report and Market Summary:

   Jane moved that the follow reimbursements and invoices are paid, and the January financial report be accepted:

   1. Reimbursement – A Joyce, Pocket Park materials (see email from Fri 17th Jan) **$87.72**
   2. Selwyn Print – January edition of PL **$ $575**
   3. Diocese of Christchurch - Anglican Parish of Halswell-Prebbleton – Tosswill Lounge hire for Friday Friends (Jan – March) **$90**

   Seconder: Karen; Passed by all committee

2. February report:

   Presented by Alastair, little change from previous month. Alastair moved that we accept the February financial report and pay Selwyn Print invoice. Seconded Graeme G. Passed

6. Monthly Reports/Updates

1. Prebbleton Cottage - Nothing to report.

2. Prebbleton Life

   Prebbleton Life Guidelines to be updated to include sponsorship guidelines and additional items. *Committee reference document: 'Prebbleton Life February 2025'.* Once updated and checked by committee a copy will be forwarded to the PL Sub-committee for any comment.

3. Friday Friends – Alastair moved that a petty cash of $100 be available for Jane, at her discretion, to use for Friday Friends, this can include income from raffle money. To be spent on supplies required, thank you gifts for speakers etc. Jane will keep a petty cash spreadsheet and present at meetings for transparency. Seconded Angela. Passed.

7. General Business

a. Pocket Park:

- After a discussion regarding the PCA become caretakers of the 'Pocket Park' (concerns re extent of role, understanding who does what, that it is private land) it was agreed that Graeme G and Graham C will be the point of contact.

b. Prebbleton Heritage:
Alastair raised concerns about on-going content and the time and effort that Sandra Serra puts into monthly articles for PL. Committee agreed that a letter of thanks for her efforts be written. **(Action: Jane)**

c. PCA information – storage and sharing:
Alastair - need to be uploading the right information to the website and also do some tidying up of the filings in google drive. Committee agreed, Alastair had updated Google drive; Angela to utilise the files of 2024 minutes to upload onto website. **(Action: Angela)**
To note: There is a filing cabinet in the back of the Hall with past PCA records/information.

d. CE SDC Sharon Mason – Alastair: after an email interaction with Sharon, suggested that we invite Sharon to a future meeting. **(Action: Alastair)**

e. Response from Springs Ward Councillors re PCA email – no response from any of the three Ward Councillors regarding contributing to PL, coming to PCA meeting or a public meeting.

f. Community Facility – Alastair suggested a possible site for a community facility which will require some negotiation with Ngai Tahu and MGR". [Alastair to look into and information to go to Karen/sub-committee]

g. Prebbleton School - the PTA annual FUN day on the 9th March at the school. Last year we sponsored their chocolate wheel c. $190, asked if we would be willing to do it again.
Jane moved that we provide financial support up to $200 for the PTA fun day. Seconded Karen. Passed

h. SDC Consultation for 'Your water done well' – Jane to complete submission based on committee feedback, feedback on-line.

i. SDC - Selwyn Best Practice Grant-Seeker Workshop - $25 – decided against anyone attending

j. Other business
   I. PCA has been given firewood to sell as a fundraiser – Graham, Graeme and Alastair to manage

Parked:

Incorporated Society Rule Changes and implications for PCA
Membership Subscriptions – requires updating as part of the review of our constitution.

13. Meeting Closure 8.48 pm

Next Meeting 7th April, 7pm at Prebbleton Cottage

Prebbleton Community Association Inc.

Financial Report: as at 31/01/2025

Summary for the period from 01-12-24 to 31-01-25

Receipts	
Accounts receivable (Bupa & Supermarket – P/L sponsorship)	1,150.00
Community event/Market Income (summary attached)	1,231.00
Interest received, December	4.61
Interest received, January	4.47
Total — Receipts	**2,390.08**
Less: Payments	
Advertising/promotion/newsletter (Dec/Jan P/L, Letterbox survey forms	1,207.50
Community Event/market costs (Summary attached)	729.96
Donations & Gifting spent (flowers for Daphne McAven)	75.00
Miscellaneous Costs (pocket park lights -Spend pre-approved)	52.97
Not Assigned (returning money paid to us in error-Raymond Thomas)	55.00
Printing and stationery (Jane E)	111.98
Total — Payments	**2,232.41**
Net increase (decrease) in cash held	**157.67**
Cash at the beginning of the period	**6,860.05**
Cash at the end of the period (Westpac Account)	**7,017.72**

Payments due for approval:

Pocket Park Information kiosk repaint consumables, A Joyce, out of pocket	87.72
Selwyn Print for Feb Prebbleton Life (awaiting confirmation invoice)	575.00
Anglican Church hire of Tosswill Lounge for Friday Friends	90.00

Receivables due:

Liqourland for Feb P/L sponsorship	575.00

Prebbleton Community Association Inc

Receipts & Payments Summary

For the period from 01-02-25 to 28-02-25

	28-02-25
Receipts	
Interest received	**3.45**
Less: Payments	
Advertising/promotion/newsletter – February Prebbleton Life	**575.00**
Community Event/market costs – Tosswill Lounge hire, Friday Friends, Jan-March	**90.00**
Repairs and maintenance – Consumables, pocket park notice board repaint	**87.72**
Total — Payments	**752.72**
Net increase (decrease) in cash held	**(749.27)**
Cash at the beginning of the period	**7,017.72**
Cash at the end of the period – Westpac Account	**6,268.45**

Payments due for approval:

Selwyn Print – March Prebbleton Life (awaiting confirmation invoice)	575.00

Receivables due:

Liqourland Prebbleton, Feb P/L sponsorship	575.00
Dilworth Hearing, March P/L sponsorship	575.00