Minutes of the Prebbleton Community Association
October 2025

Date/Time:	6th October, 7.10pm
Where:	Prebbleton Cottage
Present:	Karen Frater, Angela Jones, Jane Elms, Alastair Joyce, Graeme Gemmill, Graham Carpenter
Apologies:	Averill Carpenter

1. Welcome & Apologies

- Averill Carpenter is an apology. Jane moved we accept her apology, Alastair seconded. Carried

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

Resolution that the minutes of the previous meeting, held 9th September 2025, be accepted. Moved by Jane, Seconded Graeme G. Carried.

3. Correspondence

- Juliette Reid – student LHS, request for funding summer school Auckland Uni, asked for funding from cell tower
- Denis Carrick
- SDC re cottage hire (incl price increase)
- Terry Waghorn – historical yearly financial statements

Jane moved that correspondence be accepted, Angela seconded. Carried

4. Financial Report

- Alastair tabled September financial report (see attached).

Alastair moved that we reimburse Jane Elms $52.78 for candidate supper, and have approval to pay the Selwyn Print invoice for this month ($690) and repay the Selwyn District council the $1000 they overpaid the PCA. Seconded Angela. Carried

Alastair moved that we accept the September financial report. Seconded Angela. Carried.

5. Monthly Reports/Updates

- Prebbleton Cottage – now has Wifi.
- Prebbleton Life
    - Karen moved that we give a koha of $500 to Peter Grundy as an acknowledgement for all the digital layout work he does for the Prebbleton Life newsletter. Alastair seconded. Carried.
    - 600 copies are now what we are aiming to print each month as long as we get the advertising money to cover them.

- Friday Friends – Jane has asked that a thank you card be given to Charlotte Sanky, a young lady who comes along and helps with the name badges. Karen to compose and send.
- Ecogas - exception reporting only – JE attended meeting

6. General business

- Nature Park Plaque – Graeme C to liaise with David Jarvis as it appears the plaque in memory of Jim Hutton is going to cost over the $350 that was previously indicated to the PCA. Jane moved that if the plaque costs over $350 (which we had previously moved we pay) that we will still pay for it. Karen seconded. Carried.

- Prebbleton Pet Show
  - There has been a change in time.
  - We need to apply for indemnity insurance as the council requires this as there are animals involved.

- Christmas Market and Grotto
  - Thursday 18th October
  - See action table below

- Constitution/Membership – Jane will send out draft for us to go review, give feedback, so that the final draft can be taken to the AGM

- Prebbleton Hall AGM coming up. Would be good if there was a representative there. Jane, Alastair and Graeme G likely to go.

- AGM will be 4th November. Karen will ask Andreii Moore if he would be willing to speak.

7. Meeting closed 8.15pm. Next meeting 3rd November 2025

Action Points table:

Christmas Carols and Market – potential helpers	Karen
Christmas Carols and Market – site measure/plan	Alastair
Christmas Carols and Market – Health & Safety Plan	Karen
Christmas Carols and Market – Tree branches	Graeme G
Christmas Carols and Market – PCA signage upgrade	Angela
Christmas Carols and Market – Talk to Freshchoice	Karen
Christmas Carols and Market – confirm both band times	Graeme G
Nature Reserve Plaque – contact David Jarvis	Graham C
Pet Show – Apply for funding	Jane
Back up plan for PL if subcommittee away	Jane
Constitution – draft proposal send out	Jane
Contact Andrei Moore	Karen
Thank you letter – Charlotte	Karen
Indemnity Insurance – Pet Day	Karen D

Prebbleton Community Association Inc

Financial Report October 2025 meeting

For the period from 01-09-25 to 30-09-25

	30-09-25
Receipts	
Accounts receivable (P/L advertising payments)	250.00
Donations/Grants received (Yearly residents group grant $1000 pd 11/9) The other $1000 to be repaid to SDC- they pd above again on 24/9!?)	2,000.00
Total — Receipts	**2,250.00**
Less: Payments	
Advertising/promotion/newsletter (P/L Sept elections issue)	**1,150.00**
Net increase (decrease) in cash held	**1,100.00**
Cash at the beginning of the period	**6,433.90**
Cash at the end of the period	**7,533.90**

Payments due for approval:

Selwyn Print for October Prebbleton Life	690.00
Prebbleton cottage rental September meeting	31.08
Selwyn D.C (refund then for their double payment)	1000.00
Jane E (candidates meeting supper)	52.78
Plaque for Nature Park (Jim Hutton memorial) pre approved to $350	350.00
Peter Grundy Koha for Prebbleton Life work	500.00
Anglican Parish - 3 months hire Tosswill Lounge for Friday Friends	90.00
	2213.86

Receivables due:

P/L advertising	375.00