Minutes of the Prebbleton Community Association
May 2025

Date/Time:	5th May 2025, 7.04pm
Where:	Prebbleton Cottage
Present:	Karen Frater, Graeme Gemmill, Jane Elms, Graham Carpenter, Alastair Joyce, Averil Carpenter
Apologies:	Angela Jones

1. Welcome & Apologies

- Angela Jones is an apology due to sickness. Jane moved we accept her apology, Averil seconded. Carried

2. Minutes of the previous meeting (April) & matters arising.

All matters arising in below general business

Resolution that the minutes of the previous meeting, held 7 April 2025, be accepted. Moved Karen, seconded Graham. Carried.

3. Correspondence

- SDC - Consultation opens on Selwyn's Dangerous, Affected and Insanitary Buildings Policy
- John Verry – MCB proposed submission re above consultation
- Generic emails
- Request for an editorial in PL – forwarded to Dave
- PCA submission to the Electoral Commission re boundary changes
- PCA Grant request for Friday Friends expenses and cost to Print PL for rest of 2025 ($1,200 & $4025 respectively)
- SDC – Community Administration Fund

Jane moved that correspondence be accepted, Karen seconded. Carried

4. Financial Report

- Alastair tabled April financial report (see attached).

Alastair moved that we accept the April financial report and pay the Selwyn Print invoice ($575) when it comes in and reimburse himself for the ANZAC morning tea. Jane seconded. Carried.

- Jane tabled Friday Friends petty cash spreadsheet (see attached)

5. Monthly Reports/Updates

- Prebbleton Cottage – Averil has noticed that the gutter guard has been removed as had been found lying around. Will bring this to the attention of the SDC. (**ACTION POINT** – Averil). Discussion around the storage under cottage (where the fold up tables and chairs usually kept) not being able to be fixed. At this stage, these items are in the Carpenter's garage. They are currently happy for them to remain there.
- Prebbleton Life – Wire stand is now in Prebbleton Fresh Choice. Needs better signage on it. (**ACTION POINT**- Jane). Sponsorship has been hard to lock down. Karen has a couple of places potentially lined up for the next couple of months. Graeme G has recorded where he has dropped newsletters and will look at how many are left around the 20th of the month. Karen and Graeme going to liaise if needing to put into mailboxes. Jane going to send finalised guidelines through to Belinda who is on the subcommittee. (**ACTION POINT**- Jane).
- Friday Friends – nothing to report

6. General business

- **ANZAC DAY SERVICE**
    - Review – Successful day. Layout and sound system worked well. Jane going to do a roundup of the day that can be used for next year's committee. (**ACTION POINT**- Jane). Potential opportunities for improvement - more savouries, ability to put in a request for some army servicemen to attend, communication about morning tea set up between groups
    - Jane will send out thank you cards to key people involved. (**ACTION POINT**- Jane).
- Averil brought to our attention that Melissa Smith of The Bridge is doing a fundraiser for Pink Ribbon Day in May. Asking if it was appropriate to contribute to this Community event, like supported the Prebbleton PTA fundraiser? It was thought that although a very worthwhile cause it is a business running it and there are other community members doing similar things so not something the committee wanted to do
- Daffodils update – Averil and Graham have decided not to use the daffodils for the PCAs beautifying cause due to the council contractors weeding and spraying regime.
- Angela tabled via email a community funrun that had been brought to her attention. We decided that there was not enough detail for us to decide to support it at his stage.
- Lincoln Voice on PCA Facebook page – Committee happy that if the post has relevant Prebbleton content they happy for it to be on our PCA facebook page. The page administrators will post at their discretion on behalf of the committee.
- Autumn market?? Any interest in doing this? Decided that there is not something like the Giant Pumpkin competition to team with it, so we wouldn't do it this year. Potential for a Pet's Day in October as brought to the committee by Karen Dreaver at the AGM. Karen Frater to liaise with Karen D as to if she is still keen to lead us with this. (**ACTION POINT** – Karen)
- SDC consultation - Selwyn's Dangerous, Affected and Insanitary Buildings Policy (closes 23rd May). Decided not to put a submission in for this.
- Constitution/Membership – Jane is working on a draft constitution that we will work on over the next couple of meetings. Karen will print out copies and get them to committee members before the next meeting. (**ACTION POINT**- Jane and Karen).
- Summary of past current issues/ideas (just to keep them on the radar, may not require a discussion):

- Cycle safety – this has been deferred since AGM. Agreed that one way to highlight cycle and pedestrian safety in and around our community was to run a little article on it in the next Prebbleton Life. Jane going to contact Prebbleton Life team about this. **ACTION POINT – Jane**
- Formatting back-up plan for PL if Peter Grundy not available - waiting for response from Lincoln CA (**ACTION POINT**- Jane).
- Red road markings are entrances (Springs Rd) to Prebbleton. Decided not to push this due to budgets at council
- Beyond 2025/Council elections – If a committee member decided to run, we agreed that they could stay on the committee, the PCA would not get involved in their campaign and would not endorse any candidates. All of us are to think about whether we are wanting to keep supporting the community by staying on the committee next year.

7. Meeting closed 8.35pm. Next meeting 2th June 2025

Action Points table:

Notify SDC about gutter guard, Prebbleton Cottage	Averil
Signage for Wire Stand	Jane
Send through guidelines to Prebbleton Life Newsletter subcommittee	Jane
ANZAC day roundup for use next year	Jane
ANZAC day thank you cards	Jane
Potential Pet Day – contact Karen Dreaver	Karen
Print and give to committee – draft constitution	Karen
Cycle safety – potential article in PL, contact Peter Grundy	Jane
Back up plan for PL if subcommittee away	Jane
Prebbleton Life distribution/left over newsletters	Graeme/Karen

Prebbleton Community Association Inc

Receipts & Payments Summary

For the period from 04-04-25 to 02-05-25

	02-05-25
Receipts	
Interest received	**0.82**
Less: Payments	
Advertising/promotion/newsletter (April P/L)	**575.00**
Net increase (decrease) in cash held	**(574.18)**
Cash at the beginning of the period	**7,419.75**
Cash at the end of the period (Westpac account)	**6,845.57**

Payments due for approval:

Selwyn Print for May Prebbleton Life (awaiting confirmation invoice)	575.00
A Joyce out of pocket - Anzac Morning tea (to be reimbursed to PCA acc. from SDC)	379.06
ANZAC wreath, Broadfield Flowers	115.00
Receivables due:	---------