Minutes

Meeting date: Tuesday 16th January 2024, 7pm at Prebbleton Cottage

Welcome & Apologies

- Present: Alastair Joyce (Treasurer), Averil Carpenter, Belinda Jeursen, Graeme Gemmill, Graham Carpenter, Jane Elms (Chair and Minutes), Karen Frater
- Apologies: [Belinda for lateness]
- Unavailable: Angela Jones, Dave Martin

Minutes of the previous meeting (as circulated and taken as read)

A motion to approve the minutes of previous meeting on 21 November 2023 was made by Jane Elms and seconded by Alastair Joyce. Carried unanimously.

a. Matters arising
    a. Prebbleton Community Cottage – agreed that process at AGM was sufficient; Graham and Averil Carpenter to hold this relationhip. *[NB: from AGM]*
    b. Shade at dog park – deferred to correspondence

Correspondence

b. Shade for dog park – A Hart (previous Secretary) wrote to Phillip Millar (SDC) re additional shade for people and their dogs. Response was that they didn't have funds this financial year and would review in 2023/24.

A motion that the PCA writes to SDC suggesting they use part of the cell tower funds to provide and install cover (ie a shade sales), and seating under it, in both sides of the dog park' was moved by Alastair Joyce and seconded Graham Carpenter. Carried unanimously.

Action: Jane to reply to Phil Millar

c. Emails from CCC regarding the invitation and details of an opportunity to view Ecogas sites in North Island.
   [Previously agreed via email that J Elms and a local environmental consultant, Susan Aitken attend]
d. Averil Carpenter sent a sympathy card, from PCA committee, to the family of Jane Ewart a Past Chairperson of the PCA. *[Omitted at meeting]*

Financial Report – Presented by Alastair Joyce (attached)

a. Christmas Market Summary
   Vendors: Planned – 29; Actual on the day - ___
   Food stalls: Planned – 7 + PCA BBQ; Actual on the day - ___
   Funds raised by PCA $1178.80
   NB included $100 float provided by A Joyce and will be less BBQ expenses to be reimbursed to A Joyce.

b. Accounts for payment:

c. Payments for approval:

Selwyn Print - Dec newsletter (paid)	575.00
One Scoop or Two (paid)	357.00
Alastair Joyce (sausages sizzle costs)	145.51
Alastair Joyce (overbanked market income)	100.00
Graeme Gemmill (paid for pumpkin sales)	50.00

A motion that the PCA reimburses Alastair Joyce, for the $100 float he funded and the expenses for the BBQ , was moved by Averil Carpenter and seconded Karen Frater. Carried unanimously.

Action – Angela to provide final totals highlighted above.

d. Prebbleton Giant Pumpkin competition clarification – fundraiser for the school, PCA supported sales. $50 of plant sales at the Christmas Market was banked by PCA in error. Graeme Gemmill rectified the error from his own personal funds. PCA to discuss holding a market at the same time as the Giant Pumpkin competition weigh-in, deferred to planning meeting.

A motion that the PCA reimburses Graeme Gemmill for the $50 he paid regarding the error from Giant Pumpkin plant sales, was moved by Belinda Jeursen and seconded by Karen Frater. Carried unanimously.

e. Retrospective approval sought for December invoices paid to:
    i. Just one Scoop (100 Ice Creams for children at Christmas market)
    ii. Blueprint – Prebbleton Life

A motion that the committee accepts the financial report and retrospective approval of the payment of accounts was moved by Alastair Joyce and seconded by Averil Carpenter. Carried unanimously.

f. In regards to the Christmas market the following financial motions were proposed:

A motion that the PCA sends a letter of thanks, and a $100 koha to the Woolston Brass Band for playing at the Christmas market, was moved by Karen Frater and seconded by Averil Carpenter. Carried unanimously.

A motion that the PCA sends a letter of thanks, and a $50 koha, to All Saints' Church for making their toilets available, the loan of the sound system and use of grounds for parking was moved by Averil Carpenter and seconded by Alastair Joyce. Carried unanimously.

Action: Jane to write to Woolston Brass Band and All Saints Church then Alastair will make payments.

Monthly Reports/Project Updates

1. Prebbleton Cottage
    - Interior work continuing
    - Kevin Chappel (the SDC contact that PCA committee used) role was disestablished; query who our contact is now.
    - Need to request [to SDC] that the Skylight in the hall be replaced.

- Missing cleaning products, no toilet paper or handtowels [Mackayla at Lincoln Event Centre (who manages bookings) has been contacted to replace these items … *subsequent to meeting items arrived but left wrong size toilet rolls (sitting on floor) as doesn't fit cottage holders*]
- Building needs a light wash down
- Windows need cleaning more frequently than 6 monthly
- Space under the cottage where PCA stores their outdoor tables and chairs needs work so that space can be utilised. [Tables and chairs current stored inside cottage]. Possibility of utilising the Rolleston Men's Shed if SDC agrees or alternatives from SDC.
- apply to have the oak tree pruned by SDC. [It's a Heritage Tree].

Action: Jane to write to SDC regarding the above and query if PCA can purchase items (ie toilet paper) and seek reimbursement. Reestablish past agreement regarding use of Cottage by PCA.

- The committee complemented the work that Averil and Graham Carpenter have done in the garden at the Cottage.
- Items from the Christmas Market debrief – need to advise SDC that the outdoor power sockets have limitations if all are in use; can they review circuit breakers. Need to understand what the maximum amount that can be drawn down at one time. [Issue: power kept going off during Christmas market]

2. Prebbleton Life
    - Jane Elms suggested:
        - profiles of all committee members in an up-coming issue so the Prebbleton Community know who we are and who they can contact (discuss at Planning meeting);
        - that we broaden the 'Chair's update' to 'Committee update' so that others can have the opportunity to write the monthly update (optional). [Proviso that if no one wants to, the Chair will write something].
    - Dave Martin confirmed, via email, that there wouldn't be a January issue.

General Business

a. Christmas Market – debrief and learnings to take forward; *[See summary notes attached]*
b. Ecogas development in Hornby - Susan Aitken to join Feb meeting. PCA committee invited to attend the Greater Hornby Residents Association Inc public meeting on Sunday 28th January, 2pm at Hornby Club (Norwester Room)
c. Jane suggested the need for a PCA committee 'manual' to hold key documents, templates, agreed Principles of operation, assets, 'How to guides' for new office holders and/or new Committee Members. Risk that a lot of information is stored in people's heads and not everyone knows the information. From there we may need to develop some policies and/or guidelines.
d. 2024 Planning – priorities, projects and events – additional meeting in February, agreed; Wednesday 7th February, 7pm at the Cottage

Action: All Committee please come with your ideas of what you would like the PCA to achieve in 2024, and how we ensure we meet the needs of the Prebbleton Community. *[Template to help with thinking to be sent out before the meeting; to include prompts for committee 'manual'].*

Action: Averil to book Cottage for 07/02/24.

e. Jane Elms suggested two Year 13 students be co-opted onto the PCA committee so we have youth representation. Also there may be an opportunity to represent Prebbleton within Selwyn District planning for youth.

Action: Jane to follow up.

f. Setting date for monthly meetings 2024 deferred to planning meeting.
g. Constitution updates still required. 2024 project – deferred to planning meeting.

Next meeting – Wednesday 7th February (additional meeting for February)

Meeting Closed 8.44pm

Action Items from Meeting:

Who	What	When	Completed
Jane	Reply to SDC re Shade at dog park	b/4 Feb meeting	
Angela	Final numbers from Christmas Market	For Feb meeting	
Alastair	Reimbursement of float - $100 Reimbursement $50 to GG	b/4 Feb meeting	
Jane	Letter of thanks to Woolston Brass Band and All Saints Church (incl request bank account details for koha)	b/4 Feb meeting	
Alastair	Koha payments once details provided by Jane	Once details provided	
Jane	Letter to SDC re cottage	b/4 Feb meeting	
Averil	Book Cottage 7/2	asap	Done
Jane	Co-opt 2 Year 13 students	b/4 Feb meeting	Done

Additional future action items identified in Christmas Market Debrief

Who	What	When	Completed
	Need for PCA H&S Policy, templates for: H&S event planning, Reporting incidents or events, Investigating incidents or events		
Jane	Vests for PCA Committee members at events		Sourced.
	Market Term & Conditions for Stall Holders (JE drafted) & PCA Process document		
Karen?	Cash box		
	Letter of thanks to Thomas		

Prebbleton Community Association Inc.
Financial Report: January Meeting 2024

Summary for the period from 18-11-23 to 12-01-24

Receipts		
Interest received	32.63	
Market Income	1,178.80	(sausage sizzle $350.00)
Total — Receipts	**1,211.43**	
Less: Payments		
Accounting/audit fees	50.00	Helen Wood
Advertising and promotion	1,150.00	P/L Nov & Dec
Community Event	218.97	Tree lights
Market expenses	357.00	Ice creams
Printing and stationery	48.40	Printer ink
Total — Payments	**1,824.37**	
Net increase (decrease) in cash held	(612.94)	
Cash at the beginning of the period	10,293.04	
Cash at the end of the period Westpac Account	9605.10	
Cash on Hand	75.00	
	9,680.10	

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	1227.51	